

UNIVERSITY OF MISSOURI
University Extension
Columbia-Kansas City-Rolla-St. Louis

HISTORY

ENGLISH

INSTRUCTION THROUGH CORRESPONDENCE

EDUCATION

BUSINESS

MATH

AGRICULTURE

CATALOG
1977-1978

INDEPENDENT STUDY PROCESS

- 1 Faculty members write courses
- 2 Students choose courses and enroll
- 3 Study materials arrive by mail
- 4 Students complete lessons and return them by mail
- 5 Lessons are graded and returned to Students
- 6 Students take supervised examinations
- 7 Course grades are sent to Students and recorded in the registrar's office

UNIVERSITY OF MISSOURI

COLUMBIA - KANSAS CITY - ROLLA - ST. LOUIS

COURSES OFFERED THROUGH THE

CENTER FOR

INDEPENDENT STUDY

THROUGH CORRESPONDENCE

SEPTEMBER 1977 - SEPTEMBER 1978

(See inside back cover for information regarding
the change in publication dates for this catalog.)

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The University of Missouri is one university with four campuses—Columbia, Kansas City, Rolla, and St. Louis. Established in 1839 at Columbia (oldest and largest of the four campuses), the University is recognized as the first state university west of the Mississippi River. Designated a land-grant university in 1870, it has extended its educational benefits to all sections of Missouri in addition to its traditionally assigned tasks of teaching and research within the campus settings. The University is governed by a Board of Curators. The President of the University and his staff coordinate programs of all four campuses. The Chancellors are the chief academic and administrative officers for their respective campuses.

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

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The Center for Independent Study through Correspondence is a part of the University of Missouri Extension. It has administrative responsibility for coordination of all correspondence instruction offered by each of the four University of Missouri campuses: Columbia, Kansas City, Rolla and St. Louis.

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GENERAL INFORMATION



The University of Missouri wishes to make its educational resources available to the citizens of the state. One means of accomplishing this aim is by offering courses through correspondence instruction. The Center for Independent Study through Correspondence of University Extension is the administrative vehicle through which this is accomplished.

All information contained in this catalog applies to both University and High School courses, except as indicated.

UNIVERSITY COURSES

Each course listed in this catalog is offered by an academic department at one of the four campuses at the University of Missouri—Columbia, Kansas City, Rolla or St. Louis. Each listing carries the course number, title and initials of the campus offering the course.

Independent Study courses are offered to persons who need credit for graduation, for prerequisites in vocational fields, or for those who wish to improve their cultural and educational background.

The work required in each independent study course is as thorough as that which is required in the campus course. Each course is under the supervision of a faculty member in the department from which the course is offered.

MULTICAMPUS COURSES

Some University courses are developed by a team of faculty members from more than one campus of the University. A single course may have two or more course numbers and titles representing different campus offerings. English Composition on page 28 is an example.

ACCREDITATION

The University of Missouri is accredited by the North Central Association of Colleges and Secondary Schools and many other associations. All university courses offered by correspondence instruction are developed by faculty members from academic departments of the University and have been approved by appropriate department chairpersons for offering by correspondence. *However, verification of the applicability of credit toward any particular educational goal is the responsibility of the student.*

HIGH SCHOOL COURSES

An extensive high school curriculum is available through independent study for persons who need credit for graduation, for prerequisites in vocational fields, or for those who wish to improve their educational background. Each course is under the supervision of a teacher certified by the state of Missouri. In each course, the work required and the credit given are equivalent to that of similar courses offered in accredited public high schools.

The Center for Independent Study does not award high school diplomas. If students wish to apply independent study credit toward a high school diploma, they must first obtain their high school principal's signature on the course application form.

NON-CREDIT COURSES

A number of non-credit courses are available through the Center. For further information refer to the non-credit course description section of this catalog, beginning on page 65.

NATIONAL UNIVERSITY EXTENSION ASSOCIATION

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

If this catalog does not list the course(s) in which you have a particular interest, a copy of the *Guide* is available for reference in each University of Missouri Extension Center; or a copy can be purchased for \$2.00 from the National University Extension Association, One Dupont Circle, Washington, DC 20036.

ENROLLMENT



Eligible students may apply for enrollment in an independent study course at any time by submitting an application form along with the appropriate course fees. *Ordinarily, applications are processed the day they are received and materials sent to the student within a day or two. If students do not receive their materials in a reasonable length of time, they should contact the Center regarding their application.* All information requested on the application form should be given; otherwise the enrollment may be delayed.

You must furnish the Center for Independent Study through Correspondence your social security number in order for your grade to be reported. If you do not have a social security number when you send your application, please obtain one and send it to us as soon as possible. (Application forms for a social security number may be obtained by contacting your Social Security Office.)

Course applications and book order forms are in the centerfold of this catalog; additional forms may be obtained from the Center and University Extension Centers located throughout the state of Missouri. A listing of University Extension Centers is located in the back of this catalog.

A separate application form should be used for each course in which a student enrolls. Generally, it is recommended that a student not work on more than two independent study courses at one time.

Be sure that large packages can be delivered to your mailing address. **Important!** Post office is not obligated to deliver mail unless your name is on the mailbox.

If you move while enrolled, you must give the Center the new address and effective date for the return of your lessons.

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, or adjust fees listed in this catalog as circumstances warrant.*

ELIGIBILITY

University Courses:

To be eligible for enrollment in an independent study course for university credit, the applicant must be: (1) a graduate of an accredited high school, or (2) at least 21 years old, or (3) at least 18 years old and have passed one of the following examinations: GED, ACT, or SAT. If in doubt about your eligibility to enroll, please contact the Center, briefly describing your educational background.

**ELIGIBILITY
(continued)**

High school seniors may be eligible for a number of basic university courses; see *University Courses for High School Seniors*, page 12 in this catalog.

Students may enroll at any time during the year. Students with a full resident load at the University of Missouri and many other schools are not allowed to begin or to continue independent study work except by special permission from their Dean. Students are held responsible for any loss of credit from noncompliance.

Students under suspension or dismissal from any college or university are not permitted to enroll for credit except with special permission from the dean of the school from which they plan to graduate.

High School Courses:

Anyone may enroll in a high school independent study course who has completed the eighth grade, or is at least 18 years old. Individuals may enroll at any time during the year. However, a student attending high school is not allowed to begin or to continue independent study courses except with the permission of his high school principal who must endorse the application form.

Ordinarily, students must satisfactorily complete the first half unit of a course prior to enrollment in the second half unit of that course.

COURSE FEES

Fees for out-of-state students are the same as for Missouri residents.

Enrollment fees are:

\$22.00 per university semester credit hour

\$25.00 for each ½ unit of high school credit

There is, in addition, a non-refundable \$4.00 postage and handling charge for *each* course. Please see the application form.

All remittances for fees should be made payable to the UNIVERSITY OF MISSOURI and mailed along with the application form to the Center for Independent Study through Correspondence. *Send money order or check.* These fees, including texts and supplies, may be paid by VISA® or Master Charge®. See application.

This department does not have any funds which can be used to grant financial assistance to students taking Independent Study courses. Inquiries regarding financial assistance may be directed to: Director, Student Financial Aids, 11 Jesse Hall, University of Missouri, Columbia, MO 65201.

The Center reserves the right to discontinue courses or to adjust fees listed in this catalog as circumstances warrant.

TEXTBOOKS

The textbooks and other required materials are listed with each course description in this catalog and are available from the Center. There is no requirement that the textbooks be purchased from the Center, but students are urged to order them from the Center at the same time they enroll to make sure they receive correct editions and prompt service. Since courses are revised throughout the year, if you do not purchase

TEXTBOOKS (continued)

your texts from the Center, you are urged to wait for the syllabus to check the exact titles and dates. Textbooks can be sold only to persons enrolled in Independent Study courses. Department policy prevents the Center from selling books under other circumstances.

If used texts are preferred, the appropriate square on the Textbook Order Form should be marked. (See center section insert in this catalog.) If requested, and if available, they will be sent and the difference in price will be refunded.

The price listed for each book was correct when this catalog was printed, but is subject to change without notice.

For the replacement of a course syllabus, send your request, naming the course, and a check for \$5.00 payable to the University of Missouri.

If the course has been revised since the publishing of this catalog, there will probably be a change in the texts. We will send the revised course and applicable texts. If there is an increase in costs, a bill will be sent for the difference. We will make refunds for overpayments in excess of \$1.00. Texts will be shipped either with the course syllabus or mailed separately at no additional cost to you "Library Rate" to addresses with U.S. zip codes. (This includes APO & FPO.) *Since surface mail may take several weeks, overseas students must order and pay for air delivery of course materials, texts and lesson service* (see costs on application form). Books cannot be sent C.O.D.

To order texts, carefully and completely fill in the Textbook Order Form (located in the centerfold). Total the costs and enter this amount on the course application. Send the Textbook Order Form, the enrollment application and payment for the total amount in an envelope addressed to: Center for Independent Study through Correspondence, 514 South Fifth Street, Columbia, MO 65201. If you use VISA[®] or Master Charge[®], simply supply the requested information on the Textbook Order Form.

Under certain conditions the Center will repurchase your texts when you no longer need them. A "Repurchase of Independent Study Texts" form is mailed with your text(s). The conditions of repurchase are listed.

USE OF LIBRARIES

More than thirty-five public and private colleges and universities from all geographical areas of Missouri have generously agreed to permit students in university independent study courses to use their library facilities and to borrow their books. A list of these, along with regulations and a student identification card, is supplied to each Missouri resident enrollee in correspondence courses.

SUPPLEMENTARY MATERIALS

Some courses require supplementary reference books and equipment which are available from the Center. A rental fee and refundable deposit are required. Specific information about rental and deposit fees is given with course listings in this catalog.

Do not send rental and deposit payment with your application. Infor-

SUPPLEMENTARY MATERIALS
(continued)

mation on how to obtain rental reference materials and equipment is included in the course syllabus.

NOTE: Most courses which require supplementary materials are not available to persons with addresses which do not have U.S. ZIP CODE designations. These courses will be identified with an asterisk in the course listing.

AUDIO-VISUAL MATERIALS

Some courses utilize records, cassette tapes and/or colored slides to enhance learning experiences. For students enrolled in these courses who do not have access to a slide projector, the Center has a limited number of these for student use. A rental fee and refundable deposit are required for some recordings. Specific information about rental and deposit fees is given with the course listings.

Do not send payment for rental and deposit fees with your application. Information on how to obtain rental recordings is included with the course syllabus.

Persons living outside the United States see note under "Supplementary Materials" section above.

Return of Audio-Visual and Other Reference Materials

All Audio-Visual and other reference materials borrowed from the Center must be returned before course grade and credit will be reported to the Director of Admissions.

REFUNDS

Students who withdraw from independent study courses may be refunded a part of the fee which they have paid under the following terms from date of enrollment:

	Per Cent Refund
First Month70%
Second Month50%
Third Month20%
After Third Month	No Refund

A request to withdraw from a course, especially where a refund of fees is involved, must be made in writing. The amount of refund will be reduced by \$1.50 for the grading of each lesson and examination submitted prior to withdrawal. The date for calculating the refund will be the date on which a written request for withdrawal is received by the Center. The postage and handling fees and air mail fee are not refundable. Refunds in amounts of less than \$1.00 will not be made.

Verification of the applicability of credit toward any particular educational goal is the responsibility of the student. Prior to enrollment, questions concerning such applicability should be clarified with the institution at which credit will be used. No refund, other than provided above, can be made on the basis of the inapplicability of, or change in need for, the credit in a course.

TRANSFER TO DIFFERENT COURSE

Only one transfer is permitted from each credit courses to any other credit course. A transfer fee of \$5.00 is charged to cover the transfer plus \$1.50 each for lessons and/or exams submitted, if any, in the

**TRANSFER TO
DIFFERENT COURSE
(continued)**

original course. If the new course carries more credit than the original course, the regular fee for the additional credit will be charged. If there is a reduction in credit, the refund, if any, will be made in accordance with the refund policy above. Transfer must be made before enrollment expiration of the first course. The date of enrollment expiration of the new course will be the same as the date of expiration of the original course. Enrollment may not be transferred from one student to another.

