

UM ARCHIVES
701 Lewis Hall
Columbia, MO 65211

Instruction Through Correspondence

September 1981-September 1982

University of Missouri



University Extension-Columbia-Kansas City-Rolla-St. Louis

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

From the Director's Desk

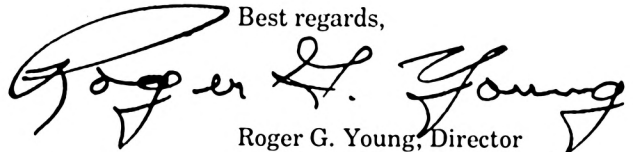
August, 1981

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 course work. Please contact us if we can assist you in choosing a specific course or answer questions regarding our curriculum or enrollment procedures.

Best regards,

A handwritten signature in black ink that reads "Roger G. Young". The signature is fluid and cursive, with a large, sweeping initial "R" and "Y".

Roger G. Young, Director
Center for Independent Study

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Information and Regulations



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.

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

In some cases a single course offered by the Center for Independent Study may have several course numbers. This means that two or more campuses of the University of Missouri have cooperated in developing the course. Each campus has its own title and number for the course, but the subject matter is the same.

Special Readings/Problems Courses

Some academic departments at UMC offer Special Readings and Problems courses through the Center. If you attend UMC, you should come to our office and get an approval form to be completed and signed by your adviser. You should then make arrange-

ments with an appropriate faculty member to design and supervise your course.

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 1) explaining why you wish to take this course, 2) describing your particular objective, area of interest, or other information that will assist the person designing the course, and 3) listing the courses you have taken or experience you have had in the area of your interest. If we aren't successful in finding a University of Missouri faculty member to design a course for you, we will return your payment.

University Courses For High School Seniors

For information about university courses that can be taken for credit by qualified high school seniors, see pages 62-63.

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.

Non-Credit Courses

Please refer to the non-credit course section of this catalog, beginning on page 65.

Independent Study Courses From Other Universities

The Center for Independent Study through Correspondence is a member of the National University Continuing Education Association, which publishes a *Guide to Independent Study*. This publication lists courses

offered by accredited colleges and universities that are members of the Association.

If a course in which you have an interest is not listed in this catalog, you can find a copy of the *Guide* in each University of Missouri Extension Center, or you can purchase one for \$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, radio, video-cassettes, 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 advisers 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 toll-free number) to answer questions and discuss exams.

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

Courses Available: Courses are available in the following areas:

- Accounting & Management
- Astronomy
- Criminology/Sociology
- Economics
- Education
- English
- Symphonic Music
- Philosophy/Religion
- Psychology
- Real Estate

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 toll-free number, 1-800-392-0536 (Missouri residents only).

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.

High School seniors may be eligible for a number of basic university courses; see UNIVERSITY COURSES FOR HIGH SCHOOL SENIORS.

High School Courses: If you have completed the eighth grade or are at least 18 years old, you may enroll in a high school Independent Study course. If you are working on a diploma, your principal or counselor must approve your course for credit by signing the back of your application.

Generally, you must have earned credit for the first half unit of a high school course, either in a high school or by correspondence, before you may enroll in the second half unit of that course.

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 submit-

ting an application form (at the back of this catalog) along with the appropriate course fees. *Ordinarily, we mail materials the day after we receive your application. If you do not receive the materials within a reasonable length of time (two or three weeks), you should contact the Center regarding your application.* 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. Look in the back of this catalog for a listing of the University Extension Centers.

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.

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

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.

Information and Regulations

All of the university, not high school, 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 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 the appropriate space on line 3 on the back of the application form. Exceptions to this rule are Canada and Mexico.

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

You may transfer from one credit course to another credit course *only once*. A fee of \$10.00 is charged to cover the cost of the transfer. In addition, you will be charged \$2.00 (university courses) or \$1.50 (high school courses) for each lesson and/or examination submitted, if any, in the original course. 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, we will give you a refund, if any, according to the refund policy on page 11. You must transfer within nine months of your original enrollment. Your enrollment for the new course will expire on the expiration date of the original course. You may not transfer your enrollment to another student.

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:

- \$36.25 per undergraduate semester credit hour.
- \$40.00 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, may also be paid by VISA® or MasterCard®; see the application form.

The Center reserves the right to revise or discontinue courses and to adjust the fees listed in this catalog as circumstances warrant. If a course for which you have remitted fees is discontinued, your payment will be returned.

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 pages 9-10.

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

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
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 (university course) or \$1.50 (high school course) 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 university course completion time is about six months. Average high school completion time 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. All preceding lesson assignments must be submitted before you may take an exam and there must be a minimum of one week between exams.

To derive 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. 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 \$5.00 payable to the University of Missouri.

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 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 any course study guide.

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

Continental U.S.: Your parcel will be mailed by Library Rate if your address has a U.S. Zip Code designation. Delivery of Library Rate mail can take up to 3 weeks. If you want your parcel processed by the post office right after First Class mail, you should mark the appropriate space on the back of your application form and include an additional \$1.00 for Special Handling.

Military: You may add \$1.00 for PAL or SAM. Note that you want this service on the back of your application form under the enrollment fee.

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. Each Missouri resident enrolled in a university correspondence course will receive a list of these, along with 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.

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 70-71 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.

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

Credit Applicability

You are responsible for determining whether or not the credit for a specific correspondence course will apply toward your diploma, degree, certification, or other specific 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 at least thirty semester hours of credit through Independent Study that will be applicable toward the bachelor's degree.

"At least thirty semester hours of credit, when earned in 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 by 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.

UM Graduate Students: If you plan to use credit earned through Independent Study toward an advanced degree at one of the campuses of the University of Missouri, you should contact the Dean of the Graduate School on that campus.

Other Graduate Students: The UMC transcript will explain the course numbering system, making it possible for officials of other institutions of higher education to determine, in most cases, whether or not the student taking a particular course can be granted graduate credit.

Continuing Education Units (CEU)

For information about Continuing Education Units, see the NON-CREDIT section, beginning on page 65.

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 Division 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: Undergraduates may take correspondence courses on a satisfactory/unsatisfactory basis, according to campus policy. Only in a few instances may graduate students take correspondence courses on this basis. Check with your academic adviser if you have questions. Indicate on the application form if you want this designation instead of a letter grade.

Hearer

You may enroll as a "Hearer," in which case you must submit the lesson assignments for the course, but you do not take the examinations. When you complete the course, we add a record of it to your transcript, but without credit. There is no reduction of fees for enrolling as a "Hearer."

Transcripts

The Center will not release final grades or award credit until outstanding accounts, if any, are paid in full.

Since it may take as long as six weeks for personal checks to clear a bank, you may wish to pay your balance due by money order, certified check, VISA® or MasterCard®.

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, the Center will send you a notice of your final exam grade and your course grade. Within a few weeks, the Director of Admissions, University of Missouri, 130 Jesse Hall, Columbia, MO 65211, will send you a Record of Secondary Work. If neither of these two records is sufficient proof of completion, you may request a transcript from the Director of Admissions, or your counselor or principal may request a computer printout of your course completion record.

University Courses



UNIVERSITY COURSES

For general information regarding university courses see the appropriate portion of pages 7-15.

MC (Multicampus Course): The letters MC indicate a course that has been developed by faculty members and approved by departments from more than one campus of the University of Missouri. You should enroll under the course number and title for which you want to receive credit. English Composition on page 26 is an example of a multicampus course.

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: English 304, for example. This is true for UMC courses. Prerequisites for multicampus courses include the initials of the campus to which the prerequisite applies.

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.

Examination Time Limit: A maximum time limit for each course exam is listed with the number of exams for each course. (Example: 7 lessons, 7 submitted. 2 exams —2 hours each.)

Course Fees: Some courses may be taken for either undergraduate or graduate credit. Please refer to Item 1 (Enrollment Fee Schedule) on the back of the application form (located at the back of this catalog).

Courses listed in this catalog may be discontinued and other courses may be added from time to time. The prices listed were correct when this catalog was printed; however, they are subject to change without notice.

Course Numbering System

Each university course listed in this catalog is offered by one of the four University of Missouri campuses. The campus initials follow the course number, title, and credit value.

Campus Identification Code

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

The list of courses available through Independent Study includes those which may be taken for undergraduate credit and graduate credit. Each course bears a distinguishing number which identifies it within the department and broadly indicates its rank. The numbering systems follow.

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 primarily 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.

University Courses

Kansas City Campus

100 to 299, courses are lower level, no graduate credit;

300 to 499, courses are junior-senior level, and may be taken for graduate credit by special approval.

500 and over, courses are graduate level and are open only to students who have been officially accepted for graduate study.

Rolla Campus

0 to 99, courses normally taken by freshmen and sophomores;

100 to 199, courses normally taken by upperclassmen;

200 to 299, upperclass and restricted graduate courses. Courses so numbered do not give graduate credit for an advanced degree in the field of the department offering the course;

200, special problems courses for juniors;

300 to 399, upperclass and graduate courses. Not restricted as to the major subject of the student;

300, special problems courses for seniors or graduate students;

350, special readings courses: individual work with the conferences adjusted to the needs of the student;

400 to 499, graduate courses and research.

St. Louis Campus

1 to 99, courses primarily for freshmen and sophomores;

100 to 199, courses primarily for upperclassmen, no graduate credit;

200 to 299, courses for undergraduates and appropriate professional and graduate students, except those whose graduate majors are in the department in which the course is given;

300 to 399, courses for undergraduate, appropriate professional, 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.

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 course title, followed by the initials designating the campus of the University of Missouri offering the course.

ACCOUNTANCY

36 Accounting I (3) UMC CALS*

17 lessons, 17 submitted. 2 exams—1 hour each. Course Fee: \$108.75

Introduction to the field of accounting: fundamentals of financial accounting. Prerequisite: *sophomore standing*.

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

37 Accounting II (3) UMC CALS*

11 lessons, 11 submitted. 2 exams—1 hour each. Course Fee: \$108.75.

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 ed., 1979. Price: \$18.00.

AGRICULTURAL ECONOMICS

220 General Agricultural Marketing (3) UMC CALS*

18 lessons, 17 submitted. 2 exams—3 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Analysis of farm products marketing systems from the industry and firm points of view. Prerequisite: 50.

Text: Sheppard, *Marketing Farm Products—Economic Analysis*, 6th ed., 1976. Price: \$19.50.

Computer Assisted Lesson Service. For explanation, see page 19.

For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

AGRICULTURAL ENGINEERING

103 Planning Farm Buildings (3) UMC CALS*

20 lessons, 14 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75.

Functional requirements of farm buildings. Farmstead and building planning. Materials, sanitation, ventilation, convenience. Prerequisite: *Math 10*.

Text: Midwest Plan Service, *Structures and Environment Handbook*, 9th ed., 1977. Price: \$8.00.

ANTHROPOLOGY

1 General Anthropology (3) UMC CALS*

18 lessons, 18 submitted. 1 exam—1½ hours. Course Fee: \$108.75.

General survey course in fields of anthropological concern—archaeology, cultural anthropology, physical anthropology—with emphasis on underlying concepts and principles. Examples from nonliterate peoples of the world.

Texts: Fagan, *People of the Earth*, 2nd ed., 1977. Price: \$10.00. Hall, *The Silent Language*, 1973. Price: \$2.95. Hoebel, *Anthropology: The Study of Man*, 4th ed., 1972. Price: \$14.95.

ATMOSPHERIC SCIENCE

50 Introductory Meteorology (3) UMC CALS*

15 lessons, 8 submitted. 2 exams—Midterm, 1 hour; Final, 1¼ hours. Course Fee: \$108.75.

Physical processes of atmosphere in relation to day-to-day changes in weather.

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

CLASSICAL STUDIES

60 Classical Mythology (3) UMC CALS*

22 lessons, 10 submitted. 3 exams—First and Second, 1½ hours each; Final, 2 hours. Course-Fee: \$108.75.

Myths of Greece and Rome as an aid in interpretation of literature and art.

Texts: Grene, *The Complete Greek Tragedies: Sophocles I*, 1954. Price: \$3.45. Humphries, *Ovid: Metamorphoses*, 1955. Price: \$4.00. Reinhold, *Past and Present: The Continuity of Classical Myths*, 1972. Price: \$7.00. Vellacott, *Euripides: The Bacchae and Other Plays*, 1964. Price: \$2.95.

CURRICULUM AND INSTRUCTION.

See COLLEGE OF EDUCATION.

ECONOMICS

- 1 Fundamentals of Economics I (3)
UMC MC†† 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, 1¼ hours each; Second and Third, 2 hours each. Course Fee: \$108.75.

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.

Texts: Baumol & Blinder, *Economics: Principles & Policy*, 1979. Price: \$18.00. Swan, *Study Guide for Baumol & Blinder's Economics: Principles & Policy*, 1979. Price: \$7.00.

COLLEGE OF EDUCATION

Curriculum and Instruction

T230 Art Activities in the Elementary School (2) UMC

7 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$72.50, undergraduate; \$80.00, graduate.**

Consideration of the vital role of art activities and creative experiences in the growth and development of children. Prerequisite: junior standing.

Texts: Lowenfield, *Creative and Mental Growth*, 6th ed., 1975. Price: \$18.00. Wiseman, *Making Things: The Hand Book of Creative Discovery*, 4th ed., 1973. Price: \$4.95.

T250 Special Readings (1-3) UMC

Course Fee: \$36.25 per credit hour, undergraduate; \$40.00 per credit hour, graduate.**

Directed study of literature and research reports in secondary and elementary education.

If you are *not* a UMC student, send your application form 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

T267 Teaching Mathematics in the Elementary School (2) UMC

14 lessons, 5 submitted. 3 exams—2 hours each. Course Fee: \$72.50, undergraduate; \$80.00, graduate.**

Materials and techniques used in the elementary school to develop mathematical concepts and skills. Prerequisites: *Math 7 and 8*.

Texts: Reys, *The Mathematics Laboratory: Theory and Practice*, 1973. Price: \$15.00. Swenson, *Teaching Mathematics to Children*, 2nd ed., 1973. Price: \$17.50.

Also see MATHEMATICS, 7 *Algebra for Elementary Teachers* and 8 *Geometry for Elementary Teachers*, pages 34-35.

T315 Teaching of Reading (3) UMC CALS*

25 lessons, 6 submitted. 3 exams—First and Second, 1½ hours each; Final, 2 hours. Course Fee: \$108.75, undergraduate; \$120.00, 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: \$17.00.

T420 Issues and Trends in Reading Instruction (3) UMC

17 lessons, 0 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, 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.

T445 The Secondary School Curriculum (3) UMC CALS*

16 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

For secondary school principals, teachers, superintendents. Present trends in curricular change and methods of curricular investigation.

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

Also see JOURNALISM, 380 *High School Journalism*, page 34.

Educational Research and Statistics

R370 Educational Statistics I (3) UMC CALS*

12 lessons, 11 submitted. 3 exams—3 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

Introduces statistical techniques employed in education: descriptive statistics, correlation, simple regression, hypothesis testing.

Text: Ferguson, *Statistical Analysis in Psychology and Education*, 4th ed., 1976. Price: \$22.50

Also see STATISTICS, pages 42-43.

Social and Philosophical Foundations

B351 Historical Foundations of American Education (3) UMC MC††

330 History of American Education (3) UMSL MC**

15 lessons, 7 submitted. 3 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Development of American educational institutions and ideas, and of social forces which have influenced them. Prerequisite: *course in American history*.

Texts: Bailyn, *Education in the Forming of American Society*, 1960. Price: \$2.45. Church, *Education in the United States*, 1976. Price: \$14.95. Cremin, *The Transformation of the School*, 1964. Price: \$4.95. Curti, *The Social Ideas of American Educators*, 1974. Price: \$6.95. Tyack, *The One Best System*, 1974. Price: \$3.95. Welter, *Popular Education and Democratic Thought in America*, 1962. Price: \$7.50.

Educational Administration

C240 School Organization and Administration for Secondary Teachers (2) UMC

6 lessons, 6 submitted. 1 exam—3 hours. Course Fee: \$72.50.

Required for Certificated Secondary School Teachers. Major problems of school management from the standpoint of teachers in secondary schools. Prerequisite: *Educational Psychology A102*.

You will need access to a cassette tape player. If you do not have a cassette tape player, you may be able to borrow one from your local library.

Texts: Garber, *The Law and the Teacher in Missouri*, 2nd ed., 1977. Price: \$6.00. Hill-

University Courses

son, *Change and Innovation in Elementary and Secondary Organization*, 2nd ed., 1971. Price: \$9.00.

Tape: Teacher Employment Interview." Price: \$1.95.

NOTE: These textbooks and this tape are also used for C241 SCHOOL ORGANIZATION AND ADMINISTRATION FOR ELEMENTARY TEACHERS.

C241 School Organization and Administration for Elementary Teachers (2) UMC

6 lessons, 6 submitted. 1 exam—3 hours. Course Fee: \$72.50.

Required for Certificated Elementary School Teachers. Major problems of school organization, administration and management from the viewpoint of the elementary school teacher. Prerequisite: *Educational Psychology A102*. You will need access to a cassette tape player. If you do not have a cassette tape player, you may be able to borrow one from your local library.

Texts: Garber, *The Law and the Teacher in Missouri*, 2nd ed., 1977. Price: \$6.00. Hillson, *Change and Innovation in Elementary and Secondary Organization*, 2nd ed., 1971. Price: \$9.00.

Tape: "Teacher Employment Interview." Price: \$1.95.

NOTE: These textbooks and this tape are also used for C240 SCHOOL ORGANIZATION AND ADMINISTRATION FOR SECONDARY TEACHERS.

Educational Psychology

A102 Educational Psychology (2) UMC CALS*

18 lessons, 0 submitted. 3 exams—2 hours each. Course Fee: \$72.50.

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).

A240 Introduction to Educational Measurement and Evaluation (2) UMC CALS*

8 lessons, 3 submitted. 3 exams—1 hour each. Course Fee: \$72.50.

Use of educational and mental tests in improvement of instruction at elementary and secondary levels. Prerequisite: *A102*.

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

A207 The Psychological and Educational Development of the Child (3) UMC CALS*

16 lessons, 4 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Provides basic knowledge for identifying, explaining, predicting, and controlling child behavior by presenting a theoretical and empirical orientation on psychological and educational stages of development. Prerequisite: *A102*.

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

A407 Psychology of the Elementary School Child (3) UMC CALS*

11 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Applies educational psychology to problems of teaching in elementary school. Prerequisite: *A405*.

Texts: Williams, *Middle Childhood: Behavior and Development*, 1974. Price: \$13.50. Felker, *Building Positive Self-Concepts*, 1974. Price: \$6.00. Gordon, *T.E.T.: Teacher Effectiveness Training*, 1975. Price: \$6.95.

Health and Physical Education

H199 Organization and Administration of Physical Education Programs (2) UMC CALS*

10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$72.50.

Introductory course on problems, methods of organization and administration of physical education programs, relative to use of facilities, schedule of activities, budget, personnel, purchase and care of equipment.

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

Special Education

L101 Survey of Special Education (2) UMC †

16 lessons, 16 submitted. 2 exams—3 hours each. Course Fee: \$72.50.

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.

Texts: Johnson, *Exceptional Children Research Review*, 1968. Price: \$7.00. Keys, *Flowers for Algernon*. Price: \$1.95. Killilea, Karen. Price: \$1.75. Kirk, *Educating Exceptional Children*, 2nd ed., 1972. Price: \$16.00. Rubin, Lisa & David/Jordi. Price: \$1.75.

313 The Psychology and Education of Exceptional Individuals (3) UMSL CALS*

9 lessons, 4 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, 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*.

Computer Assisted Lesson Service. For explanation, see page 19.

For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

Text: Hallahan, *Exceptional Children: Introduction to Special Education*, 1978. Price: \$20.00.

330 Introduction to Mental Retardation (3) UMSL CALS* (Formerly 311.)

11 lessons, 0 submitted. 3 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

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

Text: Chinn, *Mental Retardation: A Life Cycle Approach*, 1975. Price: \$12.00.

ENGINEERING

10 Engineering Drawing and Descriptive Geometry (3) UMR

20 lessons, 20 submitted. 2 exams—Midterm, 2 hours; Final, 3 hours. Course Fee: \$108.75.

Designed to give the student a working knowledge of the fundamentals of drawing and geometric relationships of lines and planes in space. Includes freehand lettering, freehand sketching and instrumental drawing of structures and machine parts, sectional and auxiliary views, dimensioning, conventional drafting practices.

Text: Luzadder, *Fundamentals of Engineering Drawing*, 7th ed., Price: \$18.00. *Materials packet*. Price: \$9.00.

50 Engineering Mechanics-Statics (3) UMR

8 lessons, 0 submitted. 5 exams—I through IV, 2 hours each; Final, 2½ hours. Course Fee: \$108.75.

Application of the principles of mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, center of gravity, and moments of inertia. Prerequisites: *at least one semester of classical college physics, and preceded or accompanied by UMR Math 22 or equivalent*

Text: Muhlbauer, *Statics: An Individual Approach*, 1972. Price: \$14.00.

110 Mechanics of Materials (3) UMR

5 lessons, 5 submitted. 6 exams—I through V, 2 hours each; VI, 2½ hours. Course Fee: \$108.75.

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, 2½ hours. Course Fee: \$72.50.

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: \$18.00.

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: \$108.75.

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*.

Text: Higdon, *Engineering Mechanics, Volume II: Dynamics*, Second Vector Ed., 1976. Price: \$18.00.

NOTE: This textbook is also used for 150 ENGINEERING MECHANICS-DYNAMICS.

ENGLISH

Composition and Creative Writing

1 Composition (3) UMC MC†† Partly CALS*

110 Freshman English (3) UMKC MC†† Partly CALS*

1 Rhetoric and Composition (3) UMR MC†† Partly CALS*

18 lessons, 14 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75.

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.

Texts: Feinstein, *Programmed Writing Skills*, 1976. Price: \$9.00. McCrimmon, *Writing with a Purpose*, 6th ed., 1976. Price: \$11.00. McCuen, *Readings for Writers*, 2nd ed., 1977. Price: \$9.00.

50 Creative Writing: Short Story (3) UMC Partly CALS*

16 lessons, 15 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

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. Prerequisites: *6 hours composition or equivalent and one semester any literature course*.

Texts: Karl, *the naked i*, 1971. Price: \$1.75. Peden, *Short Fiction: Shape and Substance*, 1971. Price: \$7.25.

60 Exposition (3) UMC Partly CALS*

18 lessons, 9 submitted. 3 exams—3 hours each. Course Fee: \$108.75.

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.*

Texts: Baker, *The Complete Stylist*, 2nd ed., 1972. Price: \$5.60 (used texts only). Eastman, *The Norton Reader*, (Shorter Edition), 3rd ed., 1973. Price: \$3.70 (used texts only).

70 Creative Writing: Poetry (3) UMC Partly CALS*

16 lessons, 15 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

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: *6 hours composition or equivalent and one semester any literature course.*

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

161 Technical Writing (3) UMC Partly CALS*

12 lessons, 9 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

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.*

Texts: Houp, *Reporting Technical Information*, 3rd ed., 1977. Price: \$12.00. Packet containing *Scientific American* offprints. Price: \$1.60.

Literature and Language

12 Literary Types (3) UMSL CALS*

12 lessons, 6 submitted. 3 exams—1½ hours each. Course Fee: \$108.75.

The student is introduced to the various literary types, including poetry, drama, fiction, and the essay.

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

101 Topics: Women's Experiences in Modern Fiction (3) UMC CALS*

14 lessons, 11 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75.

A survey of modern fiction by and about women. Includes related essays, many of which are written by the women whose fiction is studied.

Texts: Cahill, ed., *Women and Fiction: Short Stories By and About Women*, 1975. Price: \$2.95. Chopin, *The Awakening*, Norton Critical Ed. Price: \$4.00. Webber, *Woman as Writer*, 1978. Price: \$10.00.

104 Afro-American Literature (3) UMC CALS*

15 lessons, 15 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Survey of representative fiction and essays written by American black authors from emancipation through the Harlem Renaissance to the modern period.

Texts: *Three Negro Classics: Up From Slavery, The Souls of Black Folk, the Autobiography of an Ex-Colored Man*, 1965. Price: \$2.75. Baldwin, *Go Tell It on the Mountain*, 1953. Price: \$1.95. Chapman, *Black Voices*, 1968. Price: \$2.25. Ellison, *Invisible Man*, Vintage V715, 1972. Price: \$2.45. Wright, *Native Son*, 1966. Price: \$1.95.

135 Introduction to Shakespeare (3) UMC CALS*

14 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

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.

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

University Courses

Includes *Hamlet*, *Othello*, *King Lear* and *Macbeth*.

Text: Evans, ed., *The Riverside Shakespeare*, 1974. Price: \$20.50.

175 American Literature (3) UMC

24 lessons, 24 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

General survey of American literature; emphasizes major figures. Not open to freshmen. Because this is a writing course, lessons must be submitted in the order assigned with sufficient time to allow for instructor comment.

Texts: Bradley, *The American Tradition in Literature* (shorter edition in one volume), 4th ed. Price: \$13.00. Crane, *The Red Badge of Courage*, Rinehart Edition no. 47, 1956. Price: \$7.00. Frederic, *The Damnation of Theron Ware*, Rinehart Edition no. 108, 1958. Price: \$6.00. Hawthorne, *The Scarlet Letter*, Rinehart Edition no. 1, 1963. Price: \$6.00. Holman, *Handbook of Literature*, rev. ed., 1972. Price: \$6.25. Lewis, *Elmer Gantry*, 1958. Price: \$1.50.

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: \$108.75, undergraduate; \$120.00, 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.

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

285 Introduction to Folklore (3) UMC CALS*

9 lessons, 9 submitted. 2 exams—1½ hours each. Course fee: \$108.75, undergraduate; \$120.00, graduate.**

Introduces the study of folklore, including the methodology, approaches, and genres of folklore.

Texts: Brunvand, *The Study of American Folklore*, 2nd ed., 1978. Price: \$14.00. Dorson, *Buying the Wind*, 1964. Price: \$6.95.

ENTOMOLOGY

101 Insects in the Environment (3) UMC CALS*

23 lessons, 8 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75.

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: \$20.00.

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: \$36.25 per credit hour, undergraduate; \$40.00 per credit hour, graduate.**

Independent investigation of extension problems. If you are *not* a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why 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 7.

403 Program Development and Evaluation (3) UMC CALS*

15 lessons, 4 submitted. 2 exams—Midterm, 1 hour; Final, 1 hour, 40 minutes. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Principles and procedures of program development and evaluation used in extension or any other formal adult education agency. Includes a review of concepts found useful in curriculum development. Experience in working with people would be helpful. Prerequisite: *instructor's consent*.

Texts: U.S. Department of Commerce, *The Concept Approach to Programming in Adult Education*, 1974. Price: \$17.00. Vines, *Heritage Horizons: Extension's Commitment to People*, 1976. Price: \$4.50.