Students returning books when transferring to another course will be allowed credit of one-half the purchase price toward the costs of the texts for the new course, provided the texts for the old course meet the repurchase requirements. For further information on textbook repurchases, see the section on "Textbooks."

VETERANS

All of the courses listed for credit in this catalog are approved for eligible persons or veterans under the provisions of the G. I. Bill. Those persons desiring to use their eligibility must indicate this with their application for an Independent Study course. Be sure to include your "C" number.

Course fees, in full, must accompany all applications for enrollment. Subsistence allowances or course fees for students enrolled under this provision of the Act are reimbursed by the Veteran's Administration.

In most cases, the VA will allow eligible students who are dually enrolled (also taking courses in residence) to combine credit by Independent Study with campus credit to compute subsistence allowance with the provision that at least 51% of the total credits are taken in residence. Otherwise, the VA will reimburse only the cost of tuition and fees.

VA regulations require the Independent Study Department to report every veteran who is not making "satisfactory progress." The definition of satisfactory progress is 1) that we receive from the veteran the first written assignment within six weeks from date of enrollment; 2) that assignments thereafter be submitted on a schedule which will assure completion of the course within nine months or less - - four months for dually enrolled students.

Before a veteran's/or eligible person's enrollment can be certified to the VA, the following agreement will be sent for signature.

"I understand the policy stated above regarding 'satisfactory progress' and agree that it is my responsibility to comply with the policy or VA regulations and agree to refund such overpayment promptly to the VA or UMC. I authorize the information furnished UMC previously to be released to the VA for G. I. Benefits and further authorize UMC to submit to the VA any changes that may occur which affect my benefit payments. I agree to promptly notify the Independent Study Department in writing at the above address of any changes which occur in the information furnished."

**UNIVERSITY
COURSES FOR HIGH
SCHOOL SENIORS**
(See Course List
below.)

Enrollment in basic university courses is open to eligible high school students who wish to enrich and accelerate their education. Students may enroll any time during the year beginning as early as summer vacation between their junior and senior years.

To be eligible for this program, high school students must have completed their junior year; they must rank in the upper one third of their class; they must be capable of performing university level work; and the correspondence course work should not interfere with their regular high school program.

The student's high school principal determines both the eligibility of the individual and the appropriateness of correspondence instruction in relation to the student's needs. The principal is to indicate his approval of the student's enrollment by endorsing the back of the enrollment application form.

No Missouri student will be allowed to obtain more than 10 university semester-hour credits through independent study prior to completion of high school. All other university independent study procedures and regulations will apply to this program.

Students should check the course descriptions to be certain that the desired course will meet their educational needs. Course prerequisites, if any, must be met. Some advanced courses have prerequisite courses which provide background information required for successful completion. Experience in the field may be accepted as prerequisites.

Anthropology

10 General Anthropology

Classical Studies

60 Classical Mythology

Engineering

10 Engineering Drawing and Descriptive Geometry

English

1 Composition

Family and Community Medicine

25 Community Health

Geography

1 Regions and Nations of the World I

2 Regions and Nations of the World II

11 Physical Geography I

12 Physical Geography II

25 Economic Geography

Geology

101 Man & His Earth

History

1 Foundations of Western Civilization

3 Survey of American History to 1865

4 Survey of American History Since 1865

20 American History

100 History of Modern Europe

Languages

1 Elementary French I

2 Elementary French II

1 Elementary Spanish I

2 Elementary Spanish II

**UNIVERSITY
COURSES FOR HIGH
SCHOOL SENIORS
(continued)**

Mathematics

- 9 Trigonometry
- 10 College Algebra
- 12 Basic Concepts of Modern Mathematics
- 80 Analytic Geometry and Calculus I

Music

- 21 Theory (Written) I

Political Science

- 1 American Government
- 55 International Relations

Psychology

- 1 General Psychology

Recreation and Park Administration

- 10 Introduction to Recreation

Sociology

- 1 General Sociology

**STUDY PROCEDURES
AND REGULATIONS**



After enrollment, students are sent a course syllabus which contains the lesson assignments, examination request forms, and procedural information. Mailing envelopes are sent along with the syllabus and may be used to send lesson responses to the Center where they will be evaluated. The evaluated assignment or a Lesson Report is then returned to students for their review and guidance in preparing succeeding assignments. As a general rule, a maximum of six lessons may be submitted to the Center in any one week.

Some courses have a number of lessons which are self-scoring and therefore are not mailed in for evaluation. Complete information regarding assignments is included in the syllabus.

EXAMINATIONS

Attention to the following regulations may save considerable time when scheduling an examination.

Almost all independent study courses taken for credit require supervised examinations. Our records must show all required lessons received, graded, and returned before a student can be given an examination. Both lesson grades and examination grades are important, but since examinations are the only directly supervised work a student does in an independent study course, the grades earned on these examinations will be major factors considered in determining the course grade. Students are required to submit their own work. Any student who is found to be dishonest in any manner in the preparation of lessons or examinations will be dealt with according to university policy on such matters.

Information regarding examinations is included in the appropriate place in the course syllabus. Examinations must be scheduled in accordance with the following regulations:

College students living in Missouri will be required to write 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 Center at the University of Missouri-Kansas City or the Center for Independent Study at Columbia. (Refer to the list on pages 68-69 in this catalog.) The Center for Independent Study at Columbia is open from 8-12 a.m. and 1-5 p.m.

**EXAMINATIONS
(continued)**

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

Students living outside the state of Missouri will make arrangements for the examination with some person acceptable to the University. The supervisor of an examination must be 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 a relative of the student. The Center can provide no compensation to the person supervising the examination.

Military personnel may follow the above procedures or write examinations under the supervision of their commanding officer or an officer appointed by their commanding officer.

All reference books, tapes, slides and/or audio-visual equipment borrowed from the Center must be returned before course grade and credit will be reported.

GRADES

The "A, B, C, D, F" system of grading is used. All grades become final when filed by the instructors at the completion of each course.

The grade "F" carries no credit; the grade "D" carries no credit in the Graduate School. If a course is not completed, a grade of "Excused" will be reported, indicating no hours attempted or credited.

HEARER

Students may enroll as "Hearers." They are required to submit the written assignments for the course but do not take the examinations. Upon completion, a record of the course is added to the student's transcript, but no credit is given. There is no reduction of fees for enrolling as a hearer.

TRANSCRIPTS

When a course is completed and all rented reference material, if any, is returned to the Center, a notice of the course grade and credit awarded is sent to the Director of Admissions, 130 Jesse Hall, University of Missouri-Columbia. The Director issues a Grade Report which is sent to the student.

A transcript is automatically sent to the appropriate registrar for UMKC, UMR, or UMSL students. If students enroll at one of the above campuses after enrolling for a course by correspondence, it will be necessary for the student to request a transcript.

The Center sends a letter to every student giving the final exam and course grade as soon as the final is evaluated. Many high schools will accept either the letter from the Center or the Grade Report from the Director of Admissions as evidence of course completion, and the student will not need a transcript. A Transcript Request Form is sent to each non-University of Missouri student when they are notified of their course grade. There is no charge for a transcript sent to UMKC, UMR, or UMSL. There is no charge for one transcript sent anywhere if it includes only Independent Study credits. A \$1.00 fee is charged for official and a 50 cent fee is charged for unofficial transcripts sent under circumstances other than those mentioned above.

**TRANSFER OF
CREDIT**

Credit in courses taken through independent study may be transferred to most educational institutions in the United States. However, a transfer is subject to varying regulations depending on the educational institution to which the transfer is made.

**TRANSFER OF
CREDIT
(continued)**

Verification of the applicability of credit toward any particular educational goal is the responsibility of the student. Prior to enrollment, questions concerning such applicability should be clarified with the institution at which the credit will be used. For information regarding fees and the address to use for requesting a transcript, see Transcripts above.

TIME LIMITS

Time necessary for an individual to complete a course will vary with the amount of study time available, motivation level and various other personal circumstances. The average completion time is less than 4 months. Generally, a student should not expect to complete an independent study course in less than six weeks from date of enrollment.

Students are allowed nine months to complete an independent study course without the payment of an additional fee. A three month extension will be granted upon request and payment of a \$5.00 fee. This request and fee must reach the Center prior to the course expiration date. However, no extension will be granted for those courses which have been revised or discontinued between the time the student enrolled and when the extension is requested. When a course is not completed by the date of expiration, the enrollment is cancelled and a grade of "Excused" is reported to the Director of Admissions, University of Missouri-Columbia.

**COMPLETION
DEADLINES**

Students desiring to use independent study credit toward graduation or certification requirements should plan ahead so that all work, including examinations will be completed *at least three weeks prior to the time the report of credit is needed.*

The Center is open throughout the year, except for national holidays. During the year when University classes are not in session, such as between semesters and during holiday vacations, many University faculty members travel or are otherwise unavailable. During these periods, students may expect delays in the evaluation and return of lessons submitted.

**CONTINUING
EDUCATION UNIT**

Persons enrolled in non-credit courses, may, upon request and approval of the appropriate academic department, receive one CEU for the equivalent of each 10 contact hours of study. A CEU can only be awarded to students who furnish a Social Security Number.

**STUDENT
SERVICES**

Students should always feel free to ask questions about course offerings or administrative procedures.

Before enrollment: Any questions concerning course content or assignments, fees, renewals, reference material rentals, refunds, etc. should be sent to the Coordinator of Student Services, Center for Independent Study through Correspondence. Please include your phone number.

After enrollment: If the student finds it necessary to enclose business correspondence with his lesson(s), he should write "LETTER ENCLOSED" on the outside of the lesson envelope. Any questions concerning course content or assignments will be forwarded to the instructor along with the lesson(s). Our instructors are willing to help

**STUDENT
SERVICES
(continued)**

students with any problems they may have in their work. If we can assist you, write to us at 514 South Fifth Street, Columbia, MO 65201 or telephone (314) 882-2491.

REPEAT COURSES

A student who fails to make a passing grade in an independent study course may repeat the course by reenrolling and paying the full fees. In the repeat course, the submission of lesson assignments for evaluation is optional. If the student fails to make a passing grade in the repeat course he will not be permitted to enroll a third time in the same course.



YOU CAN STUDY CORRESPONDENCE COURSES ANYWHERE

UNIVERSITY CREDIT

Verification of the applicability of credit toward any particular educational goal is the responsibility of the student.

UNDERGRADUATE STUDENTS ATTENDING OR PLANNING TO GRADUATE AT UM

Degrees from the University of Missouri cannot be earned entirely through Independent Study. Generally, a student may earn at least thirty semester hours of carefully selected credit through independent study which will be applicable toward the bachelor's degree awarded on the campuses of the University. "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 degrees pursued; provided that such credit once accepted be subject to the same regulations as are resident credits transferred between campuses of the University; and further provided that such credit shall not serve to reduce the resident credit required for degree programs due to regulations of professional accrediting agencies or associations." (Adopted by the Board of Curators of the University of Missouri, April 22, 1965.)

Students are advised to make sure that the courses which they take are included in the degree program which they are pursuing or plan to pursue. Furthermore, special permission must normally be secured to count any credit earned through independent study in the last 24 hours of a degree program.

Detailed information concerning courses required for the various degrees and resident requirements is contained in the bulletins issued by each division offering degrees. Write to the Director of Admissions, 130 Jesse Hall, Columbia, MO 65201.

NON-UM UNDERGRADUATE STUDENTS

Non-University of Missouri students should check with their advisers before enrolling in courses which they plan to use to meet degree requirements to make sure the credit will be applicable.

GRADUATE STUDENTS

NOTE: The Center does not offer a graduate degree program. The acceptability of Independent Study courses toward an educational objective is determined by the institution where the credit will be applied. The UMC Transcript does not carry the words "Graduate Credit"; however, the cover of the transcript does explain the course numbering system making it possible to determine in most cases whether or not the student taking a particular course can be granted graduate-credit. (See page 20 for definition of course numbers; also see "CERTIFICATION" next page.)