Students must also purchase a *Reader* compiled by the course author. Price: \$5.00.

406 Fundamentals of Extension Teaching of Adults (3) UMC CALS*

14 lessons, 12 submitted. 2 exams—1½ hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

An examination of the special needs of adult students in extension education, including an historical survey of extension education and a study of possible classroom techniques. Recommended for students who have work experience in extension or another informal adult education agency in the United States. Prerequisite: *instructor's consent*.

Texts: Harrington, *The Future of Adult Education*, 1977. Price: \$12.00. Mager, *Preparing Instructional Objectives*, 1975. Price: \$4.25.

FAMILY AND COMMUNITY MEDICINE

25 Community Health (2) UMC CALS*

25 lessons, 25 submitted. 2 exams—2 hours each. Course Fee: \$72.50.

Overview of current personal, school, and community health problems and issues. Emphasizes concepts of health and informed decision making.

Text: Kogan, *Health: Man in a Changing Environment*, 2nd ed., 1974. Price: \$14.00.

FINANCE

123 Principles of Finance (3) UMC CALS*

13 lessons, 7 submitted. 2 exams—Midterm, 1 hour; Final, 1¼ hours. Course Fee: \$108.75.

Financing business, consumer and government activity; stocks, bonds, real estate and financial markets; risk; insurance; inflation; cash and income management; capital accumulation and appreciation. Students already admitted to B & PA are not permitted to enroll in this course.

Text: Wolf, *Personal Finance*, 5th ed., 1978. Price: \$19.00.

333 Investments (3) UMC

11 lessons, 11 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

The investment area, media, institutional aids, formulation of broad personal investment programs. Prerequisite: 203.

Texts: Bellemore, *Investments: Principles, Practices, Analyses*, 4th ed., 1973. Price: \$16.00. Graham, *The Intelligent Investor*, 4th rev. ed., 1973. Price: \$11.00.

FOOD SCIENCE AND NUTRITION

200 Problems (credit to be arranged) UMC

Course Fee: \$36.25 per credit hour, undergraduate; \$40.00 per credit hour, graduate.**

Computer Assisted Lesson Service. For explanation, see page 19.

*For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

Supervised study in a specialized phase of Food Science and Nutrition. 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

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: \$108.75.

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: \$21.00.

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: \$108.75.

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 1.

Text: Wheeler, *Regional Geography of the World*, updated 3rd ed., 1975. Price: \$21.00.

NOTE: This textbook is also used for 1 REGIONS AND NATIONS OF THE WORLD I.

Economic Geography

100 Economic Geography (3) UMC †

13 lessons, 13 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

Introduction to location and spatial organization of economic activity. Prerequisite: *Math 10 or equivalent*.

Text: The textbook for this course is RENT-ED. 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: \$108.75.

Introductory study of man's physical environment: landforms and water. Man's effect on natural environment systems. Emphasis on urbanization.

Text: Strahler, *Geography and Man's Environment*, 1977. Price: \$20.00. Packet containing maps and air photos. Price: \$2.00.

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: \$145.00.

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*, 1974.

The following book is also required: Hamblin, *Exercises in Physical Geology*, 4th ed., 1975. Price: \$9.00.

101 Man and His Earth (3) UMC CALS* †

10 lessons, 10 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

Interaction of man and his environment. Topics include the energy crisis, pollution, mineral wealth of the oceans, and the prediction and control of earthquakes. Rental charge for rock sets for this course is \$5.00, of which \$4.00 will be refunded when the material is returned in satisfactory condition. Include the \$5.00 charge for the rock sets with the course fees.

Texts: Watkins, *Our Geologic Environment*, 1975. Price: \$14.00. Filmstrip and viewer. Price: \$6.70.

HEALTH AND PHYSICAL EDUCATION.

See COLLEGE OF EDUCATION.

HEALTH SERVICES MANAGEMENT

210 Health Services in the United States (3) UMC CALS*

12 lessons, 2 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

The purpose of the course is to provide the student with a basic understanding of the major components of the American health care system. Information concerning the financing, planning, and regulating of health care services and health care manpower is presented. Additionally, emphasis is placed on the current issues in health care delivery and the impact they are having on the delivery system.

Texts: Jonas, *Health Care Delivery in the United States*, 1977. Price: \$13.95. Health Services Management Department, *Reader: Health Services in the United States*. Price: \$5.00. Bassuk and Gerson, *Deinstitutional-*

ization of Mental Health Services" (a reprint from *Scientific American*, Vol. 238, 1978). Price: \$4.00.

270HM Principles of Health Care Finance (3) UMC CALS*

14 lessons, 6 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, 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.

Texts: Martin, Petty, Keown, & Scott, *Basic Financial Management*, 1979. Price: \$21.00. Posyniak, *Guide to Accounting Principles, Practices, and Systems for Nursing Homes*. Price: \$11.50.

300 Problems (Hospital Management) (3) UMC CALS*

15 lessons, 11 submitted. 2 exams—1 hour each. Course Fee: \$108.75, undergraduate; \$120.00, 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*.

Texts: Schulz, *Management of Hospitals*, 1976. Price: \$16.00. Wren, *Modern Health Administration*, 1974. Price: \$9.50. *Readings in Hospital Management*, compiled by Harold Kane and published by the Center for Independent Study, University of Missouri, 1977. Price: \$5.00.

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: \$108.75, undergraduate; \$120.00, graduate.**

This course provides for training in management principles as they apply to the

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.
†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

University Courses

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*.

Texts: Rogers, *General Administration in the Nursing Home*, 3rd ed. Price: \$18.00. *Health Services Management, Vol. I & II*, compiled by Harold Kane and published by the Center for Independent Study, University of Missouri, 1975. Price: \$5.00.

HISTORY

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

1 Foundations of Western Civilization (4) UMC

26 lessons, 6 submitted. 3 exams—First and Second, 1 hour each; Final, 2 hours. Course Fee: \$145.00.

Development of characteristic ideas and institutions of Western cultural tradition, from origin of civilization in ancient Near East to beginning of rapid social, political, intellectual transformation of Europe in the eighteenth century.

Texts: Adams, *The Western World, Volume I: to 1700*, 1968. Price: \$10.50. Bainton, *Here I Stand: A Life of Martin Luther*. Price: \$1.75. Erickson, *Civilization and Society in the West*, 1978. Price: \$12.00. Kearney, *Science and Change, 1500-1700*, 1971. Price: \$3.95. Strayer, *On the Medieval Origins of the Modern State*, 1970. Price: \$3.45. Tierney, *The Decline and Fall of the Roman Empire*, Historical Pamphlet Edition No. 3. Price: \$1.50. Tierney, *Feudalism—Cause or Cure of Anarchy?*, Historical Pamphlet Edition No. 4. Price: \$1.50. Voltaire, *Candide, Zadig, and Selected Stories*. Price: \$1.25.

3 Survey of American History to 1865 (3) UMC MC†† CALS*

101 American History I (3) UMKC MC†† CALS*

175 American History I (3) UMR MC†† CALS*

3 American Civilization (3) UMSL MC†† CALS*

12 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Introduction to U.S. history through the Civil War, surveying political, economic, social, and cultural development of the American people.

Texts: Degler, *The Democratic Experience*, 4th ed., 1977. Price: \$13.00. Donald, *Lincoln Reconsidered: Essays on the Civil War Era*, 2nd ed. (enlarged), 1961. Price: \$3.95. Douglass, *Narrative of the Life of an American Slave*, 1968. Price: \$1.75. Flexner, *Washington, the Indispensable Man*, 1974. Price: \$2.95. Hofstadter, *The American Political Tradition*, 1974. Price: \$3.95.

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: \$108.75.

Introduction to U.S. history since 1865, surveying political, economic, social, and cultural development of the American people.

Texts: Banner, *Women in Modern America*, 1974. Price: \$8.00. Degler, *The Democratic Experience*, 4th ed. Price: \$13.00. Gardner, *Imperial America: American Foreign Policy Since 1898*, 1976. Price: \$7.00. Hofstadter, *The American Political Tradition*, 1974. Price: \$3.95. Woodward, *The Strange Career of Jim Crow*, 3rd rev. ed., 1974. Price: \$3.95.

231 Contemporary Europe (3) UMC CALS*

15 lessons, 6 submitted. 3 exams—1½ hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Political, social, and economic development of Europe from 1900 to the present, with emphasis on the period between the two world wars.

Texts: Bullock, *Hitler: A Study in Tyranny*, abridged ed., 1964. Price: \$2.95. Hughes, *Contemporary Europe: A History*, 4th ed., 1976. Price: \$14.95. Von Laue, *Why Lenin? Why Stalin?*, 2nd ed. Price: \$2.95. Weber, *Varieties of Fascism*, 1964. Price: \$3.95. Wiskemann, *Fascism in Italy: Its Develop-*

ment and Influence, 2nd ed., 1970. Price: \$4.50. Wright, *The Ordeal of Total War, 1939-1945*, 1968. Price: \$3.95.

355c History of the U.S.S.R. (3) UMSL CALS*

30 lessons, 8 submitted. 3 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Political, social, and cultural development in Russia from 1917 to the present. Major topics will 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*.

Texts: Dmytryshyn, *The USSR: A Concise History*, 2nd ed., 1971. Price: \$5.95. Schapiro, *The Communist Part of the Soviet Union*, 1971. Price: \$7.95. Ulam, *Expansion and Coexistence: Soviet Foreign Policy, 1917-1973*, 2nd ed., 1974. Price: \$13.00. *Bobbs-Merrill Reprint Packet*. Price: \$1.60.

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*

327 History of the American South (3) UMSL MC†† CALS*

14 lessons, 14 submitted. 2 exams—1½ hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Study of the South to 1860.

Texts: Eaton, *A History of the Old South: The Emergence of a Reluctant Nation*, 3rd ed., 1975. Price: \$21.00. Genovese, *Roll, Jordan, Roll*, 1977. Price: \$8.95. Huggins, *Black Odyssey*, 1977. Price: \$2.50. Rawick, *From Sundown to Sunup: The Making of the Black Community*, 1972. Price: \$2.95.

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

364 The Period of the American Revolution, 1760-1789 (3) UMC CALS*

10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Analysis of the Revolution, its causes and consequences, through the establishment of the new government in 1789.

Text: Wright, *Fabric of Freedom*, 1961. Price: \$4.95.

400 Special Topics in American History (3) UMKC

14 lessons, 14 submitted. 2 exams—3 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

This course traces the role of America after the beginning of the Cold War. A brief summary of post-World War II events, including aid to Europe, the Korean War, domestic, political, and cultural changes preceding the Eisenhower years, the New Frontier, the Great Society, and the changes in the 1970's. Topics such as the rise of the "third world" in foreign policy 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: \$9.00. 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: \$108.75.

Discussions and scientific rationale of the current cultural practices for the growing of home horticultural plants.

Texts: Bienz, *The Why and How of Home Horticulture*, 1980. Price: \$17.00. University of Missouri Extension, *Grounds For Gardening, A Horticultural Guide*. Price: \$5.00.

JOURNALISM

100 History and Principles of Journalism (3) UMC CALS*

15 lessons, 15 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

History of the mass media in America, tracing the development from the colonial press through the complex mass media of today. Students taking the B.J. degree are required to take this course on the campus.

Text: Emerly, *The Press and America*, 4th ed., 1978. Price: \$17.00.

380 High School Journalism (2) UMC CALS*

10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$72.50, undergraduate; \$80.00, graduate.**

Stresses the topics to be taught at the secondary level and how to teach them. Analysis of problems facing scholastic journalism, resources and aids available to the teacher.

Text: English, *Scholastic Journalism*, 6th ed., 1978. Price: \$8.50.

MANAGEMENT

202 Fundamentals of Management (3) UMC CALS*

15 lessons, 6 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Introduction to the basic concepts of management and organization; their application to operations and personnel management.

Text: Trewatha and Newport, *Management Functions and Behavior*. Revised ed. Price: \$17.50.

310 Personnel Management (3) UMC CALS*

9 lessons, 9 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.

Manpower policies, procedures of business enterprise. Prerequisite: 202 or instructor's consent.

Texts: Beach, *Personnel: The Management of People at Work*, 3rd ed., 1975. Price: \$18.00. Beach, *Managing People at Work: Readings in Personnel*, 2nd ed., 1975. Price: \$11.00.

MATHEMATICS

3 Basic Algebra (2) UMC CALS*

14 lessons, 14 submitted. 2 exams—Midterm, 1 hour; Final, 2 hours. Course Fee: \$72.50.

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: \$13.00. Gross, *Algebra by Example: Student Solutions Manual*, 1978. Price: \$6.00.

4 Business Mathematics (3) UMC CALS*

10 lessons, 10 submitted. 2 exams—2½ hours each. Course Fee: \$108.75.

For students in Education specializing in commercial education, distributive education; others on Dean's request. Application of elementary arithmetic and algebra to retailing, general business. No credit in B & PA.

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

7 Algebra for Elementary Teachers (3) UMC CALS*

15 lessons, 15 submitted. 3 exams—2 hours each. Course Fee: \$108.75.

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: \$108.75.

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: \$13.00.

9 Trigonometry (2) UMC

16 lessons, 16 submitted. 2 exams—2 hours each. Course Fee: \$72.50.

An elementary course, including trigonometric equations, and the solution of right and oblique triangles and other applications. Prerequisite: *either (a) 1½ units algebra and 1 unit geometry; (b) 1 unit geometry and 10 concurrently.*

Text: Spitzbart, *Plane Trigonometry*, 2nd ed., 1964. Price: \$14.00.

10 College Algebra (3) UMC CALS*

10 lessons, 10 submitted. 2 exams—Midterm, 1 hour, 45 minutes; Final, 2 hours. Course Fee: \$108.75.

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. Prerequisites: *at least 1½ units high school math including 1 unit algebra.*

Text: Gaughan, *College Algebra*, 1974. Price: \$13.00.

12 Basic Concepts of Modern Mathematics (3) UMC MC†† CALS*

10 Introduction to Mathematical Ideas (3) UMR MC†† CALS*

15 Mathematics: Ideas and Structures (3) UMSL MC†† CALS*

11 lessons, 11 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

Basic ideas in mathematics, with emphasis on its variety and structure. Gives an appreciation of mathematics in everyday life. *Math 12 (UMC) satisfies the basic skills required for math for Arts and Science, but will not substitute for Math 10 (UMC) as a prerequisite for other courses.*

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

60 Finite Mathematics (3) UMC CALS*

7 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Introduces matrices and linear programming and probability. Primarily for non-physical science majors. Prerequisite: *10 or equivalent.*

Text: Maki, *Finite Mathematics*, 1978. Price: \$17.00.

61 Elements of Calculus (3) UMC

9 lessons, 9 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Introductory analytic geometry, derivatives, definite integrals. Restricted to students preparing to enter College of Business and Public Administration. No credit for students who have completed a calculus course. Prerequisite: *60 or equivalent.*

Text: Whipkey, *The Power of Calculus*, 2nd ed., 1975. Price: \$14.00.

NOTE: This textbook is also used for CALCULUS FOR SOCIAL AND NATURAL SCIENCES I.

80 Analytic Geometry and Calculus I (5) UMC MC††

8 Calculus with Analytic Geometry I (5) UMR MC††

80 Analytic Geometry and Calculus I (5) UMSL MC††

13 lessons, 13 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$181.25.

Straight lines, conic sections, polar coordinates, coordinate transformations, functions,

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

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††Multicampus Course. For explanation, see page 19.

University Courses

limits, continuity, derivatives, antiderivatives, definite integrals. Prerequisites: *UMC*—C in 9 and 10 or equivalent; *UMR*—by placement exam or by 4 and 6 or equivalent; *UMSL*—C or better in 40 or knowledge of trigonometry and either 30 or satisfactory score on placement exam.

Text: Goodman, *Analytic Geometry and the Calculus*, 1974. Price: \$20.50.

NOTE: This textbook is also used for CALCULUS II and CALCULUS III.

175 Calculus II (5) UMC MC††

21 Calculus with Analytic Geometry II (5) UMR MC††

175 Analytic Geometry and Calculus II (5) UMSL MC††

14 lessons, 14 submitted. 3 exams—First and second, 2 hours each; Final, 3 hours. Course Fee: \$181.25.

Definite integrals, applications and techniques of integration, elementary transcendental functions, infinite series. Prerequisites: *UMC*—C or better in 80 or 81 or equivalent training; *UMR*—8 or equivalent; *UMSL*—C or better in 80 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 Calculus III (4) UMC MC††

22 Calculus with Analytic Geometry III (4) UMR MC††

201 Analytic Geometry and Calculus III (4) UMSL MC††

11 lessons, 11 submitted. 2 exams—2½ hours each. Course Fee: \$145.00, undergraduate; \$160.00, 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 II.

207 Calculus for Social and Natural Sciences I (3) UMC

10 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, 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.

204 Differential Equations (3) UMC MC††

202 Differential Equations (3) UMSL MC†† (UMSL number formerly 301.)

6 lessons, 6 submitted. 2 exams—Midterm, 2 hours; Final, 3 hours. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Common types of ordinary differential equations including many applied problems, operational methods. Prerequisite: *UMC* and *UMSL*—201.

Text: Dettman, *Introduction to Linear Algebra and Differential Equations*, 1974. Price: \$20.50.

MUSIC

21 Theory (Written) I (2) UMKC

16 lessons, 16 submitted. 2 exams—3 hours each. Course Fee: \$72.50.

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.*

Texts: Harder, *Basic Materials in Music Theory*, 4th ed., 1978. Price: \$14.00. Harder, *Harmonic Materials in Tonal Music, Part I*, 3rd ed., 1977 (includes cassettes with musical examples). Price: \$15.00.

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)
UMR MC†† CALs*
- 50 Major Questions in Philosophy (3)
UMSL MC†† CALs*

20 lessons, 0 submitted. 3 exams—1½ hours each. Course Fee: \$108.75.

Principal problems of philosophy, their typical solutions. Problems of knowledge, natural world, society.

Texts: Descartes, *Discourse on Method and Meditations*, 1960. Price: \$3.50. Edwards, *A Modern Introduction to Philosophy*, 3rd ed., 1973. Price: \$16.50.

- 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—1½ hours each. Course Fee: \$108.75.

Introduction to the principles of inductive and deductive reasoning, the critical analysis of arguments, and the detection of fallacies.

Text: Copi, *Introduction to Logic*, 5th ed., 1978. Price: \$19.00.

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.
†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

POLITICAL SCIENCE

- 1 American Government (3)
UMC CALs*

15 lessons, 4 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

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.

Texts: Harrington, *The Other America*, 1969. Price: \$3.50. Watson & Fitzgerald, *Promise and Performance of American Democracy*, (National, State, and Local Edition), 3rd ed., 1978. Price: \$17.00.

- 11 Introduction to Political Science
(3) UMC Partly CALs*

16 lessons, 8 submitted. 2 exams—3 hours each. Course Fee: \$108.75.

Introduction to scope and content of politics: theory and operation of democratic and nondemocratic governments. Meets Missouri state law constitutional requirement. Students taking this course may not take 1, and vice versa.

Texts: Brzezinski, *Political Power: USA/ USSR*, 1971. Price: \$4.95. Merkl, *Political Continuity and Change*, 1972. Price: \$13.00. Kennedy, *Thirteen Days: A Memoir of the Cuban Missile Crisis*, 1969. Price: \$1.95.

- 310 Introduction to Public
Administration (3) UMC CALs*

10 lessons, 10 submitted. 2 exams—1 hour each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

This course surveys recurring themes, conceptual problems, and substantive findings in the literature of public administration with particular attention to U. S. public bureaucracies.

Texts: Shafritz, *Classics of Public Administration*. Price: \$10.00. Meier, *Politics of the Bureaucracy: Policymaking in the Fourth Branch of Government*. Price: \$9.00.

PSYCHOLOGY

1 General Psychology (3)

UMC MC†† CALS*

210 General Psychology (3) UMKC

MC†† CALS*

50 General Psychology I (3) UMR

MC†† CALS*

3 General Psychology (3) UMSL

MC†† CALS*

20 lessons, 20 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Survey of facts, principles, and methods in the study of human behavior.

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

30 Applied Psychology (3) UMC

24 lessons, 24 submitted. 3 exams—3 hours each. Course Fee: \$108.75.

Application of psychology to business; emphasizes advertising, personnel selection, efficiency. Brief reference to professional and social applications. Prerequisite: 1 or 2.

Text: Anastasi, *Fields of Applied Psychology*, 1964. Price: \$17.00.

170 Child Psychology (3) UMC CALS*

12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Origins and development of child behavior with emphasis on basic processes, theory, and research rather than on application or guidance. Prerequisite: 1 or 2.

Text: McCandless, *Children: Behavior and Development*, 3rd ed., 1977. Price: \$20.00.

180 Fundamentals of Abnormal Psychology (3) UMC CALS*

12 lessons, 12 submitted. 2 exams—1½ hours each. Course Fee: \$108.75.

Basic survey of maladaptive human behavior and experience: character disorder, alcohol and drug abuse, neurosis, psychosis. Prerequisite: 1 or 2.

Texts: McMahon, *Abnormal Behavior: Psychology's View*, 1976. Price: \$19.00. Shean, ed., *Dimensions in Abnormal Psychology*, 2nd ed., 1976. Price: \$11.50.

260 Social Psychology (3) UMC

MC†† Partly CALS*

270 Social Psychology (3) UMR

MC†† Partly CALS*

160 Social Psychology (3) UMSL

MC†† Partly CALS*

7 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Social bases of behavior and behavior of individuals in social situations. Prerequisite: UMC—1 or 2 and/or Sociology 1; UMR—no prerequisite; UMSL—3 or 10 or Sociology 10.

Text: Wrightsman, *Social Psychology in the Seventies*, 1972. Price: \$10.45 (used texts only).

271 Adolescent Psychology (3) UMSL CALS*

15 lessons, 6 submitted. 3 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Principles of biological, behavioral, and personality development from puberty to maturity. Prerequisite: UMSL—3 or 100.

Text: Conger, *Adolescence and Youth: Psychological Development in a Changing World*, 2nd ed., 1977. Price: \$18.75.

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: \$108.75.

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

Texts: Brightbill, *The Challenge of Leisure*, 1960. Price: \$2.45. Carlson, *Recreation in American Life*, 2nd ed., 1972. Price: \$14.00.

Godbey, *Leisure Studies and Services: An Overview*, 1976. Price: \$7.25.

151 Introduction to Leisure Service Management (3) UMC (Formerly Community Recreation.)

10 lessons, 10 submitted. 2 exams—Midterm, 1½ hours; Final, 2 hours. Course Fee: \$108.75.

Survey of recreation: history, leadership, facilities, problems and administration. Prerequisite: 10, 11, 111, or instructor's consent.

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

300 Problems (1-3) UMC.

Course Fee: \$36.25 per credit hour, undergraduate; \$40.00 per credit hour, graduate.**

It will be necessary for the student doing work of this type to consult with a faculty member in the department at UMC for the design of the problem to be investigated and designation of the appropriate credit.

If you are *not* a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist the professor in assigning the work to be done, and 3) your previous courses or experience in the area of your interest. For more information about special readings/problems courses, see page 7.

404 Readings in the Field of Recreation (1-3) UMC

Course Fee: \$36.25 per credit hour, undergraduate; \$40.00, per credit hour, graduate.**

Selected readings based on student's needs. Emphasis may be placed on a student's area

of interest. Prerequisite: *consent of adviser; open to students majoring in the field of recreation.*

If you are *not* a UMC student, send your application form with the fee for the number of hours for which you are applying. Also, on a separate sheet, write a concise statement describing 1) why you wish to take this course, 2) your particular objective, area of interest, or other information that will assist your 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 7.

RELIGION

110 Introduction to the Old Testament (3) UMC CALS*

12 lessons, 12 submitted. 3 exams—1 hour each. Course Fee: \$108.75.

Introduces the literature, history, and thought of the Old Testament and scholarly theories necessary for academic study of the Bible. Covers the traditions of creation, election, covenant, monarchy, prophecy, and post-exilic Judaism.

Texts: Anderson, *Understanding the Old Testament*, 3rd ed., 1975. Price: \$18.00. *The Bible* (any edition—not available from the Center).

121 Introduction to the New Testament (3) UMC CALS*

15 lessons, 7 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Central documents of Christian religion to determine origin, authorship, literary structure, nature, permanent value.

Texts: Kee, *Understanding the New Testament*, 3rd ed., 1973. Price: \$17.00. *The Bible* (Revised Standard Version—not available from the Center).

122 Life and Teachings of Jesus (3) UMC CALS*

23 lessons, 10 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

University Courses

Brief historical introduction; principal events in the life of Jesus. His teachings with application to life today.

Text: Connick, *Jesus: the Man, the Mission, and the Message*, 2nd ed., 1974. Price: \$17.00.

124 Life and Letters of Paul (3)

UMC CALS*

11 lessons, 4 submitted. 2 exams—1 hour each. Course Fee: \$108.75.

Survey of life and religious thought of the Apostle Paul. Examines the major letters and the Acts of the Apostles. Traces Paul's influence on the development of Christianity.

Text: Sandmel, *The Genius of Paul: A Study in History*, 1979. Price: \$5.95. Roetzel, *The Letters of Paul: Conversations in Context*, 1975. Price: \$4.95.

130 Living Religions of the World (3)

UMC CALS*

16 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

A study of the differing ways in which the great world religions interpret life and reality. A survey of the basic ideas in Confucianism, Taoism, Shintoism, Hinduism, Jainism, Buddhism, Judaism, Zoroastrianism, Christianity, Sikhism, and others.

Text: Noss, *Man's Religions*, 5th ed., 1974. Price: \$16.00.

ROMANCE LANGUAGES

FRENCH

Students entering with 0 to 1 high school units in French should take French 1. Those with 2 high school units in 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, 1½ hours each; Final, 2½ hours. Course Fee: \$181.25.

Introduction to French grammar and composition. Practice in hearing and speaking French through the use of audio cassette tapes. Rental charge for audio cassettes for this course is \$10.00, of which \$5.00 will be refunded when the material is returned in satisfactory condition. Include the \$10.00 charge for the tapes with the course fees.

Access to a cassette tape recorder is required.

Texts: Valdman, *Langue et Culture*, 1975. Price: \$16.00. Valdman, *Workbook for Langue et Culture*, 1975. Price: \$5.00.

NOTE: These textbooks are also used for 2 ELEMENTARY FRENCH II.

2 Elementary French II (5) UMC †

19 lessons, 19 submitted. 4 exams—First, Second, and Third, 1½ hours each; Final, 2½ hours. Course Fee: \$181.25.

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.

103 French Reading (3) UMC

11 lessons, 11 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Prerequisite: *2 or equivalent*.

Texts: Comeau, *Ensemble: Grammaire*, 1977. Price: \$12.00. Moore, *Onze Contes*, 1957. Price: \$7.00. Hall, *Nouvelles Françaises*, 1959. Price: \$5.25.