Students who desire credit toward a master's degree at the University of Missouri-Columbia and have completed at least one summer of satisfactory work in residence in the Graduate School at UMC may take, with the approval of their graduate adviser, a maximum of eight credit hours through independent study (or through independent study and extension class combined) for graduate credit. One exception to this rule is made for military personnel who receive approval from their adviser before they enroll. All such courses must appear on the student's graduate program, filed with the Dean of the Graduate School, if they are to apply toward the master's degree.

GRADUATE STUDENTS (continued)

Non-University of Missouri-Columbia students desiring to enroll in courses on the graduate level must forward an official transcript (with embossed seal and official signature) to the Center showing that they have a bachelor's degree from an accredited institution.

If students qualified for graduate work are sure they will not be a candidate for an advanced degree at the University of Missouri, they may then take courses on the graduate level through independent study without the formality of approval by the Dean of the Graduate School at UMC. It should be clearly understood that courses taken in this way may not be counted toward an advanced degree at the University of Missouri at any later date.

Independent Study courses may not be used as part of the resident requirement for a doctoral degree.

READINGS/ PROBLEMS COURSES

Readings courses, Problems courses, Special Investigations, etc., on the University 100-200-300-400 levels are offered by academic departments through the Center to students working toward a degree from the University of Missouri. Before enrolling on campus, students must obtain approval from their advisor and make arrangements with an appropriate faculty member who will supervise their work. Off campus students, please request an approval form from the Center.

CERTIFICATION

The Center offers many University courses which may be used to meet various certificate requirements.

TEACHERS

Many school districts require completion of additional college credit by their teachers as part of their in-service education, or to qualify for additional salary increments. In many cases, teachers will be able to take independent study courses to fulfill these requirements; however, each teacher should make sure that the course will satisfy the particular requirements for which it is being considered.

CREDIT VALUE

The University of Missouri is on the semester-hour system. Each University course 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

COURSE NUMBERING SYSTEM

Each university course listed in this catalog is offered by one of the four University of Missouri campuses. To identify the campus offering a particular course, 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

**COURSE
NUMBERING
SYSTEM
(continued)**

The list of courses available by 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 are as follows:

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 given;
300 to 399, courses for undergraduates, appropriate professional students, and for graduate students without restrictions as to the student's graduate major;
400 to 499, primarily for graduate students and appropriate professional students in special programs. Undergraduate students are admitted to courses in this series only with the approval of the dean of the division in which the course is offered.

Kansas City Campus

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

Rolla Campus

0-99, 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, junior, special problems;
300 to 399, upperclass and graduate courses. Not restricted as to the major subject of the student.
300, senior or graduate special problems;
350, special readings; individual work with 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 upperclass, 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 given.
300 to 399, courses for undergraduates, appropriate professional students, and for graduate students without restrictions as to the student's graduate major.
400 to 499, primarily for graduate students and appropriate professional students in special programs; upperclass students are admitted to courses in this series only with the approval of the dean of the division in which the course is offered.

UNIVERSITY COURSES

For general information regarding University Courses see appropriate portions of pages 7 to 20.

The following is a list of university courses offered through the Center for Independent Study through Correspondence. The number to the left of the course title is the official course number. The number of semester hours credit given for the course is indicated immediately after the course title, followed by the initials signifying the campus of the University of Missouri from which the course is offered.

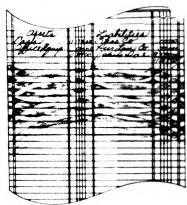
MC (Multicampus courses). The letters MC listed with a course indicate that a team of faculty members from more than one campus of the University has developed the course. The course is offered by various campuses under the numbers and titles indicated. Students should enroll under the course numbers and titles for which they want to receive credit. English Composition on page 28 is an example of a multicampus course.

Prerequisite course requirements within the department being described are noted solely by number; specific course prerequisites in other departments of UMC are preceded by the name of the department, e.g., English 304 (English, course 304). Prerequisites for multicampus courses include the initial of the campus to which the prerequisite applies.

Courses Under Development: Let us know if you are interested in a course designated "Under Development" and we will inform you when it is available.

CALS (Computer Assisted Lesson Service). Whenever these letters appear with the description of a course it means that all lesson exercises to be sent to the Center for grading and examinations are designed for objective responses and are computer scored. Student responses are made on a standardized answer sheet to multiple choice, matching or true-false exercises. Predeveloped instructional comments based on each student's answers will be returned to the student in a computer print-out. Partly CALS means that some of the lessons are computer scored. Other lessons in the courses are evaluated by an instructor. (Note: While new courses are being computerized, students' answer sheets may be hand scored and reports will be sent indicating incorrect answers.)

ACCOUNTANCY



36 ACCOUNTING I (3) UMC. CALS*
(16 lessons, 16 submitted; 2 exams) Introduction to the field of accounting; fundamentals of financial accounting. Prerequisite: sophomore standing.

Texts:

Welsh and Anthony, *Fundamentals of Financial Accounting*, 1974, Richard D. Irwin, Inc. Price: \$12.50.

Welsh and Anthony, *Working Papers for Fundamentals of Financial Accounting*, 1974, Richard D. Irwin, Inc. Price: \$5.50.

37 ACCOUNTING II (3) UMC CALS*
(11 lessons, 11 submitted; 2 exams) Fundamentals of managerial accounting. Introduction to taxation, governmental accounting, and data-processing systems. Prerequisite: 36.

Texts:

Anthony and Welsh, *Fundamentals of Management Accounting*, 1974, Richard D. Irwin, Inc. Price: \$12.50.

Anthony and Welsh, *Study Guide for Fundamentals of Management Accounting*, 1974, Richard D. Irwin, Inc. Price: \$4.50.

*CALS See above for explanation of CALS.

ACCOUNTANCY
(continued)

236 FINANCIAL ACCOUNTING I (3) UMC.

(8 lessons, 8 submitted; 2 exams) Concepts and procedures of measurement and disclosure of accounting information in published financial statements. Prerequisite: junior standing with grade point average of 2.6 or higher, or Director's consent.

Text:

Welsch, Zlatkovich, and White, *Intermediate Accounting*, 3rd edition, Richard D. Irwin, Inc., 1972. Price: \$13.95.

237 COST ACCOUNTING (3) UMC.

(15 lessons, 15 submitted; 2 exams) Job, process, standard, and variable costing systems and procedures, with emphasis on the measurement and internal control of manufacturing costs. Prerequisite: 236 & 258 (or 258 concurrently).

Text:

Matz, Curry & Frank, *Cost Accounting*, 4th edition, South-Western Pub. Co., 1967. Price: \$7.90. (Used texts only.)

AGRICULTURAL ECONOMICS

220 GENERAL AGRICULTURAL MARKETING (3) UMC. CALS*

(21 lessons, 21 submitted; 2 exams) Analysis of farm products marketing system from the industry and firm points of view. Prerequisite: 50.

Texts:

Kohls, *Marketing of Agricultural Products*, 4th edition, 1972, Macmillan Co. Price: \$13.95.

Shepherd, *Marketing Farm Products -- Economic Analysis*, 6th edition, 1976, Iowa State University Press. Price: \$18.00.

AGRICULTURAL ENGINEERING

103 PLANNING FARM BUILDINGS (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

ANTHROPOLOGY

1 GENERAL ANTHROPOLOGY (3) UMC. CALS*

(18 lessons, 18 submitted; 2 exams) General survey course in fields of anthropological concern - archaeology, cultural anthropology, physical anthropology - with emphasis on underlying concepts, principles. Examples from nonliterate peoples of the world.

Texts:

Hoebel, *Anthropology: The Study of Man*, 1972, McGraw-Hill. Price: \$14.95.

Fagan, *People of the Earth*, 2nd edition, 1977, Little, Brown & Co. Price: \$8.95.

Hall, *The Silent Language*, 1973, Doubleday & Co. Price: \$1.95.

143 MUSEUM METHODS (3) UMC.**

(19 lessons, 14 submitted; 2 exams) Introduction to museum techniques of handling and preservation of collections; exhibit design and evaluation; role of the anthropological museum. Reference material rental charge for this course is \$12.00, of which \$10.00 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 your course syllabus. Equipment needed for this course will cost approximately \$17.00. *The lab fee for this course is \$3.50 to be paid at the time of enrollment. Access to a casset tape player required.*

(Texts on next page.)

*CALS See page 21 for explanation of CALS and Partly CALS.

**Not available to persons with addresses which do not have U.S. ZIP CODE designations.



**ANTHROPOLOGY
(continued)**

Texts:
UNESCO, Organization of Museums, Practical Advice, 1960, International Pubs.
Price: \$8.50.
Neal, *Help! For the Small Museum*, 1969, Pruett Press. Price: \$9.95.

**CLASSICAL
STUDIES**

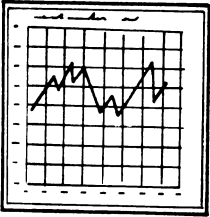


60 CLASSICAL MYTHOLOGY (3) UMC. Partly CALS*
(22 lessons, 10 submitted; 3 exams) Myths of Greece and Rome as an aid in interpretation of literature and art.

Texts:
Grene & Latimore, *The Complete Greek Tragedies: Sophocles I, Three Tragedies (Oedipus the King, Oedipus at Colonus, Antigone)*, Univ. of Chicago Press. Price: \$2.45.
Humphries, *Ovid, Metamorphoses*, Indiana Univ. Press, 1955. Price: \$2.95.
Reinhold, *Past and Present: The Continuity of Classical Myths*, 1972, A. M. Hakkert. Price: \$4.95.
Vellacott, *Euripides: The Bacchae and Other Plays*, 1964, Penguin-L44. Price: \$2.50.

CURRICULUM AND INSTRUCTION See EDUCATION, page

ECONOMICS



1 FUNDAMENTALS OF ECONOMICS I. UMC.
100 PRINCIPLES OF ECONOMICS (MACRO). UMR. (3) MC CALS***
50 PRINCIPLES OF MACROECONOMICS. UMSL.
(15 lessons, 15 submitted; 3 exams) Survey of economic principles and their application to contemporary economic issues. Not open to students who have completed UMC 41 or 51.

Texts:
Lindsay & Dolan, *Basic Macroeconomics: Principles and Reality*, 1974, Dryden Press. Price: \$5.95.
Bingham, *Economic Concepts: A Programmed Approach*, 4th edition, McGraw-Hill. Price: \$6.95.

2 FUNDAMENTALS OF ECONOMICS II. UMC.
101 PRINCIPLES OF ECONOMICS (MICRO). UMR (3) MC CALS***
51 PRINCIPLES OF MICROECONOMICS. UMSL.
(15 lessons, 6 submitted; 2 exams) Elementary economic analysis of income, output, and employment determination; the price system; and the allocation of economic resources. Not open to students who have completed 41 or 51. Prerequisite: UMC 1.

Texts:
Dolan, *Basic Microeconomics: Principles and Reality*, Dryden Press, 1974. Price: \$5.95.
Lumsden, et. al., *Microeconomics: A Programmed Book*, Prentice-Hall, 3rd edition, 1974. Price: \$4.95.
Optional:
Dolan, *Basic Microeconomics: Reviews and Exercises*, 1974, Dryden Press. Price: \$3.95.

MONEY AND BANKING.

229 UMC.
320 UMR. (3) MC**
220 UMSL.
(10 lessons, 10 submitted; 2 exams) American monetary and banking systems;

*CALS See page 21 for explanation of CALS and Partly CALS.

**MC See page 21 for an explanation.

ECONOMICS their influence upon economic activities. Prerequisite: UMC 41 or 51; UMR
(continued) 100 or consent of instructor; UMSL 40, 50, or 51.

Texts:

Chandler, *The Economics of Money and Banking*, 1973, 6th edition, Harper & Row. Price: \$15.95.

William & Woudenberg, *Money, Banking and Monetary Theory: Problems and Concepts*, 1973, 2nd edition., Harper & Row. Price: \$5.95.