SPANISH

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

Students with 3 high school units in Spanish may take Spanish 103 or Spanish 2.

1 Elementary Spanish I (5) UMC +

13 lessons, 13 submitted. 3 exams—First and Second, 1 hour each; Final 1½ hours. Course Fee: \$181.25.

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: \$181.50.

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 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.

*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

103 Spanish Reading (3) UMC

8 lessons, 8 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Designed to teach students to read fairly sophisticated Spanish. The texts have been selected for enjoyment as well as to build vocabulary and improve comprehension. Prerequisite: 2 or equivalent.

Texts: Laforet, *Un noviazgo*, 1973. Price: \$3.50. Pimsleur, *Sol y sombra*, 2nd ed., 1977. Price: \$8.00. Yates, *Imaginación y fantasía*, 3rd ed., 1975. Price: \$9.50.

RURAL SOCIOLOGY

1 Rural Sociology (3) UMC CALS*

12 lessons, 6 submitted. 2 exams—Midterm, 2 hours; Final, 3 hours. Course Fee: \$108.75.

Introduction to sociology of rural and small town society, structure, functioning, trends, and interrelations with the larger society.

Texts: McNall, *The Sociological Experience*, 3rd ed., 1974. Price: \$7.00. Merrill, *Radical Agriculture*, 1976. Price: \$6.95. Sanders, *Rural Society*, 1977. Price: \$6.00.

SOCIOLOGY

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

1 Introduction to Sociology (3) UMC MC†† CALS*

81 General Sociology (3) UMR MC†† CALS*

10 Introduction to Sociology (3) UMSL MC†† CALS*

16 lessons, 13 submitted. 2 exams—2 hours each. Course Fee: \$108.75.

Nature of organization and activities of human groupings—family, community, crowd, social class, etc.; structure, function of institutions; social influences shaping personality, behavior, social change.

Texts: Anderson, *Toward a New Sociology*, rev. 1974 ed. Price: \$9.00. Anderson, *Sociological Essays and Research*, rev. 1974 ed.

University Courses

Price: \$6.95. *Bobbs-Merrill Reprint Packet*.
Price: \$1.20.

50 Social Deviance (3) UMC

MC†† CALS*

200 Sociology of Deviant Behavior (3)

UMSL MC†† CALS*

15 lessons, 33 submitted. 2 exams—Mid-term, 1 hour; Final, 2 hours. Course Fee: \$108.75.

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: \$108.75, undergraduate; \$120.00, 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*.

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

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: \$108.75, undergraduate; \$120.00, 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*.

Texts: Bell, *Studies in Marriage and the*

Family, rev. ed., 1973. Price: \$6.75. Leslie, *The Family in Social Context*, 3rd ed., 1976. Price: \$13.00.

215 Collective Behavior (3) UMC

CALS*

12 lessons, 12 submitted. 2 exams—2 hours each. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Analysis of mass behavior and related phenomena. Includes types, organization of social movements; crowd behavior, social epidemics; fashions, fads; leadership authority.

Texts: Berk, *Collective Behavior*, 1974. Price: \$2.95. Turner, *Collective Behavior*, 1972. Price: \$17.00.

322 Aging in American Society (3)

UMC

6 lessons, 6 submitted. 2 exams—Midterm, 2 hours; final, 3 hours. Course Fee: \$108.75, undergraduate; \$120.00, graduate.**

Examination of the aged in modern society; demographic, social, psychological, and comparative cultural features of this social role. Prerequisites: *junior standing and 1 or equivalent*.

Texts: Hoffman, *The Daily Needs and Interests of Older People*. Price: \$21.50. Loether, *Problems of Aging: Sociological and Social Psychological Perspectives*. Price: \$5.00.

SPANISH

See ROMANCE LANGUAGES.

SPECIAL EDUCATION.

See COLLEGE OF EDUCATION.

STATISTICS

31 Elementary Statistics (3) UMC

10 lessons, 10 submitted. 3 exams: I & II—1½ hours each; III—2 hours. Course Fee: \$108.75.

Collection, presentation of data; averages; dispersion; introduction to statistical inference, index numbers, time series, correlation. Prerequisite: *Math 10*.

Text: Khazanie, *Elementary Statistics in a World of Applications*, 1979. Price: \$19.00.

Also see R370 EDUCATIONAL STATISTICS I, page 23.

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.

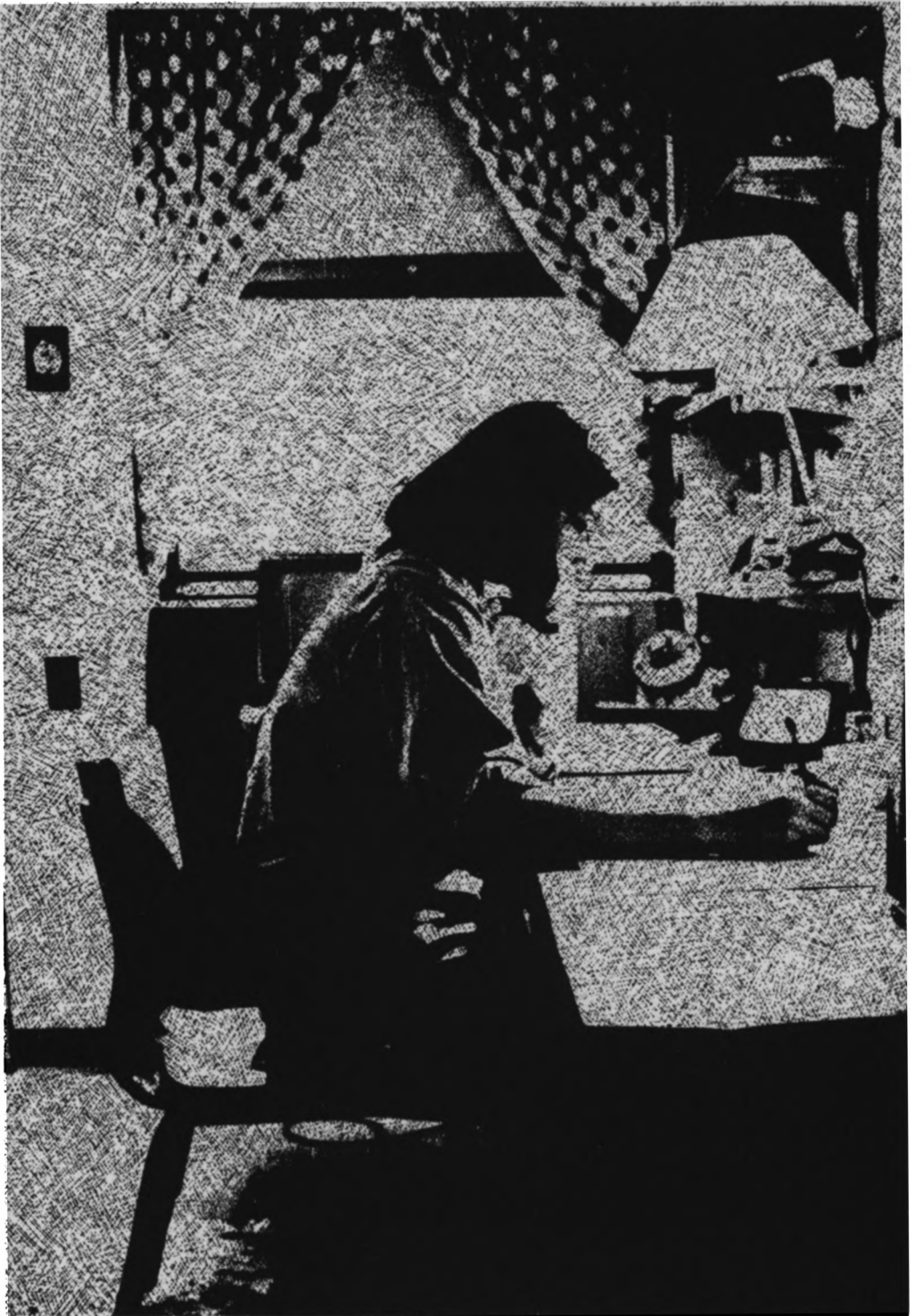
*Computer Assisted Lesson Service. For explanation, see page 19.

**For explanation of course fees, see page 10.

†Not available to persons with addresses that do not have U.S. Zip Codes.

††Multicampus Course. For explanation, see page 19.

High School Courses



HIGH SCHOOL COURSES

For general information about high school courses see the appropriate portions of pages 7-15.

For information about UNIVERSITY COURSES FOR HIGH SCHOOL SENIORS, see pages 62-63.

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."

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 each of 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.

Examination Time Limit: A time limit for each course exam is listed with the number of exams for each course. (Example: 7 lessons, 7 submitted. 2 exams—3 hours each.)

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).

Course Fees: Course fees are listed with each course.

Courses listed in this catalog may be discontinued, and other courses may be added from time to time. The prices listed were correct when this catalog was printed; however, they are subject to change without notice.

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 studies crop production, climate, water conservation, and forests and wildlife.

Text for First and Second Half Units: Evans, *Exploring Agriculture*, 4th ed., 1973. Price: \$18.00.

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 each individual student's cultural growth and to give experience in creating various art forms of interest to high school students. Activities including drawing, painting, design, block print, lettering, and woodcarving. Students will need to obtain art materials such as pencils, brushes, and paints. These are not available from the Center. The approximate cost of materials for the first half unit is \$10.00. The approximate cost of materials for the second half unit is \$5.50.

Text for First and Second Half Units: Faulkner, *Art Today*, 5th ed., 1969. Price: \$16.00.

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.

Intended for beginners in bookkeeping. Although offered for high school credit, the courses are excellently adapted to beginners in this subject whether they desire the credit or merely the proficiency that these courses will give them in preparation for commercial work.

Texts for First and Second Half Units: Swanson, *Century 21 Accounting*, 2nd ed., 1977. Price: \$12.75. Swanson, *Century 21 Accounting, Working Papers & Study Guides*, 2nd ed., 1977. Price: \$7.00.

Business Law CALS*

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

A study of the laws that govern the day-to-day business activities of individuals as citizens, consumers, and employees. This course includes the principles of law in the fields of contracts, sales, credit transactions, employment and agency. It also includes owning and leasing of personal and real property and presents a comprehensive introduction to our legal system.

Texts: Fisk, *Applied Business Law*, 10th ed., (L81). Price: \$11.00. Fisk, *Applied Business Law Workbook*, 10th ed., (L811). Price: \$4.00.

Clerical Practice CALS*

One-Half Unit: 19 lessons, 9 submitted. 2 exams—1½ hours each. Course Fee: \$34.00.

This course introduces you 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 one-half the course is devoted to the basic kinds of filing procedures.

Texts: Pasework & Oliviero, *Clerical Office Procedures*, 6th ed., 1978. Price: \$11.00. Pasework & Oliviero, *Clerical Office Procedures: Supplies Inventory*, 6th ed., 1978. Price: \$5.00.

Consumer Economics: The Economic Environment CALS*

One Half Unit: 17 lessons, 16 submitted. 2 exams—1½ hours each. Course Fee: \$34.00.

A study of how economic principles influence the daily lives of Americans.

Text: Warmke, *Consumer Economic Problems*, 9th ed., 1977. Price: \$12.00.

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. This course stresses the undertaking of economic terminology and the everyday application of basic economic principles.

Text: Olsen & Kennedy, *Economics: Principles & Applications*, 9th ed., 1978. Price: \$11.00.

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.

The major purpose of this course is to contribute to improved economic citizenship through a study of the business economic environment in which we live. The six units are divided into lessons, each followed by a brief Progress Evaluation, which allows students the advantage of immediately applying the information just learned. The Progress Evaluation questions are drawn from the workbook that accompanies the course study guide. This is a very general yet practical course that covers everything from how business serves the economy to consumer education to practical money management. Some emphasis is placed, throughout the course, on the availability of careers in the business world.

Texts for the First Half Unit: DeBrum, Haines, Malsbary, Daughtrey, *General Business for Economic Understanding*, 11th ed. South-Western Publishing, 1976. Price: \$11.25. DeBrum, et al. *Activities and Projects for General Business, Units 1-6*, 11th ed., 1976. Price: \$4.15.

Texts for Second Half Unit: DeBrum, Haines, Malsbary, Daughtrey, *General Business for Economic Understanding*, 11th ed. South-Western Publishing, 1976. Price: \$11.25. DeBrum, et al. *Activities and Projects for General Business, Units 7-12*, 11th ed., 1976. Price: \$4.15.

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.

Text: Hartley, *Retailing: Challenge and Opportunity*, 2nd ed. Price: \$16.50.

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.

Introductory courses for students interested in sales careers and in developing the skills to start them on effective and rewarding careers in selling. Included are lessons on marketing, types of selling jobs, product knowledge, and preparing for the sales presentation.

Text for First and Second Half Units: Ernest, *Salesmanship Fundamentals*, 4th ed., 1973. Price: \$13.00.

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.

Text: Kimbrell, *Succeeding in the World of Work*, 2nd ed., 1975. Price: \$14.75.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

CONTEMPORARY ISSUES.

See SOCIAL STUDIES.

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. A study of the skills needed to survive in today's driving arena. Topics covered include natural and applied laws, strategies, and driving maneuvers. This course is designed to assist you in becoming an alert driver with a positive attitude toward safety. This Independent Study course meets the requirements for 30 or more hours of classroom instruction. In addition, it is necessary for students to have 6 hours of actual behind-the-wheel instruction from a certified Driver Education teacher who is obtained locally by students if they are to receive a discount from insurance companies for having taken an approved Driver Education course. Students who plan to obtain a driver's license from a state other than Missouri should obtain the driver guide of that state.

Text: Johnson, *Tomorrow's Drivers*, 1974. Price: \$6.50. Audio cassette tape, *Introductory Comments by Don Marquardt*. Price: \$1.75.

ENGLISH

9th Grade English Partly CALS*

First Half Unit: 12 lessons, 12 submitted. 2 exams—Midterm: 2 hours, Final: 1½ hours.
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.

Texts for the First Half Unit: Homer, *The Iliad* (Penguin Edition), 1950. Price: \$2.50. Warriner, *English Grammar and Composi-*

tion, Third Course (Heritage Edition), 1977. Price: \$10.25.

Texts for Second Half Unit: Homer, *The Odyssey* (Penguin Edition), 1946. Price: \$1.95. Warriner, *English Grammar and Composition, Third Course* (Heritage Edition), 1977. Price: \$10.25.

10th Grade English Partly CALS*

First Half Unit: 13 lessons, 10 submitted. 2 exams—3 hours each.

Second Half Unit: 13 lessons, 11 submitted. 2 exams—3 hours each. Course Fee: \$34.00 for each half unit.

The study of the elements of composition is continued from the ninth grade course. The literature for the course—including stories, poems, essays, a play, and a novel—has been chosen to improve the student's reading appreciation.

Texts for First and Second Half Units: Perrine, *Adventures in Appreciation* (Classic Edition), 1973. Price: \$14.75. Warriner, *English Grammar and Composition, Fourth Course*, 1973. Price: \$10.50.

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.

Texts for First and Second Half Units: Carlsen, *American Literature: Themes and Writers*, 1973. Price: \$17.00. Warriner, *English Grammar and Composition, Fifth Course*, 1973. Price: \$10.25.

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 include a study of 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 to allow for instructor comment.

Access to a cassette tape player is required for the First Half Unit.

Texts for First and Second Half Units: Feinstein, *Programmed Writing Skills*, 1976. Price: \$9.00. McCormick, *Adventures in English Literature* (Classic Edition), 1973. Price: \$15.75.

Audio cassette tape, *Macbeth*. Price: \$1.50. (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.

Texts: Chapman, *Black Voices*, 1968. Price: \$2.25. *Three Negro Classics: Up from Slavery, The Souls of Black Folk, The Autobiography of an Ex-Colored Man*, 1966. Price: \$2.75. Walker, *Jubilee*. Price: \$2.50.

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.

Texts: Clark, *The Ox-Bow Incident*. Price: \$1.50. Knowles, *A Separate Peace*. Price: \$1.75. London, *Call of the Wild*, (Enriched Classics Edition). Price: \$1.50. Miller, *The American Literary Tradition*, 1976. Price: \$7.00. Parks, *The Learning Tree*. Price: \$1.95. Shute, *On the Beach*. Price: \$2.50.

NOTE: The Miller textbook is also used for AMERICAN LITERATURE TO 1890.

American Literature to 1890 CALS*

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

Designed as a chronological survey of United States literature 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.

Texts: Adams, *Afro-American Literature: Fiction*, 1970. Price: \$3.25. Adams, *Afro-American Literature: Nonfiction*, 1970. Price: \$3.25. Angelou, *I Know Why the Caged Bird Sings*. Price: \$1.50. Baldwin, *Go Tell It on the Mountain*. Price: \$1.95. Parks, *The Learning Tree*. Price: \$1.95. Wright, *Black Boy*. Price: \$1.25.

English Literature through Shakespeare CALS*

One-Half Unit: 9 lessons, 7 submitted. 2 exams—3 hours each. Course Fee: \$34.00.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

High School Courses

This course follows the development of English literature from its earliest known epic *Beowulf*, through the *Canterbury Tales*, to Shakespeare's tragedy *Macbeth*. Though poetry comprises much of the course, most of the selections are narrative. A brief exploration of how English developed and some historical background are included for study.

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

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.

Text: Potter, *A Better Reading Workshop*, 1978. Price: \$8.50.

Introduction to Journalism CALS*

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

The fundamentals of modern journalism, both writing and production. Students will learn about writing style for specific types of articles, copy editing and proofreading, typography, page makeup, photojournalism, advertising, and journalism ethics.

Text: English, *Scholastic Journalism*, 6th ed., 1978. Price: \$8.50.

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.

Texts: Hamilton, *Mythology*, 1969. Price: \$1.95. Stewart, *The Crystal Cave*. Price: \$1.95. Sullivan, *The Golden Echo*, 1969. Price: \$3.65. Sullivan, *Readings for the Golden Echo*, 1969. Price: \$2.45.

Readings in the American Novel CALS*

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

Introduction to the work of four major American authors of the twentieth century. The focal points of the reading are the main characters of the novels and the authors' methods of characterization.

Texts: Dickenson, *A Guide to Literary Study*, 1959. Price: \$4.50. Fitzgerald, *The Great Gatsby*. Price: \$2.25. Lewis, *Babbitt*. Price: \$1.95. Roth, *Goodbye, Columbus*. Price: \$2.50. Steinbeck, *Of Mice and Men*. Price: \$1.95.

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.

Texts: Gold, *Point of Departure*, 1967. Price: \$1.50. Sohn, *Ten Modern American Short Stories*, 1965. Price: \$1.95.

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.

Texts: Allen, ed., *Science Fiction: The Future*, 1971. Price: \$9.00. Bradbury, *The Martian Chronicles*. Price: \$1.95. Clarke, *Childhood's End*. Price: \$2.25. Huxley, *Brave New World*. Price: \$1.95.

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 relationship of individuals with others, and their confrontations with themselves. It explores relation-

ships of people with their peers, their families, and society as a whole. It probes the struggles of individuals with their consciences and with the obstacles that prevent them from realizing their potentials.

Texts: Cerf, *Four Contemporary American Plays*, 1961. Price: \$3.95. Hinton, *The Outsiders*. Price: \$1.50. Lawrence & Lee, *Inherit the Wind*. Price: \$2.95. Lee, *To Kill a Mockingbird*. Price: \$1.95. Steinbeck, *The Grapes of Wrath*. Price: \$2.95. Twain, *The Adventures of Huckleberry Finn* (Riverside Edition), 1958. Price: \$4.00.

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: \$4.00. Pierce, *Science Fiction Stories 2*, 1973. Price: \$3.25. Pierce, *Science Fiction 2*, 1973. Price: \$4.00. Potter, *Beyond Time and Space*, 1978. Price: \$4.25.

Short Story for Reluctant Readers CALS* †

One-Half Unit: 10 lessons, 9 submitted. 2 exams—Midterm, 1½ 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 \$22.00, of which \$15.00 will be refunded when all of the books are returned in satisfactory condition. The texts are: *Houghton-Mifflin Directions Series*, 1972. *Houghton-Mifflin Action Series*, 1970. Minturn, *Double Action Short Stories*, 1973.

Thinking Clearly: Making Sense CALS*

One-Half Unit: 8 lessons, 8 submitted. 2 exams—1½ hours each. Course Fee: \$34.00.

This course examines the way you are bombarded with clever word usages in your everyday life. It shows how your thinking and your lifestyle are influenced by "word magic."

Text: Potter, *Making Sense*, 2nd ed., 1978. Price: \$6.00.

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.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

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 ac 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 you 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 purchase drafting equipment (drawing instrument set, T-square, triangle, etc.) amounting to approximately \$12 to \$16.* The Center has several drawing instrument sets which can be rented for \$12, of which \$6 will be refunded when the material is returned in satisfactory condition. Do not send payment

for rental and deposit fees with your application. Information on how to obtain reference 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.

MATHEMATICS

Functional Mathematics CALS*

First Half Unit: 10 lessons, 10 submitted. 2 exams—2 hours each.

Second Half Unit: 14 lessons, 14 submitted. 2 exams—2 hours each. Course Fee: \$34.00 for each half unit.

Designed primarily for students on the ninth or tenth grade level. The primary goal of these courses is the teaching of the arithmetic of whole numbers, rational numbers, and the more important applications of this arithmetic. The courses begin at the foundation and proceed through a building process to final computational techniques.

Text for First and Second Half Units: Hyman, *Modern Basic Mathematics*, 1972 or any later edition may be used. Price: \$14.00.

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.

Elementary algebra, including the elementary operations on polynomials and fractions, the solution of single and simultaneous linear equations, simple factoring, simple powers and roots, and the 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.

Texts for First and Second Half Units: Dolciani, *Algebra: Structure and Method, Book 1*, 1979. Price: \$14.00. Dolciani, *Solution Key for Algebra: Structure and Method, Book 1*, 1979. Price: \$8.00.

Algebra II and Trigonometry CALS*

First Half Unit: 7 lessons, 7 submitted. 2 exams—1½ hours each.

Second Half Unit: 6 lessons, 6 submitted. 2 exams—1½ hours each. Course Fee: \$34.00 for each half unit.

Prerequisite: *one unit of elementary algebra.* Review of fundamental parts of first year's work on quadratic equations, advanced work on radicals and fractional exponents, graphs, graphical methods of solving equations, work on permutations, combinations, probability, and some work in 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.

Texts for First and Second Half Units: Dolciani, *Algebra and Trigonometry: Structure and Method, Book 2*, 1977. Price: \$15.00. Dolciani, *Algebra and Trigonometry: Structure and Method, Book 2 Solution Key*, 1977. Price: \$10.25.

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 in nature and in the works of man. 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.

Texts for First and Second Half Units: Jurgenson, *Modern School Mathematics-Geometry*, 1969. Price: \$8.50 (used texts only). Redgrave, *Modern School Mathematics-Geometry Programmed Practice*, 1969. Price: \$5.75.

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.

Text for First and Second Half Units: Choppin, *Chemistry*, 1973. Price: \$16.00.

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.

Text: Cargo, *Man and His Geologic Environment*, 2nd ed., 1977. Price: \$19.00.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

High School Courses

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 fees.

Text: Foster, *Physical Geology*, 2nd ed., 1975. Price: \$16.00.

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 consists of Part I, Math and Mechanics; and Part II, Heat. The second half unit consists of Part III, Light and Sound; Part IV, Electricity and Magnetism; and Part V, Atomic and Nuclear Physics.

Text for First and Second Half Units: Murphy, *Physics: Principles and Problems*, 1977. Price: \$16.00. Additional material for the First Half Unit: science packet (thermometer, two centicubes). Price: \$1.50.

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 (man's structures and functions), genetics (transmission of characteristics from one genera-

tion to another), evolution (theories of development of life on earth), and ecology (inter-relationships of living things and the environment).

Text: Frazier, *The Biological Sciences*, 1974. Price: \$12.00.

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. General information on plants and animals, including one-celled forms, through most developed forms.

Text: Frazier, *The Biological Sciences*, 1974. Price: \$12.00.

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.

Texts: Anderson, *Cave Exploring*, 1974. Price: \$4.95. Moore, *Speleology: The Study of Caves*, 1978. Price: \$4.50. Reprint packet. Price: \$1.60.

SOCIAL STUDIES

Anthropology

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 man's origin, social customs and practices, and cultural and racial prejudices. The course offers the opportunity to view human society in its broadest perspective, and to predict where its future will lead.

Text: Salzmann, *Anthropology*, 1973. Price: \$5.20.

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.

Text: Chapman, *Indians and Archaeology of Missouri*, 1964. Price: \$5.00.

Civics

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.*

Texts: Wit, *Our American Government and Political System*, 2nd ed., 1977. Price: \$14.00. Karsch, *The Living Constitution: Missouri*, 1974. Price: \$6.95.

NOTE: These textbooks are also used for CIVICS: POLITICAL PROCESSES AND PROBLEMS.

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.

Texts: Wit, *Our American Government and Political System*, 2nd ed., 1977. Price: \$14.00. Karsch, *The Living Constitution: Missouri*, 1974. Price: \$6.95.

NOTE: These textbooks are also used for CIVICS: NATIONAL, STATE, AND LOCAL GOVERNMENT.

You and the Law CALS*

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

This course surveys criminal law, consumer law, family law, housing law, and environmental law. You will also study individual rights.

Text: Newman & O'Brien, *Street Law*, 1975. Price: \$9.50.

Contemporary Issues

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.

Texts: Fraenkel, *Crime and Criminals: What Should We Do About Them?*, 1977. Price: \$5.25. Gould, *American Women Today: Free or Frustrated?*, 1977. Price: \$5.25. Kubler-Ross, *On Death and Dying*, 1970. Price: \$2.45. Nelson, *Population and Progress: Is There a Conflict?*, 1977. Price: \$5.25.

Family Relations

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.

Texts: Hurlock, *Child Development*, 6th ed., 1978. Price: \$19.50. Koschnick, *Having a Baby*, 1975. Price: \$4.00.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

High School Courses

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: \$16.00.

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.

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: \$16.00.

NOTE: This textbook is also used for MARRIAGE AND PARENTING.

Geography

Conservation of Natural Resources CALS*

One-Half Unit: 10 lessons, 10 submitted. 2 exams—1 hour each. Course Fee: \$34.00.

This survey course in the study of our natural resources is designed to introduce the student to the problems of our environment and the principles of its conservation.

Texts: Kircher, *Our Natural Resources*, 4th ed., 1976. Price: \$11.00. Lytle, *Investigations in Conservation of Natural Resources*, 1979. Price: \$7.25.

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 geo-

graphic 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.

Text for First and Section Half Units: Bradley, *World Geography*, 4th ed., 1971. Price: \$19.50.

Government

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.

Text: Steinberg, *Understanding American Government and Politics*, rev. ed., 1978. Price: \$6.00.