317 ECONOMIC SECURITY(3) UMC.

(10 lessons, 8 submitted; 2 exams) Economic problems arising from disability, unemployment, aging. Special problems of low-income and minority groups. Future of the American system of social insurance and public assistance. Prerequisite: Junior standing and 51.

Texts:

Brinker, *Economic Insecurity & Social Security*, 1968, Appleton-Century-Crofts. Price: \$11.50.

Gordon, *Problems in Political Economy*, 1971, D.C. Health & Co. Price: \$6.95.

319 PUBLIC SECTOR LABOR RELATIONS (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

EDUCATION

(A) EDUCATIONAL PSYCHOLOGY

A102 EDUCATIONAL PSYCHOLOGY (2) UMC. CALS*

(18 lessons, 3 exams) General elementary course to acquaint students with scientific psychological principles underlying education. Prerequisites: General Psychology and 45 hours college work.

Text:

Smith, *Educational Psychology and its Classroom Applications*, 1975, Allyn & Bacon. Price: \$11.95.



A140 INTRODUCTION TO EDUCATIONAL MEASUREMENT AND EVALUATION (2) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

(B) SOCIAL AND PHILOSOPHICAL FOUNDATIONS

B351 HISTORICAL FOUNDATIONS OF

AMERICAN EDUCATION. UMC

(3) MC**

322 HISTORY OF AMERICAN EDUCATION. UMSL.

(15 lessons, 6 submitted; 3 exams) Study of development of American educational institutions and ideas, and of social forces which have influenced them. Prerequisite: UMC a course in American history; UMSL a course in American history or consent of instructor.

Texts:

Cremin, *The Transformation of the School*, Vintage Books, 1961. Price: \$3.95.

Curti, *The Social Ideas of American Educators*, Littlefield, Adams & Co., 1974. Price: \$3.95.

Katz, *Education in American History: Readings on the Social Issues*, Praeger (Texts continued on next page.)

*CALS See page 21 for explanation of CALS

**MC See Page 21 for an explanation.

**EDUCATION
(continued)**

(C) EDUCATIONAL ADMINISTRATION

C140 SCHOOL ORGANIZATION AND ADMINISTRATION FOR SECONDARY TEACHERS (2) UMC.

(6 lessons, 6 submitted; 1 exam) Required for Certificated Secondary School Teachers. Problems of effective methods of school management from the standpoint of teachers in secondary schools. Prerequisite: Educational Psychology A102.

NOTE: 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:

Graber and Delon, *The Law and the Teacher in Missouri*, 1971, Interstate Printers & Pub. Price: \$3.95.

Hillson and Hyman, *Change and Innovation in Elementary and Secondary Organization*, 2nd edition, 1971, Holt, Rinehart & Winston. Price: \$6.95.

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

C141 SCHOOL ORGANIZATION AND ADMINISTRATION FOR ELEMENTARY TEACHERS (2) UMC.

(6 lessons, 6 submitted; 1 exam) 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.

Texts:

Same as for C140.

(D) CURRICULUM AND INSTRUCTION-SECONDARY EDUCATION

D115 TEACHING ART IN SECONDARY SCHOOLS (2) UMC.*

(16 lessons, 16 submitted; 2 exams) Philosophy of art education. Consideration of classroom techniques employed in teaching secondary school art. Reference material rental charge for this course is \$10.00, of which \$5.00 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 your course syllabus. Prerequisite: Educational Psychology A102.

Text:

Lowenfeld, *Creative and Mental Growth*, 1965, 4th edition, Macmillan Co. Price: \$5.95. (Used texts only.)

D150 SPECIAL READINGS (1-3) UMC.

Directed study of literature and research reports in secondary education.

(E) CURRICULUM AND INSTRUCTION-ELEMENTARY EDUCATION

E118 ART ACTIVITIES IN THE ELEMENTARY SCHOOL (2) UMC.

(8 lessons, 8 submitted; 2 exams) Consideration of the vital role of art activities and creative experiences in the growth and development of children. Prerequisite: Junior standing.

Texts:

Lowenfeld, *Creative and Mental Growth*, 1970, 5th edition, Macmillan Co. Price: \$9.95.

Wiseman, *Making Things: The Hand Book of Creative Discovery*, 1973, 4th edition, Little Brown. Price: \$3.95.

Wachowiak, *Emphasis: Art, A Qualitative Art Program for the Elementary School*, 1970, 2nd edition, International Textbook Co. Price: \$10.50.

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

EDUCATION
(continued)

E150 SPECIAL READINGS (1-3) UMC.

Directed study of literature and research reports in elementary education.

D/E160 EARLY CLASSROOM EXPERIENCES AS INSTRUCTIONAL AIDES (2) UMC.

(8 lessons, 8 submitted; 2 exams)

*Preservice Course for Teacher Aides (2). An independent study course designed to prepare persons for employment in schools as Teacher Clerks or Assistant Teachers. Content area includes basic knowledge about education, roles and functions of school personnel, working in the classroom and/or school with pupils and teachers, duties and responsibilities of paraprofessionals, and development of observational and supportive skills designed to increase the teaching effectiveness of certified school personnel. Prerequisite: high school diploma.

Texts:

Brotherson and Johnson, *Teacher Aide Handbook*, 1971, The Interstate Printers and Publishers, Inc. Price: \$4.95.

Brighton, *Handbook for Teacher Aides*, 1972, Pendell Publishing Co. Price: \$5.95.

McCarthy, *Supplementary Readings for Teacher Aide Training Course* published by the Center for Independent Study, University of Missouri, 1976. Price: \$4.00.

Audio Visual Package, prepared by the Center for Independent Study. Price: \$14.00. (Access to cassette tape recorder is required.)

**Inservice Course for Teacher Aides (2). An independent study course designed for persons who are working in (employed, volunteers, or students) or who have access to an educational institution. The learning experience is based upon self-pacing, learning packages according to each individual need. Options available are: Option A--Instructional Assistant (Grades 1-8); Option B--Clerical Services Aide (All grades); Option C--Language Arts or Reading Aide (All grades); Option D--Exceptional Children (Special Education) Aide (All grades); Option E--Early Childhood Aide (Preschool-Grade 3); Option F--Physical Education, Recreational, Bridging Activities Aide (Physical Education and game activity). Each option consists of a Syllabus, a Basic Learning Package, and Learning Package for selected option. Prerequisite: D/E 160, Preservice Course

Texts:

All preservice texts and materials.

Supplemental text for appropriate option. Price: \$3.50.

Audio Visual Package, prepared by the Center for Independent Study. Price: \$14.00. (Access to cassette tape recorder is required.)

*Both preservice and inservice courses are correlated to meet the six-hour annual joint training requirement for teacher aides and teachers working under Title I, ESEA. The Instructional Manual for Teachers or Supervisors (Part I) will be distributed to cooperating teachers who wish to participate in the training program to meet the annual joint training requirement. These materials have been reviewed by the Missouri State Department of Elementary and Secondary Education.

**Requires permission from local teacher and principal or superintendent who will coordinate, supervise, or evaluate the laboratory component of this course. When registration form is received by the Center for Independent Study, the student will be sent an option selection and permission form.

E167 MATHEMATICS IN THE ELEMENTARY SCHOOL (2) UMC.

(14 lessons, 5 submitted; 3 exams) Materials and techniques used in the elementary school to develop mathematical concepts and skills. Prerequisites: Math 7 and 8 or equivalent; Junior standing.

Texts:

Reys and Post, *The Mathematics Laboratory: Theory and Practice*, 1973, Prindle, Weber and Schmidt. Price: \$12.95.

Swenson, *Teaching Mathematics to Children*, 1973, 2nd edition, Macmillan Co. Price: \$13.95.

**EDUCATION
(continued)**

Also see **MATH SCIENCES**, 7 Algebra for Elementary Teachers and 8 Geometry for Elementary Teachers.

E420 ISSUES AND TRENDS IN READING INSTRUCTION (3) UMC.

(17 lessons, 17 submitted; 2 exams) Provides intensive study of significant issues and current trends in reading on all instructional levels. Prerequisite: E325, D365 or equivalent or instructor's consent.

Text:

Harris, *Readings on Reading Instruction*, 2nd edition, 1972, David McKay Co. Price: \$6.95.

(H) HEALTH AND PHYSICAL EDUCATION. See listing on page 00.

(L) SPECIAL EDUCATION. See listing on page 00.

(R) EDUCATIONAL RESEARCH AND STATISTICS

R370 EDUCATIONAL STATISTICS I (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

Also see **STATISTICS**.

ENGINEERING



10 ENGINEERING DRAWING AND DESCRIPTIVE GEOMETRY (3) UMR.

(22 lessons, 22 submitted; 2 exams) 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. *Students enrolling in this course who do not have the basic engineering equipment and supplies such as a drawing board, T-square, triangles, lettering guide, paper, etc., will need to purchase these basic items. The cost of the items needed will range from \$18.00 to \$35.00, depending on the size and quality of the drawing set purchased.*

Text and Materials:

Luzzader, *Basic Graphics*, 2nd edition, Prentice-Hall. Price: \$14.50.

15 sheets 8" x 11" tracing paper, post 177H. No substitution. Price: \$1.15.

Ames Lettering Guide. Price: \$1.00.

30°-60° Triangle (10 inches). Price: \$1.20.

45° Triangle (8 inches). Price: \$1.15.

Circle Template. Price: \$3.00.

Drawing Set. Price: \$9.95.

Kit containing miscellaneous drawing equipment. Price: \$2.40.

50 ENGINEERING MECHANICS—STATICS (3) UMR.

(8 lessons, 8 submitted; 5 exams) Application of the principles of mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, center of gravity, and moments of inertia. Prerequisite: at least one semester of classical college physics, and preceded or accompanied by UMR Math 22 or equivalent.

Text:

Muhlbauer, *Statics: An Individualized Approach*, Addison-Wesley Pub. Co. Price: \$9.95.

ENGINEERING
(continued)

110 MECHANICS OF MATERIALS (3) UMR.

(5 lessons, 5 submitted; 6 exams) 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. Pre-Engineering Mechanics 50 and UMR Math 22 or equivalent.

Texts:

Byars and Snyder, *Engineering Mechanics of Deformable Bodies*, 3rd edition, 1975, Intext/Thomas Y. Crowell Co. Price: \$18.00.

150 ENGINEERING MECHANICS—DYNAMICS (2) UMR.

(16 lessons, 16 submitted; 1 exam) 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. Prerequisite: 50 and UMR Math 22 or equivalent.

Text:

Higdon, *Engineering Mechanics, Volume II: Dynamics*, Second Vector Edition, 1976, Prentice-Hall. Price: \$15.95.

160 ENGINEERING MECHANICS—DYNAMICS (3) UMR.

(4 lessons, 4 submitted; 4 exams) 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. Prerequisite: Engineering Mechanics 50 and UMR Math 22 or equivalent.

Text:

Higdon, *Engineering Mechanics, Volume II: Dynamics*, Second Vector Edition, 1976, Prentice-Hall. Price: \$15.95.

ENGLISH

COMPOSITION AND CREATIVE WRITING

1 COMPOSITION. UMC

110 FRESHMAN ENGLISH. UMKC.

(3) MC*

1 RHETORIC AND COMPOSITION. UMR.

10 COMPOSITION. UMSL.

(16 lessons, 16 submitted; 2 exams) Required. Theory and practice of composition.

Texts:

Eastman, ed., *The Norton Reader Revised*, W. W. Norton & Co., Inc., 1969. Paperback price: \$4.85. (Used texts only).

Macrorie, *Telling Writing*, Hayden Book Co., Inc., 1970. Paperback price: \$4.65. (Used texts only).

Schulze, *Analytical Guide to the Norton Reader Revised*, W. W. Norton & Co., Inc., 1969. Paperback price: \$1.15. (Used texts only).

Tibbetts, *The Strategies of Rhetoric*, Revised, Scott, Foresman & Co., 1974. Paperback price: \$7.50.

50 CREATIVE WRITING: SHORT STORY (3) UMC. Partly CALS**

(16 lessons, 15 submitted; 2 exams) Introduction to basic material techniques including writing original stories. Prerequisites: 6 hours composition or equivalent and one semester any literature course.

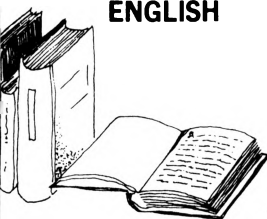
Texts:

Peden, *Short Fiction: Shape and Substance*, 1971, Houghton Mifflin. Price: \$6.50.

Karl & Hamalian, *the naked i*, 1971, Fawcett Premier Book. Price: \$1.75.

*MC See page 21 for an explanation.

**CALS See page 21 for explanation of Partly CALS.



**ENGLISH
(continued)**

60 EXPOSITION (3) UMC. Partly CALS*

(18 lessons, 9 submitted; 3 exams) Required at UMC. Theory and practice of expository writing. Prerequisites: 1 or placement test exemption, and sophomore standing or above.

Texts:

Baker, *The Complete Stylist*, 1972, 2nd edition, Thomas Y Corwell Co. Price: \$7.50.

Eastman, *The Norton Reader*, (Shorter Edition), 1973, 3rd edition, W. W. Norton & Co. Price: \$4.95.

70 CREATIVE WRITING: POETRY (3) UMC. Partly CALS*

(16 lessons, 15 submitted; 2 exams) Introduction to basic poetic techniques, including writing original poems. Prerequisites: 6 hours composition or equivalent and one semester any literature course.

Brooks & Warren, *Understanding Poetry*, 3rd edition, Holt, Rinehart & Winston. Price: \$8.25.

Brinnin & Read (ed.), *The Modern Poets*, 2nd ed., McGraw-Hill. Price: \$6.95.

161 TECHNICAL WRITING (3) UMC. CALS*

(12 lessons, 12 submitted; 2 exams) Advanced composition for pre-medical students, science majors in Arts & Science, and students in Agriculture, Engineering, Forestry, Fisheries & Wildlife, and Veterinary Medicine. Prerequisite: Junior standing.

Texts:

Houp & Pearsall, *Reporting Technical Information*, Glencoe Press, 2nd edition, 1973. Price: \$8.95.

Scientific American off-print Packet. Price: \$1.75.

LITERATURE AND LANGUAGE

12 LITERARY TYPES (3) UMSL.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

104 AFRO-AMERICAN LITERATURE (3) UMC.

(16 lessons, 16 submitted; 2 exams) Survey of representative fiction, poetry, and essays written by American Black authors from Emancipation to the Harlem Renaissance.

Texts:

Baldwin, *Going to Meet the Man*, 1966, Dell. Price: \$.75.

Ellison, *Invisible Man*, Random House Vintage, V715. Price: \$1.95.

Malcolm X, *The Autobiography of Malcolm X*, 1966, Grove Press. Price: \$1.95.

Cleaver, *Soul on Ice*, 1968, Dell, A Ramparts Book. Price: \$.95.

Chapman, *Black Voices*, 1968, The New American Library. Price: \$1.75.

DuBois, *The Souls of Black Folk*, 1968, A Fawcett Premier Book. Price: \$1.25.

Wright, *Native Son*, 1966, Harper & Row. Price: \$.95.

135 INTRODUCTION TO SHAKESPEARE (3) UMC.**

(17 lessons, 3 submitted; 2 exams) 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, and including *Hamlet*, *Othello*, *King Lear*, and *Macbeth*. (Course supplemented with cassette tapes and color slides.

*CALS See page 21 for explanation of CALS and Partly CALS.

**Not available to persons with addresses which do not have U.S. ZIP CODE designations.

ENGLISH
(continued)

Access to a cassette tape player required.)

Text:

Harrison, *Shakespeare: The Complete Works*, 1968, Harcourt, Brace & World. Price: \$13.95.

175 AMERICAN LITERATURE (3) UMC.

(24 lessons, 24 submitted; 2 exams) General survey of American literature; emphasizes major figures. Not open to freshmen.

Texts:

Bradley, *The American Tradition in Literature*, 1967, 3rd edition, W. W. Norton & Co. Price: \$9.95.

Crane, *The Red Badge of Courage*, 1956, Rinehart edition no. 47, Holt, Rinehart & Winston. Price: \$4.00.

Hawthorne, *The Scarlet Letter*, 1963, Rinehart edition no. 1, Holt, Rinehart & Winston. Price: \$2.95.

Frederic, *The Damnation of Theron War*, 1958, Rinehart edition no. 108, Holt, Rinehart & Winston. Price: \$3.95.

Lewis, *Elmer Gantry*, 1958, Signet Classic. Price: \$1.50.

Holman, *Handbook to Literature*, 1972 rev. ed., The Odyssey Press. Price: \$4.50

201 THE TRADITION OF ENGLISH LITERATURE: BEGINNINGS TO 1784 (3) UMC.

(20 lessons, 20 submitted; 2 exams) Historical survey from beginnings of English literature through the age of Dr. Johnson, with readings representing significant writers, works, and currents of thought. Strongly recommended for English majors. Prerequisite: sophomore standing.

Texts:

Abrams, *Norton Anthology of English Literature, Vol. I*, 1968 edition, W. W. Norton & Co. Price: \$9.95.

Holman, *A Handbook to Literature*, 1972 rev ed., The Odyssey Press. Price: \$4.50.

202 THE TRADITION OF ENGLISH LITERATURE: ROMANTICISM TO THE PRESENT (3) UMC.

(18 lessons, 18 submitted; 3 exams) Historical survey of English literature from the Romantic period to the present, emphasizing important writers and significant intellectual and cultural movements. Strongly recommended for English majors. Prerequisite: sophomore standing.

Texts:

Abrams, *Norton Anthology of English Literature, Vol. II*, 1968 revised edition, W. W. Norton & Co. Price: \$9.95.

Bronte, *Wuthering Heights*, 1950, Rinehart edition no. 23, Holt, Rinehart & Winston. Price: \$1.25.

Dickens, *Great Expectations*, 1948, Rinehart edition no. 20, Holt, Rinehart & Winston. Price: \$1.95.

Lawrence, *Sons & Lovers*, 1958, Viking Press. Price: \$1.95.

377 THE NINETEENTH-CENTURY AMERICAN NOVEL (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

ENTOMOLOGY

101 INSECTS IN THE ENVIRONMENT (3) UMC. CALS*

(23 lessons, 8 submitted; 2 exams) 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

*CALS See page 21 for explanation of CALS.



ENTOMOLOGY
(continued)

environment.

Text:

Pfadt, *Fundamentals of Applied Entomology*, 1971, Macmillan. Price: \$15.95. Also required is purchase of a film strip specially designed to provide visual aid for the study of this course. Price: \$10.00.

400 PROBLEMS (Credit to be arranged) UMC.

Independent investigation of Extension problems. 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.

**FAMILY AND
COMMUNITY
MEDICINE**

25 COMMUNITY HEALTH (2) UMC CALS*

(16 lessons, 15 submitted; 2 exams) Consideration of the health age population, the health of the community and the role of the educator.

Text:

Kogan, *Health, Man in a Changing Environment*, 2nd, 1974, Harcourt Brace Jovanovich. Price: \$10.95.

FINANCE

333 INVESTMENTS (3) UMC.

(11 lessons, 11 submitted; 2 exams) The investment area, media, institutional aids, formulation of broad personal investment programs. Prerequisite: 203.

Texts:

Bellemore & Ritchie, Jr., *Investments: Principles, Practices, Analysis*, 1973, 4th edition, South-Western Pub. Co. Price: \$14.95.

Graham, *The Intelligent Investor*, 1973, 4th rev., Harper & Row. Price: \$8.95.

**FOOD SCIENCE
AND NUTRITION**



145 FOOD AND BEVERAGE MANAGEMENT (3) UMC. Partly CALS*

(10 lessons, 9 submitted; 2 exams) Practices used by food service and lodging industry pertaining to purchasing, receiving and issuing of food and beverage. Principles of food and beverage cost control, management methods in goal setting, forecasting and controlling the operation.

Text:

Brodner, Maschal, and Carlson, ed., *Profitable Food and Beverage Operation*, 4th revised edition, 1962, Hayden Book Co. Price: \$14.75.

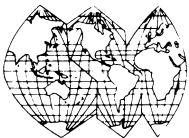
200 PROBLEMS (Credit to be arranged) UMC.

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

FRENCH

See ROMANCE LANGUAGES.

GEOGRAPHY



REGIONAL GEOGRAPHY

1 REGIONS AND NATIONS OF THE WORLD I (3) UMC.**

(20 lessons, 20 submitted; 4 exams) Introductory survey of world geography designed for general education. Presents essential geographical characteristics and

*CALS See page 21 for explanation of CALS.

**Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**GEOGRAPHY
(continued)**

major problems of Europe, Anglo-America (United States and Canada), and Latin America. (*Course supplemented with cassette tapes and color slides; their use is optional. Access to a cassette tape player is helpful.*)

Texts:

Wheeler, *Regional Geography of the World*, 1969, 3rd edition, Holt, Rinehart & Winston. Price: \$10.50. (Used texts only.)

Wheeler, *A Workbook and Study Guide for Regional Geography of the World*, 1969, 3rd edition, Holt, Rinehart & Winston. Price: \$5.95.

2 REGIONS AND NATIONS OF THE WORLD II (3) UMC.

(16 lessons, 16 submitted; 4 exams) 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.

Texts:

Wheeler, *Regional Geography of the World*, 1969, 3rd edition, Holt, Rinehart & Winston. Price: \$10.50. (Used texts only)

Wheeler, *A Workbook and Study Guide for Regional Geography of the World*, 1969, 3rd edition, Holt, Rinehart & Winston. Price: \$5.95.

PHYSICAL GEOGRAPHY

11 PHYSICAL GEOGRAPHY I (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

12 PHYSICAL GEOGRAPHY II (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

ECONOMIC GEOGRAPHY

100 ECONOMIC GEOGRAPHY (3) UMR. Partly CALS*

(13 lessons, 13 submitted; 2 exams) Introduction to location and spatial organization of economic activity. Prerequisite: Math 10 or equivalent.

Text:

The textbook for this course is RENTED. No copies are available for sale. The charge for this book is \$8.00, of which \$5.00 will be refunded when the book is returned in satisfactory condition. The text is:

Griffin, *Culture, Resource, and Economic Activity: an Introduction to Economic Geography*, 1971, Allyn & Bacon.

GEOLOGY

2 PHYSICAL GEOLOGY. UMC.

51 PHYSICAL GEOLOGY. UMR.

(4) MC**

1 GENERAL GEOLOGY. UMSL.

(21 lessons, 8 submitted; 2 exams) Materials of the earth's crust, structures, and geologic features of the surface.

Text:

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, John Wiley & Sons.

The following book is also required:

Hamblin, *Exercises in Physical Geology*, 4th edition, 1975, Burgess Pub. Co. Price: \$6.95.

*CALS See page 21 for explanation of Partly CALS.

**MC See page 21 for an explanation.

**Geology
(continued)**

101 MAN AND HIS EARTH (3) UMC.* CALS**
(10 lessons, 10 submitted; 2 exams) Interaction of man and his environment. Topics include the energy crisis, pollution, mineral wealth of the oceans, and the prediction and control of earthquakes.

Text:

Watkins, Bottino, & Morisawa, *Our Geological Environment*, W. B. Saunders Co., 1975. Price: \$9.95.

Filmstrip and viewer. Price: \$6.70.

Rock sets I and II: \$5.00 rental and deposit charge. A refund of \$4.00 will be sent to you when both sets are returned in satisfactory condition.

**HEALTH AND
PHYSICAL ED.**



H65 ELEMENTS OF HEALTH EDUCATION (2) UMC.

(19 lessons, 19 submitted; no exam) Basic school health for all teachers. Considers health as it relates to the school and the child, and its interrelationship between the two. It will satisfy the Health requirement of the College of Education - UMC.

Texts:

Kogan, *Readings in Health Science*, 1971, Harcourt Brace Jovanovich. Price: \$5.95.