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.

Text: Rogers, *Inside World Politics*, 1974. Price: \$7.50.

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 our history. The emphasis is on significant themes in the American heritage. Major topics include the colonies, the Revolutionary War, the first fifty years of the new nation, sectionalism, and the Civil War.

Text: Todd, *Rise of the American Nation*, 3rd ed., 1972. Price: \$13.70.

NOTE: This textbook is also used for AMERICAN HISTORY SINCE 1865.

American History Since 1865 CALS*

One-Half Unit: 16 lessons, 7 submitted. 2 exams—3 hours each. Course Fee: \$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.

Text: Todd, *Rise of the American Nation*, 3rd ed., 1972. Price: \$13.70.

NOTE: This textbook is also used for AMERICAN HISTORY TO 1865.

Ancient History CALS*

One-Half Unit: 13 lessons, 3 submitted. 2 exams—2 hours each. Course Fee: \$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 (about 476 A.D.).

Text: Chambers, *The Western Experience, Volume I*, 2nd ed., 1979. Price: \$10.00.

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, 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: \$9.00. 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 our study will focus 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 historical development from the fall of the Roman Empire (about 476 A.D.) to the end of the Middle Ages (about 1500).

Text: Chambers, *The Western Experience, Volume I*, 2nd ed., 1979. Price: \$10.00.

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.

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

High School Courses

The time period from the French Revolution in 1789 to the late 1960's is discussed. Worldwide in scope and chronological in sequence, the subject matter includes 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. Hertzner, *Workbook for Use with Men and Nations*, 3rd ed., 1975. Price: \$4.00.

NOTE: These textbooks are also used for WORLD HISTORY SINCE 1814.

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.

Texts: Mazour, *Men and Nations*, 3rd ed., 1975. Price: \$17.25. Hertzner, *Workbook for Use with Men and Nations*, 3rd ed., 1975. Price: \$4.00.

NOTE: These textbooks are also used for WORLD HISTORY TO 1814.

Personal Development

Project Self-Discovery

One-Half Unit: 10 lessons, 10 submitted. No exams. Course Fee: \$34.00.

The course author says, "The project is 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 nature of the responses from the students, no letter

grades are given in Project Self-Discovery. Those who effectively 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 discusses problems and questions one encounters in the transition from teenager to mature adult from the point of view of psychology. It will concentrate on applied psychology; that is, it tries to show you how to use psychology in daily situations.

Text: Gordon, *Psychology for You*, 1978. Price: \$9.25.

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: \$14.25.

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, personality disturbances and the

treatments used to help people adjust to disturbances are presented.

Text: Engle, *Psychology: Its Principles and Applications*, 7th ed., 1979. Price: \$14.25.

NOTE: This textbook is also used for PSYCHOLOGY: FOUNDATIONS OF HUMAN BEHAVIOR.

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. Topics include Shintoism, Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity.

Text: Smith, *The Religions of Man*, 1965. Price: \$1.95.

Sociology

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 aims to explain sociological concepts, describe the process of socialization, illustrate social interactions, describe social structure and organizations, investigate the nature of social change, explore social institutions such as the family, and discuss the problems of modern society.

Text: Landis, *Sociology*, 1975. Price: \$12.00.

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

*Computer Assisted Lesson Service. For explanation, see page 47.

†Not available to persons with addresses that do not have U.S. Zip Codes.

UNIVERSITY COURSES FOR HIGH SCHOOL SENIORS

Enrollment in basic university courses is open to eligible high school students who wish to enrich and accelerate their educations. You may enroll any time during the year.

You are eligible for this program if you have completed your junior year and are capable of performing university-level work. Your high school principal determines both your eligibility and the appropriateness of correspondence instruction in relation to your needs. The principal must endorse the back of the enrollment application form to indicate that you have approval to enroll. All other university Independent Study procedures and regulations will apply to this program.

You should check the course description to be certain that the course you want will meet your educational needs. If the course description contains a prerequisite, you must meet it before you can enroll.

Anthropology	
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Atmospheric Science	
50 Introductory Meteorology	21
Classical Studies	
60 Classical Mythology	22
English	
Composition ++	26
12 Literary Types	27
101 Topics: Women's Experiences in Modern Fiction	27
Entomology	
101 Insects in the Environment	28
Family and Community Medicine	
25 Community Health	29
Geography	
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2 Regions and Nations of the World II	30
111 Physical Geography I	30
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++ Multicampus Course. For explanation, see page

NON-CREDIT COURSES

General Information

The Center for Independent Study through Correspondence, University of Missouri, offers the following non-credit courses as part of a continuing effort to extend educational opportunities through correspondence instruction.

Enrollment

Anyone may apply for enrollment in an Independent Study non-credit course at any time by submitting an application form along with the appropriate course fee. Be sure to give all the information requested on the application form; otherwise your enrollment may be delayed.

Look for an application form attached in the back of this catalog. You may obtain additional forms from the Center for Independent Study or University Extension Centers located throughout the state of Missouri. Use a separate application form for each course in which you enroll.

Continuing Education Unit (CEU)

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

Course Fees

You will find the enrollment fee for each non-credit course listed in the course description. Send this fee along with your enrollment application. Out-of-state students pay the same enrollment fees as Missouri residents.

Send a check or money order, made payable to the University of Missouri, along with the application form to the Center for Independent Study through Correspondence, University of Missouri, 400 Hitt Street, Columbia, MO 65211.

Textbooks

No textbooks are required for non-credit courses.

Examinations

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

Time Limits

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

Handling Fee

There is no handling fee for non-credit courses.

Air Mail

Non-credit courses mailed to addresses without U.S. Zip Codes will be sent Surface unless you include an Air Mail fee with the application fee. You can find the amount of this fee in the course description.

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 home study 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: \$10.00. 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)

The important formative years of the preschool child is the subject of this course. Through this study, it is hoped that we will become more understanding, patient, loving, and by all means more involved with our children. This course is divided into six lessons. Enrollment fee: \$10.00. Air Mail fee: \$6.00.

Today's Homemaker (1.3 CEU)

A non-credit course which provides hints for better home management, home buying, the art of homemaking, and money (credit and

budgets). This course is divided into five lessons. Enrollment fee: \$10.00. Air Mail fee: \$4.50.

Your Family's Food (1.3 CEU)

A non-credit course divided into five units: In the Market, In the Kitchen, In the Body, Through the Day, and For All Ages. This course has been written to help those 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)

A practical guide for park board members. It describes in detail the authority, responsibilities, and functions of the park board. The course also contains helpful sections on finances and organization and an extensive listing of bulletins and pamphlets available to the park board member. This non-credit course is divided into six lessons. Enrollment fee: \$10.00. Air Mail fee: \$3.25.

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UNIVERSITY OF MISSOURI

COUNTY EXTENSION CENTERS

UNIVERSITY OF MISSOURI COUNTY EXTENSION CENTERS

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

- ADAIR**
Rt. 5, Highway P
Kirksville, MO 63501
Phone: 816-665-9866
- ANDREW**
Courthouse
Savannah, MO 64485
Phone: 816-324-3147
- ATCHISON**
518 South Main
Rock Port, MO 64482
Phone: 816-744-2490
- AUDRAIN**
Courthouse, 4th Floor
Mexico, MO 65265
Phone: 314-581-3231
- BARRY**
Courthouse
Cassville, MO 65625
Phone: 417-847-3161
- BARTON**
Courthouse
Lamar, MO 64759
Phone: 417-682-3570
- BATES**
Courthouse
Butler, MO 64730
Phone: 816-679-4167
- BENTON**
Courthouse
Warsaw, MO 65355
Phone: 816-438-5012
- BOLLINGER**
Courthouse
Marble Hill, MO 63764
Phone: 314-238-2420
- BOONE**
400 Hitt Street
Columbia, MO 65211
Phone: 314-882-2491
or
Boone Co. Extension Center
1408 I-70 Drive SW
Columbia, MO 65201
Phone: 314-449-2541
- BUCHANAN**
4525 Downs Drive
St. Joseph, MO 64507
Phone: 816-279-1691
- BUTLER**
Courthouse
Poplar Bluff, MO 63901
Phone: 314-785-3634
- CALDWELL**
Courthouse
Kingston, MO 64650
Phone: 816-586-2761
- CALLAWAY**
Courthouse
Fulton, MO 65251
Phone: 314-642-5924
- CAMDEN**
Courthouse
Camdenton, MO 65020
Phone: 314-346-7214
- CAPE GIRARDEAU**
815 Highway 25 South
Jackson, MO 63755
Phone: 314-243-3581
or
SEMO State University
530 North Pacific
Cape Girardeau, MO 63701
Phone: 314-334-5219
- CARROLL**
Farm Bureau Building
Carrollton, MO 64633
Phone: 816-542-1788
- CARTER**
Courthouse
Van Buren, MO 63965
Phone: 314-323-4418
- CASS**
Courthouse
Harrisonville, MO 64701
Phone: 816-884-5100, x-249
- CEDAR**
Courthouse
Stockton, MO 65785
Phone: 417-276-3313
- CHARITON**
Courthouse
Keytesville, MO 65261
Phone: 816-288-3239
- CHRISTIAN**
Courthouse
Ozark, MO 65721
Phone: 417-485-3558
- CLARK**
County Office Building
Kahoka, MO 63445
Phone: 816-727-3330
- CLAY**
103 East Kansas
Liberty, MO 64068
Phone: 816-781-0360
- CLINTON**
Courthouse
Plattsburg, MO 64477
Phone: 816-539-2156
- COLE**
2507 Industrial Drive
Jefferson City, MO 65101
Phone: 314-634-2824
- COOPER**
Courthouse
Boonville, MO 65233
Phone: 816-882-5661
- CRAWFORD**
Courthouse
Steelville, MO 65565
Phone: 314-775-2135
- DADE**
Courthouse
Greenfield, MO 65661
Phone: 417-637-2112
- DALLAS**
Courthouse
Buffalo, MO 65622
Phone: 417-345-7551
- DAVISS**
Courthouse
Gallatin, MO 64640
Phone: 816-663-3232
- DEKALB**
Courthouse
Maysville, MO 64469
Phone: 816-449-5811
- DENT**
Dent Co. Judicial Bldg.
Salem, MO 65560
Phone: 314-729-3196
- DOUGLAS**
Courthouse
Ava, MO 65608
Phone: 417-683-4409
- DUNKLIN**
Courthouse
Kennett, MO 63857
Phone: 314-888-4722
- FRANKLIN**
Main and Church Streets
Union, MO 63084
Phone: 314-583-5141
- GASCONADE**
314 Highway 19 South
Owensville, MO 65066
Phone: 314-437-2165
- GENTRY**
102 North Hudley
Albany, MO 64402
Phone: 816-726-5610
- GREENE**
833 North Boonville Ave.
Springfield, MO 65802
Phone: 417-862-9284
- GRUNDY**
Courthouse
Trenton, MO 64683
Phone: 816-359-5643
- HARRISON**
Courthouse
Bethany, MO 64424
Phone: 816-425-6434
- HENRY**
Courthouse
Clinton, MO 64735
Phone: 816-885-5556
- HICKORY**
North Side of Square
Old Hickory Building
Hermitage, MO 65668
Phone: 417-745-6767
- HOLT**
Scheib Building
Oregon, MO 64473
Phone: 816-446-3724
- HOWARD**
Courthouse
Fayette, MO 65248
Phone: 816-248-2272
- HOWELL**
Courthouse
West Plains, MO 65775
Phone: 417-256-2391
- IRON**
Courthouse
Ironton, MO 63650
Phone: 314-546-7515
- JACKSON**
2820 S. Highway 291
Independence, MO 64057
Phone: 816-373-5500
- KANSAS CITY**
4049 Pennsylvania
Kansas City, MO 64111
Phone: 816-531-7606
or
4611 Paseo
Kansas City, MO 64110
Phone: 816-923-5454

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

JEFFERSON
Courthouse
Hillaboro, MO 63050
Phone: 314-789-2691

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

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

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

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

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

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

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

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

LIVINGSTON
Memorial Library
Chillicothe, MO 64601
Phone: 816-646-0811

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

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

MADISON
Courthouse
Fredericktown, MO 63645
Phone: 314-783-2735

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ST. CHARLES
Route 2
St. Charles, MO 63301
Phone: 314-623-4513

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

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

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

ST. LOUIS
701 South Brentwood
Clayton, MO 63105
Phone: 314-889-2911
or
724 North Union
St. Louis, MO 63108
Phone: 314-367-2585
or
UMSL Cont. Edu. and Ext.
8001 Natural Bridge
St. Louis, MO 63121
Phone: 314-553-5961

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WRIGHT
Courthouse
Hartsville, MO 65667
Phone: 417-741-6465
or
614 South State Street
Mtn. Grove, MO 65711
Phone: 417-926-4139