Jones, Shainberg & Byer, *Age of Aquarius—Contemporary Bio-Social Issues*, 1971, Goodyear Pub. Co. Price: \$8.95.

Bruess & Fisher, *Selected Readings in Health*, 1970, Macmillan Co. Price: \$6.75.

H199 ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION PROGRAMS (2) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

151 COMMUNITY RECREATION (3) UMC.

(15 lessons, 15 submitted; 2 exams) Survey of recreation: history, leadership, facilities, program and administration.

Text:

Butler, *Introduction to Community Recreation*, 1967, 4th edition, McGraw-Hill. Price: \$11.95.

**HEALTH
SERVICES
MANAGEMENT**



300 PROBLEMS (HOSPITAL MANAGEMENT) (3) UMC. CALS**

(15 lessons, 11 submitted; 2 exams) The course is to provide a micro view of health care facilities, and to present knowledge of the internal working relationship 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.

Texts:

Schulz & Johnson, *Management of Hospitals*, 1976, McGraw-Hill Inc. Price: \$13.95.

Wren, *Modern Health Administration*, 1974, University of Georgia Press. Price: \$8.00.

Readings for Hospital Management, compiled by Harold Kane and published by the Center for Independent Study, University of Missouri, 1977. Price: \$2.50.

300 PROBLEMS (MANAGEMENT OF LONG-TERM HEALTH CARE FACILITIES) (3) UMC. Partly CALS**

(15 lessons, 9 submitted; 2 exams) This course provides for training in management principles as they apply to the management of a long-term health care facility. It also presents an overview of the patient care demands of the long-

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**CALs See page 21 for explanation of CALs and Partly CALs.

**HEALTH SERVICES
MANAGEMENT
(continued)**

term patient, and defines departmental responsibilities in meeting these demands.
Text:
Rogers, *General Administration in the Nursing Home*, 1971, Cahners Books.
Price: \$15.00.
Readings for Management of Long-Term Health Care Facilities, 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, 7 submitted; 3 exams) 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 eighteenth century.

Texts:

Bainton, *The Reformation of the Sixteenth Century*, 1970, Beacon. Price: \$4.95
Beatty & Johnson, *Heritage of Western Civilization, Vol. I*, 1971, Prentice-Hall.
Price: \$5.95.

Chambers, *The Fall of Rome: Can It Be Explained?*, 1970, Holt, Rinehart & Winston. Price: \$3.00.

Covensky, *The Ancient Greeks*, 1964, Viking. Price: \$2.25.

Gilson, *Reason and Revelation in the Middle Ages*, 1966, Scribners. Price: \$1.95.
McNeil, W. H., *History of Western Civilization*, 1969, Univ. of Chicago Press.
Price: \$5.75.

Stephenson, *Medieval Feudalism*, 1965, Cornell Univ. Press. Price: \$1.95.

Voltaire, *Candide, Zadig, and Selected Stories*, 1961, New American Library.
Price: \$.75.

3 SURVEY OF AMERICAN HISTORY TO 1865. UMC.

210 AMERICAN HISTORY I. UMKC.

(3) MC* Partly CALS**

175 AMERICAN HISTORY I. UMR.

3 AMERICAN CIVILIZATION. UMSL.

(12 lessons, 12 submitted; 2 exams) Introduction to U.S. history through the Civil War, surveying political, economic, social and cultural development of the American people.

Texts:

Miller, *New History of the U.S.*, Dell. Price: \$1.75.

Morgan, *Puritan Dilemma*, Little Brown. Price: \$3.95.

Jensen, *Democracy & the American Revolution*, H-284, Bobbs-Merrill Reprint.
Price: \$.80.

Bruchey, *The Roots of American Economic Growth*, TB 1350, Harper Torchbook. Price: \$3.25.

Douglass, *Narrative of the Life of Frederick Douglass*, C419, Dolphin Books.
Price: \$1.95.

Kraditor (ed.), *Up From the Pedestal*, QP 77, Quadrangle. Price: \$4.50.

Donald, *Lincoln Reconsidered*, V-190, Vintage Books. Price: \$2.95.

4 SURVEY OF AMERICAN HISTORY SINCE 1865. UMC.

220 AMERICAN HISTORY II. UMKC

(3) MC* CALS**

176 AMERICAN HISTORY II. UMR

(11 lessons, 4 submitted; 4 exams) Introduction to U.S. history since 1865, surveying political, economic, social and cultural development of the American

*MC See page 21 for an explanation.

**CALS See page 21 for explanation of CALS.

HISTORY
(continued)

people.

Text:

Delger, *The Democratic Experience*, 4th edition, Scott, Foresman and Co. Price: \$9.95.

Gardner, *Imperial America: American Foreign Policy Since 1898*, 1976, Harcourt Brace Jovanovich, Inc. Price: \$4.95.

Hofstadter, *The American Political Tradition*, 1974, Vintage Books Edition, V-9, Random House, Inc. Price: \$2.45.

Woodward, *The Strange Career of Jim Crow*, 3rd revised edition, Oxford University Press, 1974. Price: \$2.50.

Banner, Lois W., *Women in Modern America*, 1974, Harcourt Brace Jovanovich, Inc. Price: \$4.95.

100 HISTORY OF MODERN EUROPE (4) UMC.*

(17 lessons, 7 submitted; 3 exams) Selected themes in European history from the 18th century to recent times: the impact of revolution and world war, the shaping of industrial society, the formation of modern thought.

Texts:

Rude, *Revolutionary Europe, 1783-1815*, 1964, Harper & Row Torchbook. Price: \$3.75.

Dawson (ed.), *The French Revolution*, 1967, Prentice-Hall. Price: \$2.95.

Blum, Cameron & Barnes, *The European World Since 1815, Triumph and Transition*, 2nd edition, 1970, Little Brown & Co. Price: \$5.95.

Barnes & Feldman, *Breakdown and Rebirth, 1914 to the Present*, 1972, Little Brown & Co. Price: \$4.50.

Graves, *Good-bye to All That*, 1957, Doubleday Anchor paperback. Price: \$2.50

210 HISTORY OF MISSOURI (3) UMC

This course is now under development. Let us know if you are interested and we will send you information when it is available.

231 CONTEMPORARY EUROPE (3) UMC.

(16 lessons, 7 submitted; 3 exams) Political, social, and economic development of Europe from 1900 to the present, with emphasis on the period between the two world wars.

Texts:

Hughes, *Contemporary Europe: A History*, 4th edition, 1976, Prentice-Hall. Price: \$13.95.

Von Laue, *Why Lenin? Why Stalin?*, 2nd edition, Lippincott, Co. Price: \$2.95.

Weber, *Varieties of Fascism*, 1964, D. Van Nostrand. Price: \$3.50.

Wiskemann, *Fascism in Italy: Its Development and Influence*, 2nd, 1970, St. Martin's Press. Price: \$2.95.

Bullock, *Hitler: A Study in Tyranny*, abridged edition, 1964, Harper & Row. Price: \$2.95.

Wright, *The Ordeal of Total War, 1939-1945*, 1968 edition, TB 1408, Harper & Row. Price: \$3.95.

355c HISTORY OF THE U.S.S.R. (3) UMSL. CALS**

(30 lessons, 8 submitted; 3 exams) Prerequisite: Junior standing or consent of the instructor. 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," and the organization and testing of the Communist state, post-Stalinist developments.

(Texts on next page.)

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**CALS See page 21 for explanation of CALS.

HISTORY (continued)

Texts:

Dmytryshyn, *The USSR: A Concise History*, 2nd edition, Charles Scribner's Sons. Price: \$5.95.

Schapiro, *The Communist Party of the Soviet Union*, rev. ed., Random House. Price: \$3.45.

Ulam, *Expansion and Coexistence: Soviet Foreign Policy, 1917-1973*, 2nd ed. Praeger Pub. Paperback price: \$8.95.

Bobbs-Merrill Reprint Packet (includes the following). Price: \$1.60.

Boris Brutzkus, "The Historical Peculiarities of the Social and Economic Development of Russia," E-31.

L. Haimson, "The Parties and the State: The Evolution of Political Attitudes," E-238.

364 THE PERIOD OF THE AMERICAN REVOLUTION, 1760-1789 (3) UMC. CALS*

(10 lessons, 10 submitted; 2 exams) Analysis of the Revolution, its causes and consequences, through the establishment of the new government in 1789.

Text:

Wright, *Fabric of Freedom*, 1961, Hill & Wang. Paperback price: \$3.45.

423 RECENT AMERICAN HISTORY (3) UMKC.

(14 lessons, 14 submitted; 2 exams) This course traces the role of America after the beginning of the Cold War. A brief summary of post-World War II events, including aid to Europe, the Korean War, domestic political and cultural changes preceding the Eisenhower years, the New Frontier, the Great Society, and the changes in the 1970s. Topics such as the rise of the "third world" in foreign policy considerations, the civil rights crisis at home, and the development of the welfare state all receive attention.

Texts:

Hammond, *Cold War and Detente*, 1974, Harcourt Brace Jovanovich. Paperback price: \$5.50.

Marcus, *A Brief History of the United States Since 1945*, 1975, St. Martin's Press. Paperback price: \$5.95.

Herbers, *The Black Dilemma*, 1973, John Day Co. Price: \$5.95.

JOURNALISM



100 HISTORY AND PRINCIPLES OF JOURNALISM (3) UMC.

(16 lessons, 16 submitted; 2 exams) History of the mass media in America, tracing the development from the colonial press through the complex mass media of today. Prerequisite: upperclass standing.

Text:

Emery, *The Press and America*, 1972, 3rd edition, Prentice-Hall. Price: \$12.95.

380 HIGH SCHOOL JOURNALISM (2) UMC.

(15 lessons, 15 submitted; 2 exams) 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. Prerequisite: upperclass standing.

Text:

English, *Scholastic Journalism*, 5th edition, Iowa State Univ. Paperback price: \$5.50.

MANAGEMENT



202 FUNDAMENTALS OF MANAGEMENT (3) UMC CALS*

(11 lessons; 3 submitted; 3 exams) Introduction to the basic concepts of management and organization: their application to operations and personnel management.

(Text on next page.)

*CALS See page 21 for explanation of CALS.

INDEPENDENT STUDY STUDENT SERVICES

Textbook Order Form

Independent Study Student Services
 University of Missouri Extension
 514 South Fifth Street
 Columbia, MO 65201 Phone: (314) 882-2491

Date: _____

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

Name: _____ Phone # (_____) _____ (Area Code)

Address: _____

City, State _____ (Zip)

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 Missouri sales tax 3-1/8%			
Grand Total*			

*If this order form accompanies course application, enter Grand Total on the application form in the appropriate space.

_____ (Master Charge NO.) _____ (Card Expiration Date)

(VISA NO.)

 (Print name as shown on card) (Sign name here)

NOTE: If you use your master charge[®] or VISA[®] to pay for the fees below, leave the money blocks blank. You will receive the original credit charge slip and a receipt.

15. ENROLLMENT FEE

High school; each 1/2 Unit course—\$25.00 \$

Misc. (Lab fee, etc.) see course description for amount, if any \$

University, @ \$22.00 per semester Hour credit; No. Hours X \$22.00 \$

Non-Credit (See course listings for charge) \$

16. POSTAGE & HANDLING FEE (This fee is required for each credit course and most non-credit courses; see non-credit course description for exception, if any) \$ **4.00**

17. AIR MAIL FEE (This fee is required in addition to the above Postage & Handling Fee for all students who do not have U.S. ZIP CODE addresses—optional for Canada & Mexico. The AIR MAIL fee provides air mail service for syllabus, return lesson service and regular correspondence. The fee for each book ordered is also listed. (Write the correct amount in box No. 17 on the right hand side of the page.)

_____ Canada & Mexico—Airmail is optional; if desired, put correct amount in box at right: \$8.00 plus \$3.00 for each book ordered. \$

_____ Central America, \$15.00 plus \$5.00 for each book ordered. \$

_____ South America, Australia, Western European and Mediterranean Africa, \$18.00 plus \$6.00 each book \$

_____ All others (Africa, Middle East, Orient, etc.): \$22.00 plus \$8.00 each book \$

18. TEXTBOOKS: Please order your texts now while there is a supply of the correct edition; if the course is revised, you will receive the correct edition. Don't purchase texts elsewhere until you receive the syllabus. \$

19. STATE SALES TAX: Add 3% of the cost of texts & supplies mailed to Missouri addresses. \$

Send check with your address and daytime phone number, made payable to UNIVERSITY OF MISSOURI, or you may use your credit card by completing below.

TOTAL \$



(VISA No.)

(Card Expiration Date) _____



(Master Charge No.)

(Card Expiration Date) _____

(Print name as shown on card)

(Sign name here)

STUDENTS ENROLLING FOR CREDIT

Verification of the applicability of credit toward any educational goal is the responsibility of the student. Please have the appropriate individuals, whether high school principal, undergraduate or graduate advisor, department chairperson, or college dean, endorse the

APPLICATION FOR AN INDEPENDENT STUDY COURSE

University of Missouri
 COLUMBIA - KANSAS CITY - ROLLA - ST. LOUIS
 UNIVERSITY EXTENSION
 514 S. 5th St.
 Columbia, MO 65201
 (314) 882-2491

Course Grade: _____ Date _____

Instructor's Signature _____

INSTRUCTIONS

Please print or type all information. In most cases you can answer the question by making a check (✓) mark in the appropriate box. We must have your Social Security No. See page 8 in the catalog. Use a separate application for each course.

If you have a UMC, I.D.# write it here. I.D.# circle the one where you have been most recently enrolled in residence. If you have more than one University of Missouri UMC, UMR or UMKS Student I.D.#, write it below. If you have more than one University of Missouri UMC, UMR or UMKS Student I.D.#, write it below. If you have more than one University of Missouri UMC, UMR or UMKS Student I.D.#, write it below.

1. UMC UMR UMKS UMSL UMSL
 8-5:00 () After 5 () A.C.

2. Social Security No. Sex* M Male F Female Last Name First Initial Maiden Name

3. Your Date of Birth

Month	Day	Year

 Name of Head of Household Applicant's Occupation

Occ.	OFFICE USE ONLY

4. Have you ever been enrolled at the University of Missouri-Columbia, prior to this enrollment? Yes No If yes, please answer A and B below.
 (A) How were you enrolled? Check each that apply. Resident 1 Independent Study 2 Extension Teaching 3

(B) Under what name were you last enrolled? Name

5. Mailing Address Number Street or RR# City State Zip Code County

6. Permanent Address & Phone No. Address at which you may be reached for at least the next twelve months. A.C. Phone

County	State
OFFICE USE ONLY	

NOTE: If you use your master charge[®] or VISA[®] to pay for the fees below, leave the money blocks blank. You will receive the original credit charge slip and a receipt.

15. ENROLLMENT FEE

High school: each 1/2 Unit course—\$25.00 \$ _____

Misc. (Lab fee, etc.) see course description for amount, if any \$ _____

University, @ \$22.00 per semester Hour credit: No. Hours X \$22.00 \$ _____

Non-Credit (See course listings for charge) \$ _____

16. POSTAGE & HANDLING FEE (This fee is required for each credit course and most non-credit courses; see non-credit course description for exception, if any) \$ **4.00**

17. AIR MAIL FEE (This fee is required in addition to the above Postage & Handling Fee for all students who do not have U.S. ZIP CODE addresses—optional for Canada & Mexico. The AIR MAIL fee provides air mail service for syllabus, return lesson service and regular correspondence. The fee for each book ordered is also listed. (Write the correct amount in box No. 17 on the right hand side of the page.

_____ Canada & Mexico—Airmail is optional; if desired, put correct amount in box at right: \$8.00 plus \$3.00 for each book ordered. \$ _____

_____ Central America, \$15.00 plus \$5.00 for each book ordered \$ _____

_____ South America, Australia, Western European and Mediterranean Africa: \$18.00 plus \$6.00 each book \$ _____

_____ All others (Africa, Middle East, Orient, etc.): \$22.00 plus \$8.00 each book \$ _____

18. TEXTBOOKS: Please order your texts now while there is a supply of the correct edition; if the course is revised, you will receive the correct edition. Don't purchase texts elsewhere until you receive the syllabus. \$ _____

19. STATE SALES TAX: Add 3% of the cost of texts & supplies mailed to Missouri addresses. \$ _____

Send check with your address and daytime phone number, made payable to UNIVERSITY OF MISSOURI, or you may use your credit card by completing below.

TOTAL \$ _____



(VISA No.)

(Card Expiration Date)



(Master Charge No.)

(Card Expiration Date)

(Print name as shown on card)

(Sign name here)

STUDENTS ENROLLING FOR CREDIT

Verification of the applicability of credit toward any educational goal is the responsibility of the student. Please have the appropriate individuals, whether high school principal, undergraduate or graduate advisor, department chairperson, or college dean, endorse the appropriate section below, indicating approval.

APPLICATION FOR AN INDEPENDENT STUDY COURSE

University of Missouri
 COLUMBIA - KANSAS CITY - ROLLA - ST. LOUIS
 UNIVERSITY EXTENSION
 514 S. 5th St.
 Columbia, MO 65201
 (314) 882-2491

Course Grade- _____ Date _____

Instructor's Signature _____

INSTRUCTIONS

Please print or type all information. In most cases you can answer the question by making a check (✓) mark in the appropriate box. We must have your Social Security No. See page 8 in the catalog. Use a separate application for each course.

If you have a UMC I.D.# write it here. I.D.#circle the one where you have been most recently enrolled in residence. If you have more than one University TELEPHONE

1. UMC I.D.# UMR UMKS UMSL 8-5:00 After 5 A.C.

2. Social Security No. Last Name First Initial Maiden Name

3. Your Date of Birth

Month	Day	Year

 Name of Head of Household Last Name First Applicant's Occupation

Occ.
 OFFICE USE ONLY

4. Have you ever been enrolled at the University of Missouri-Columbia, prior to this enrollment? Yes No If yes, please answer A and B below.

(A) How were you enrolled? Check each that apply. Resident 1 Independent Study 2 Extension Teaching 3

(B) Under what name were you last enrolled? Name

5. Mailing Address

Number Street or RR# City State Zip Code

6. Permanent Address & Phone No.

County State A.C. Phone

County
 State
 OFFICE USE ONLY

DO NOT PUT TWO COURSES ON THIS FORM.

Dept.	Course	Credit
OFFICE USE ONLY		

7. 1 High School Course Title _____ Which half unit? 1st 2nd
 2 University Course Title _____ University Credit Hours _____

Non-Credit Course Title _____

8. If this is a university course, is it to be applied for GRADUATE LEVEL CREDIT? If yes, either B or C on the reverse side of this form must be completed. See p. 18 in catalog.

Yes No

Yes No

9. Are you presently in high school and enrolling in a university course under special provision for high school seniors?

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

8	9	10	11	12	13	14	15	16	17
High School									College
									BA
									MA

10a. Do you have a high school diploma? Yes No

11. Have you ever been enrolled on any campus at the University of Missouri? Yes No

If yes, which campus?

1	2	3	4
Columbia	Kansas City	Rolla	St. Louis

12. Which of the following best describes your reason for enrolling in this course?

1 To meet graduation requirements 2 For teacher certification 3 Self improvement 4 Salary increment or job qualification requirement
 5 Other, please specify _____

*13. Ethnic Origin Code: (Check (✓) appropriate block)

American Indian	<input type="checkbox"/> 1	Asian or Pacific Islander	<input type="checkbox"/> 2	Black	<input type="checkbox"/> 3
Hispanic	<input type="checkbox"/> 4	White	<input type="checkbox"/> 5	Foreign	<input type="checkbox"/> 6

14. Does this course have prerequisites (see catalog course description)? If yes, do you meet them? Yes No If no, and you have questions about eligibility, please state your question on a separate sheet and enclose it with your application. Yes No

OFFICE USE ONLY	
Syllabus Sent	Clerk

Verification of the applicability of credit toward any education goal is the responsibility of the student. 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. Note the refund policy as stated in the Independent Study Catalog. The time limit for all courses is nine months. One three month extension will be granted on request and payment of \$5.00 fee, if made prior to expiration.

<input type="checkbox"/>	= KANSAS CITY
<input type="checkbox"/>	= ROLLA
<input type="checkbox"/>	= ST. LOUIS
OFFICE USE ONLY	
Date Approved	

All work, including exams, must be received by the Center three weeks prior to your deadline for grade report.

student's signature _____

Date _____

A UNDERGRADUATE STUDENTS

To be completed by advisor and approved by department chairperson or dean, if required.

Approved for _____ hours credit (check appropriate box (s)): (a) while taking work in residence; (b) in the last 24 hours toward the degree of: _____

Advisor's Signature _____ Department Chairperson _____ Dean _____ Telephone No. _____ Date _____

B GRADUATE STUDENTS (University of Missouri)

To be completed by the graduate advisor (if applicable):

This course is is not approved for inclusion in the student's graduate degree program.

Graduate Advisor's Signature _____ Telephone Number _____ Date _____

C GRADUATE STUDENTS (Non-University of Missouri)

To be completed by the student:

Before this enrollment for graduate credit can be completed, you must supply an official transcript certifying your Bachelor's Degree. Please check the appropriate box.

My official transcript is: (1) enclosed; (2) on file with the University of Missouri Independent Study Department.

Student's Signature _____ Date _____

D HIGH SCHOOL STUDENTS

To be completed by the high school principal:

Name and address of High School _____

Please check the statement that applies:

- (a) This student may take this high school course and credit earned will count toward a high school diploma.
- (b) The student is approved to enroll in this university level course. He has met the following eligibility requirements: 1) This student has completed his junior year; 2) he ranks in the upper one-third of his class; 3) he is capable of performing university-level work and this course will not interfere with his regular high school program.

High School Principal's Signature _____ Telephone Number _____ Date _____

* (From the reverse side) Some information requested is required by Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Amendments of 1972 and is for the purpose of reporting to Federal Compliance Agencies concerning equal education opportunity, in order to keep the records required by the Federal Government, and to assure that there will not be discrimination on the basis of race, color, religion, national origin or sex.

Dept.	Course	Credit
OFFICE USE ONLY		

DO NOT PUT TWO COURSES ON THIS FORM.

1. High School Course Title _____

2. University Course Title _____

Non-Credit Course Title _____

Which half _____ unit? 1st 2nd

University Credit Hours _____

Is this a Non-Credit Course? Yes No

OFFICE USE ONLY

7.

8. If this is a university course, is it to be applied for GRADUATE LEVEL CREDIT? If yes, either B or C on the reverse side of this form must be completed. See p. 18 in catalog.

Yes No

9. Are you presently in high school and enrolling in a university course under special provision for high school seniors?

Yes No

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

8	9	10	11	12	13	14	15	16	17
High School									
								College	
								BA	MA

10a. Do you have a high school diploma? Yes No

11. Have you ever been enrolled on any campus at the University of Missouri?

Yes No

If yes, which campus?

1. Columbia

2. Kansas City

3. Rolla

4. St. Louis

12. Which of the following best describes your reason for enrolling in this course?

1. To meet graduation requirements

2. For teacher certification

3. Self improvement

4. Salary increment or job qualification requirement

5. Other, please specify _____

*13. Ethnic Origin Code: (Check (✓) appropriate block)

American Indian 1

Hispanic 4

Asian or Pacific Islander 2

Black 3

White 5

Foreign 6

14. Does this course have prerequisites (see catalog course description)? If yes, please state your question on a separate sheet and enclose it with your application.

Yes No

If yes, do you meet them? Yes No

If no, and you have questions about _____

OFFICE USE ONLY

Syllabus Sent Clerk

Verification of the applicability of credit toward any education goal is the responsibility of the student. 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. Note the refund policy as stated in the Independent Study Catalog. The time limit for all courses is nine months. One three month extension will be granted on request and payment of \$5.00 fee if made prior to expiration.