Telephones

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

Examination Information 882-2072

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

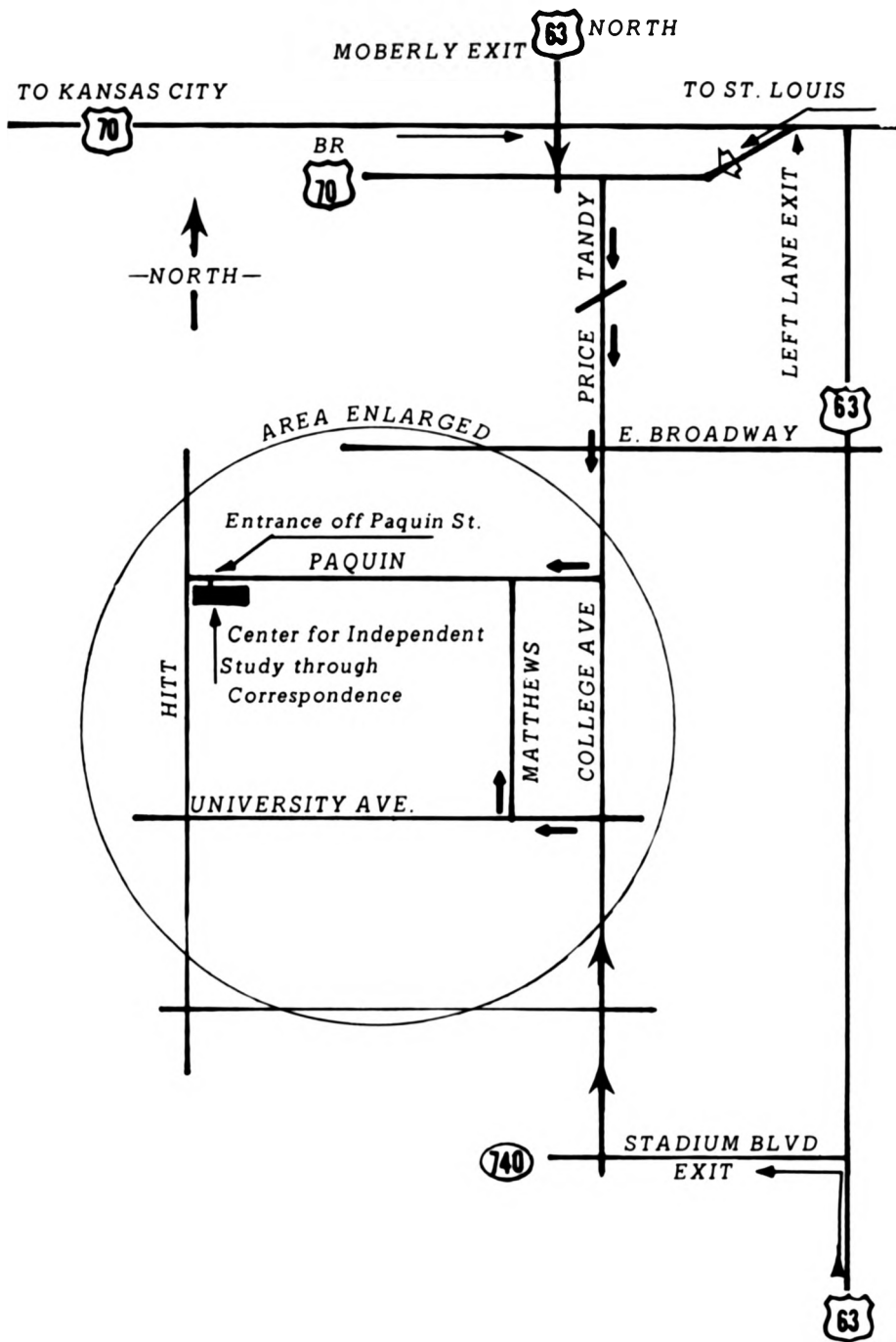
Cashier, Textbooks*, Supplementary Course Materials 882-3850

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

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

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

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



We Have Moved

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

See page 73 for new telephone numbers.

Course Grade	Date
Instructor's Signature	FOR OFFICE USE ONLY

INDEPENDENT STUDY COURSE APPLICATION

University of Missouri
(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. This number MUST be used on all lessons and any inquiry.

Please print or type all information.

1. Student's Last Name	First	Initial	Maiden Name	Social Security Number	Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female
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.)				Your Date of Birth* Month Day Year	8-5(____)____ After 5 Telephone(____)____
3. Number & Street Name		Apt #			
Rural Route No.	Box No.	Post Office Box No.	City	State	Zip Code
4. Permanent address if different from 3. _____ Address at which you may be reached for the next 12 months.				(____)____ Area Code	Phone No.
5. If currently enrolled at UMC give School/College _____			Department _____		
6. If you have a University of Missouri Student Number from any campus, indicate it/them below; circle the one where you have been most recently enrolled in residence.				7. Have you received credit for a class at UMC by: Independent Study? If yes, when? _____ Other Extension? If yes, when? _____	
UMC	UMKC	UMR	UMSL		
8. If you have been enrolled at UM, or answered Yes to item 7 what name did you use? Last First Initial					

FILL OUT A SEPARATE APPLICATION FOR EACH COURSE

9. a. High School Course Title _____ (See Section A on other side)	If this is a high school course, which half unit? <input type="checkbox"/> 1st <input type="checkbox"/> 2nd
b. University Course Title _____ (See Section B, C or D on other side)	Course No. _____ Credit Hrs. _____
c. Non-Credit Course Title _____	

OFFICE USE Course Code
a.
b.
c.

10. I want to take this course on a Satisfactory/Unsatisfactory basis. _____ /Yes _____ /No.

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

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

<input type="checkbox"/> = Kansas City	<input type="checkbox"/> = Rolla
<input type="checkbox"/> = St. Louis	
Date Approved _____	
OFFICE USE	

12. 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 to us.

13. 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 THREE WEEKS PRIOR TO YOUR DEADLINE FOR THE GRADE REPORT.

14. Ethnic Origin Code* American Asian or Pacific Black White Non-Resident
(Check (✓) appropriate block) Indian ☐ 1 Islander ☐ 2 Non-Hispanic ☐ 3 Hispanic ☐ 4 Non-Hispanic ☐ 5 Alien ☐ 6

15. 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.

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

STUDENTS ENROLLING FOR CREDIT – READ CAREFULLY

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

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

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

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

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

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

High School Principal's or Counselor's Signature	Title	Date	Area Code () Telephone Number
Name of School		Street Address	
City	State	Zip Code	

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.

Adviser's Signature	Dean (If required)	Telephone Number	Date
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C GRADUATE STUDENTS (University of Missouri) (To be completed by the Graduate School Office) (PLEASE READ THE SECTION ON GRADUATE STUDENTS IN OUR CURRENT CATALOG FOR COMPLETE INFORMATION ON GRADUATE CREDIT BY CORRESPONDENCE INSTRUCTION). This student has my permission to take this course by Independent Study

Graduate Dean's Signature	Telephone Number	Date
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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 stated in Independent Study Catalog.

a. High School; \$34.00 each ½ unit course		\$	1.
b. University Undergraduate; \$36.25/sem. hr. X _____ Number hours			
c. University Graduate; \$40.00/sem. hr. X _____ Number hours			
d. Non-Credit; (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

\$	2.
----	----

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

<input type="checkbox"/> Canada & Mexico; \$9.00, + \$3.00 for each text ordered	\$		\$	3.
<input type="checkbox"/> Central America; \$16.50, + \$5.00 for each text ordered	\$			
<input type="checkbox"/> So. America, Western Europe & Mediterranean Africa; \$20.00, + \$6.00 for each text ordered	\$			
<input type="checkbox"/> 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 4.625% sales tax to the cost of the texts mailed to a Missouri address.

\$	4.
----	----

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)

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

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.

GRAND TOTAL \$ 7.

OFFICE USE ONLY



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

(Print name as shown on card)



☐ _____

(Sign name here)

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 _____

TEXTBOOK ORDER FORM

Independent Study Student Services
University of Missouri Extension
400 Hitt Street
Columbia, MO 65211 Phone: (314) 882-3850

Date _____

OFFICE USE ONLY

☐ M ☐ W

Please send the books and materials listed
below for the Independent Study course: _____

(Name of Course)

(Number)

If high
school course
which ½ unit?

☐ 1st
☐ 2nd

SSAN _____

Name: _____ Phone No. (_____) _____

Area Code

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.

AUTHOR	TITLE	PRICE	DO NOT USE
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

Cut here

TEXTBOOK ORDER FORM

Independent Study Student Services
University of Missouri Extension
400 Hitt Street
Columbia, MO 65211 Phone: (314) 882-3850

Date _____

OFFICE USE ONLY

☐ M ☐ W

Please send the books and materials listed
below for the Independent Study course: _____

(Name of Course)

(Number)

If high
school course
which ½ unit?

☐ 1st
☐ 2nd

SSAN _____

Name: _____ Phone No. (_____) _____

Area Code

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.

AUTHOR	TITLE	PRICE	DO NOT USE
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

Course Grade	Date
Instructor's Signature	FOR OFFICE USE ONLY

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. This number **MUST** be used on all lessons and any inquiry.

Please print or type all information.

1. Student's Last Name	First	Initial	Maiden Name	Social Security Number	Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female
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.)				Your Date of Birth* <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> <div style="display: flex; justify-content: space-around;"> Month Day Year </div>	8-5(____) _____ After 5 Telephone(____) _____
3. _____					
Number & Street Name		Apt #			
Rural Route No.	Box No.	Post Office Box No.	City	State	Zip Code
4. Permanent address if different from 3. _____ Address at which you may be reached for the next 12 months. _____					
				Area Code	Phone No.
5. If currently enrolled at UMC give School/College _____ Department _____					
6. If you have a University of Missouri Student Number from any campus, indicate it/them below; circle the one where you have been most recently enrolled in residence.					
UMC	UMKC	UMR	UMSL		
7. Have you received credit for a class at UMC by: Independent Study? If yes, when? _____ Other Extension? If yes, when? _____					
8. If you have been enrolled at UM, or answered Yes to item 7 what name did you use? _____					
Last		First		Initial	

FILL OUT A SEPARATE APPLICATION FOR EACH COURSE

9. a. High School Course Title _____ (See Section A on other side)	If this is a high school course, which half unit? <input type="checkbox"/> 1st <input type="checkbox"/> 2nd	OFFICE USE Course Code <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>																				
b. University Course Title _____ (See Section B, C or D on other side)	Course No. _____ Credit Hrs. _____																					
c. Non-Credit Course Title _____																						
10. I want to take this course on a Satisfactory/Unsatisfactory basis. _____ /Yes _____ /No.																						
11. Please check (✓) your highest grade completed, or degree received:																						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>18</td> </tr> <tr> <td colspan="5">High School</td> <td colspan="2">College</td> <td colspan="2">BA BS</td> <td>MA MS</td> </tr> </table>			8	9	10	11	12	13	14	15	16	18	High School					College		BA BS		MA MS
8	9	10	11	12	13	14	15	16	18													
High School					College		BA BS		MA MS													
12. Are you eligible for, and do you intend to claim U.S. Veterans Benefits (GI Bill) in connection with this course? <input type="checkbox"/> Yes <input type="checkbox"/> No																						
13. Are you planning to use the credit in this course for graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES", deadline for grade _____ ALL WORK, INCLUDING EXAMS, MUST BE RECEIVED BY THE CENTER THREE WEEKS PRIOR TO YOUR DEADLINE FOR THE GRADE REPORT.																						
14. Ethnic Origin Code* (Check (✓) appropriate block)																						
<table style="width: 100%;"> <tr> <td style="width: 25%;">American Indian 1</td> <td style="width: 25%;">Asian or Pacific Islander 2</td> <td style="width: 25%;">Black Non-Hispanic 3</td> <td style="width: 25%;">White Non-Hispanic 4</td> </tr> <tr> <td></td> <td></td> <td>Hispanic 5</td> <td>Non-Resident Alien 6</td> </tr> </table>			American Indian 1	Asian or Pacific Islander 2	Black Non-Hispanic 3	White Non-Hispanic 4			Hispanic 5	Non-Resident Alien 6												
American Indian 1	Asian or Pacific Islander 2	Black Non-Hispanic 3	White Non-Hispanic 4																			
		Hispanic 5	Non-Resident Alien 6																			
15. Do you meet the prerequisites, if any, for this course? (See catalog course description). <input type="checkbox"/> Yes <input type="checkbox"/> No If you have questions about eligibility, enclose a note with your application.																						

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

STUDENTS ENROLLING FOR CREDIT – READ CAREFULLY

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

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

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

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

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

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

High School Principal's or Counselor's Signature	Title	Date	Area Code ()	Telephone Number
Name of School		Street Address		
City	State	Zip Code		

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.

Adviser's Signature	Dean (If required)	Telephone Number	Date
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C GRADUATE STUDENTS (University of Missouri) (To be completed by the Graduate School Office) (PLEASE READ THE SECTION ON GRADUATE STUDENTS IN OUR CURRENT CATALOG FOR COMPLETE INFORMATION ON GRADUATE CREDIT BY CORRESPONDENCE INSTRUCTION). This student has my permission to take this course by Independent Study

Graduate Dean's Signature	Telephone Number	Date
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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 stated in Independent Study Catalog.

a. High School; \$34.00 each ½ unit course		\$	1.
b. University Undergraduate; \$36.25/sem. hr. X _____ Number hours			
c. University Graduate; \$40.00/sem. hr. X _____ Number hours			
d. Non-Credit; (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

\$	2.
----	----

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

<input type="checkbox"/> Canada & Mexico; \$9.00, + \$3.00 for each text ordered	\$		\$	3.
<input type="checkbox"/> Central America; \$16.50, + \$5.00 for each text ordered	\$			
<input type="checkbox"/> So. America, Western Europe & Mediterranean Africa; \$20.00, + \$6.00 for each text ordered	\$			
<input type="checkbox"/> 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 4.625% sales tax to the cost of the texts mailed to a Missouri address.

\$	4.
----	----

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)

\$	6.
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Content type	Text with images
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Capture information

Date captured	10/27/2022
Scanner manufacturer	Plustek OpticBook
Scanner model	A300 Plus
Scanning system software	Book Pavilion
Optical resolution	600 dpi
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Derivatives - Access copy

Compression	Tiff: LZW compression
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