= KANSAS CITY

= ROLLA

= ST. LOUIS

OFFICE USE ONLY

Date Approved _____

All work, including exams, must be received by the Center three weeks prior to your deadline for grade report.

student's signature _____

Date _____

A UNDERGRADUATE STUDENTS

To be completed by advisor and approved by department chairperson or dean, if required.

Approved for _____ hours credit (check appropriate box(es)): (a) while taking work in residence; (b) in the last 24 hours toward the degree of: _____

Advisor's Signature _____ Department Chairperson _____ Dean _____ Telephone No. _____ Date _____

B GRADUATE STUDENTS (University of Missouri)

To be completed by the graduate advisor (if applicable):

This course is is not approved for inclusion in the student's graduate degree program.

Graduate Advisor's Signature _____ Telephone Number _____ Date _____

C GRADUATE STUDENTS (Non-University of Missouri)

To be completed by the student:

Before this enrollment for graduate credit can be completed, you must supply an official transcript certifying your Bachelor's Degree. Please check the appropriate box.

My official transcript is: (1) enclosed; (2) on file with the University of Missouri Independent Study Department.

Student's Signature _____ Date _____

D HIGH SCHOOL STUDENTS

To be completed by the high school principal: _____ Name and address of High School _____

Please check the statement that applies:

- (a) This student may take this high school course and credit earned will count toward a high school diploma.
- (b) The student is approved to enroll in this university level course. He has met the following eligibility requirements: 1) This student has completed his junior year; 2) he ranks in the upper one-third of his class; 3) he is capable of performing university-level work and this course will not interfere with his regular high school program.

High School Principal's Signature _____ Telephone Number _____ Date _____

* (From the reverse side) Some information requested is required by Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Amendments of 1972 and is for the purpose of reporting to Federal Compliance Agencies concerning equal education opportunity, in order to keep the records required by the Federal Government, and to assure that there will not be discrimination on the basis of race, color, religion, national origin or sex.

MANAGEMENT (continued)

Text:

Trewatha, *Management: Functions and Behavior*, 1976, Business Publications, Inc. Price: \$13.95.

336 PERSONNEL MANAGEMENT (3) UMC. CALS*

(9 lessons, 9 submitted; 2 exams) Manpower policies, procedures of business enterprise. Prerequisite: 202 or 309 or senior standing.

Texts:

Beach, *Personnel: The Management of People at Work*, 3rd edition, 1975, Macmillan Publishing Co., Inc. Price: \$14.50.

Beach, *Managing People at Work: Readings in Personnel*, 2nd edition, 1975, MacMillan Publishing Co., Inc. Price: \$9.25.

MARKETING



204 PRINCIPLES OF MARKETING (3) UMC. CALS*

(20 lessons, 12 submitted; 3 exams) Institutions, processes, problems involved in transferring goods from producer to consumers; emphasis on economics, social aspects. Prerequisite: Economics 51.

Text:

Holloway, *Marketing in a Changing Environment*, 2nd edition, John Wiley & Sons. Price: \$14.50.

300 PROBLEMS (Credit to be arranged) UMC.

Both Marketing 300 and 400 are special problems courses. These provide an opportunity for students to work more closely with an individual faculty member on a scholarly topic of mutual interest. 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.

344 ANALYSIS OF THE CONSUMER MARKET (3) UMC.

(7 lessons, 7 submitted; 2 exams) Study of dimensions of the consumer market and decision-making processes of consumers by analyzing economic, psychological, and socio-psychological influences on the consumer market and buying behavior. Prerequisites: junior standing and 204.

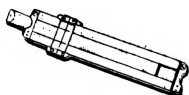
Text:

Engel, Kollat & Blackwell, *Consumer Behavior*, 1973, 2nd edition, Holt Rinehart & Winston. Price: \$14.95.

400 PROBLEMS (Credit to be arranged) UMC.

Marketing 400 is the same as 300 above except it is for Graduate students only. 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.

MATHEMATICS



7 ALGEBRA FOR ELEMENTARY TEACHERS (3) UMC. CALS*

(15 lessons, 15 submitted; 3 exams) Open only to students majoring in Elementary Education. Focuses on development of real number system, other numeration systems; some elementary number theory; functions, relations, linear equations, inequalities, other polynomials.

Text:

Peterson, *Theory of Arithmetic*, 3rd edition, John Wiley & Sons. Price: \$13.25.

8 GEOMETRY FOR ELEMENTARY TEACHERS (3) UMC.

(18 lessons, 18 submitted; 2 exams) Devoted primarily to informal geometry including study of points, lines, planes, space similarity, congruence, measurement

*CALS See page 21 for explanation of CALS.

**MATHEMATICS
(continued)**

and elementary geometric constructions. Other topics discussed: probability and characteristics of other geometries. Prerequisite: 7. Materials and equipment for this course will cost approximately \$1.00.

Text:

Keedy, *Geometry: A Modern Introduction*, 2nd, 1973, Addison-Wesley Pub. Co. Price: \$10.95.

9 TRIGONOMETRY (2) UMC.

(16 lessons, 16 submitted; 2 exams) An elementary course, including trigonometric equations, and the solution of right and oblique triangles and other applications. Prerequisites: any of the following; (a) 1½ units algebra and 1 unit geometry; (b) 1 unit geometry and 10 concurrently.

Text:

Spitzbart, *Plane Trigonometry*, 1964, 2nd edition, Addison-Wesley Pub. Co. Price: \$8.50.

10 COLLEGE ALGEBRA (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available. *Arts & Science majors see 12 below.*

12 BASIC CONCEPTS OF MODERN MATHEMATICS (3) UMC. CALS*

(11 lessons, 11 submitted; 2 exams) Basic ideas in mathematics, with emphasis on its variety and structure. Gives an appreciation of mathematics in everyday life. *Course 12 satisfies the basic skills requirement in Math for Arts and Science, but will not substitute for Math 10 as a prerequisite for other courses.*

Text:

Miller & Heeren, *Mathematics: An Everyday Experience*, 1976, Scott Foresman & Co. Price: \$11.50.

80 ANALYTIC GEOMETRY AND CALCULUS I. UMC.

8 CALCULUS WITH ANALYTIC GEOMETRY I. UMR. (5) MC**

80 ANALYTIC GEOMETRY AND CALCULUS I. UMSL.

(13 lessons, 13 submitted; 2 exams) Straight lines, conic sections, polar coordinates, coordinate transformations, functions, limits, continuity, derivatives, antiderivatives, definite integrals. Prerequisite: UMC C in 9 and 10 or equivalent; UMR by placement exam or by 4 and 6 or equivalent; UMSL 40 or a knowledge of trigonometry and either 30 or satisfactory score on placement exam. (This course and the following courses are a three-semester course sequence.)

Text:

Goodman, *Analytic Geometry and the Calculus*, 1974, Macmillan. Price: \$16.95.

175 CALCULUS II. UMC.

21 CALCULUS WITH ANALYTIC GEOMETRY II. UMR. (5) MC**

175 ANALYTIC GEOMETRY AND CALCULUS II. UMSL.

(14 lessons, 14 submitted; 3 exams) Definite integrals, applications and techniques of integration, elementary transcendental functions, infinite series. Prerequisite: UMC C or better in 80 or 81 or equivalent; UMR 8 or equivalent; UMSL 80.

Text:

Goodman, *Analytic Geometry and the Calculus*, 1974, Macmillan. Price: \$16.95.

201 CALCULUS III. UMC

22 CALCULUS WITH ANALYTIC GEOMETRY III. UMR. (4) MC*

201 ANALYTIC GEOMETRY AND CALCULUS III. UMSL.

(11 lessons, 11 submitted; 2 exams) Vectors, solid analytic geometry, calculus of

*CALS See page 21 for explanation of CALS.

**MC See page 21 for an explanation.

MATHEMATICS
(continued)

several variables. Prerequisite: UMC a grade of C or better in 175 or equivalent training; UMR 21 or equivalent; UMSL 175.

Text:

Goodman, *Analytic Geometry and the Calculus*, 1974, Macmillan. Price: \$16.95.

304 DIFFERENTIAL EQUATIONS. UMC.

302 DIFFERENTIAL EQUATIONS. UMSL. (3) MC*

(6 lessons, 6 submitted; 2 exams) 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, McGraw-Hill. Price: \$13.50.

MUSIC



21 THEORY (WRITTEN) I (2) UMKC.

(16 lessons, 16 submitted; 2 exams) A study of musical nomenclature, including rhythm symbols, key and meter signatures, scales, pitch notation, performances terms and symbols, internals, chord symbols and names, chord structures; introduction to written harmony. Not designed for Music majors. Cannot be taken for credit by UMC music majors.

Texts:

Harder, *Basic Materials in Music Theory, A Programmed Course*, 1975, 3rd ed., Allyn & Bacon. Price: \$9.95.

Harder, *Harmonic Materials in Tonal Music, Part I*, 1977, 3rd ed., Allyn & Bacon. (includes cassettes with musical examples). Price: \$11.95.

150 INTRODUCTION TO MUSIC HISTORY (3) UMKC.**

(21 lessons, 21 submitted; 2 exams) An introduction to the major composers, literature, and forms of the various historical periods. Bibliographical sources and library procedures as well as listening requirements are included. This course is supplemented with filmstrips and recordings. Reference material rental charge for this course is \$15.00, of which \$10.00 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 your course syllabus.

Texts:

Apel, *Harvard Dictionary of Music*, 2nd edition, Belknap Press of Harvard Univ. Press. Price: \$20.00.

Gerboth, *An Introduction to Music, Selected Readings*, 1964, W. W. Norton & Co. Price: \$4.25.

250 INTRODUCTION TO CONTEMPORARY MUSIC (2) UMKC**

(19 lessons, 19 submitted; 2 exams) An introduction to 20th century music for the purpose of achieving an understanding and enjoyment of contemporary styles and idioms. A non-technical survey course. This course is supplemented with recordings. Reference material rental charge for this course is \$15.00, of which \$10.00 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 your course syllabus.

Texts:

Hansen, *An Introduction to Twentieth-Century Music*, 1970, 3rd edition, Allyn & Bacon, Inc. Price: \$12.50.

(Texts continued on next page.)

*MC See page 21 for an explanation.

**Not available to persons with addresses which do not have U.S. ZIP CODE designations.

MUSIC
(continued)

Apel, *Harvard Brief Dictionary of Music*, 1961, Simon & Schuster. Price: \$1.25.
Machlis, *Introduction to Contemporary Music*, 1961, W. W. Norton & Co. Price: \$13.95.

351 HISTORY OF MUSIC IN WESTERN CIVILIZATION I (3) UMKC.*

(30 lessons, 28 submitted; 2 exams) A chronological study with emphasis on periods and styles, from early times to the death of Bach. Prerequisite: Music 150 or equivalent. This course is supplemented with recordings. Reference material rental charge for this course is \$15.00, of which \$10.00 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 your course syllabus. *Access to a cassette tape player required.*

Texts:

Grout, *A History of Western Music*, 1973, rev. ed., W. W. Norton & Co. Price: \$12.95.

Parrish, *A Treasury of Early Music*, 1958, W. W. Norton & Co. Paperback price: \$5.95.

Einstein, *A Short History of Music*, 1947, 4th edition, Vintage paperback. Price: \$1.95.

352 HISTORY OF MUSIC IN WESTERN CIVILIZATION II (3) UMKC.*

(26 lessons, 24 submitted; 2 exams) Continuation of Music 351; covers from 1750 to the present, including American music. Prerequisite: Music 150 or equivalent. This course is supplemented with recordings. Audio-visual and reference materials charge is \$26.00, of which \$15.00 will be refunded when the equipment is returned in satisfactory condition. Do not send payment for rental and deposit fees with your application. Information on how to obtain rental material is included in your course syllabus.

Texts:

Grout, *A History of Western Music*, 1973, rev. ed., W. W. Norton & Co. Price: \$12.95.

Apel, *The Harvard Brief Dictionary of Music*, 1961, Washington Square Press. Paperback price: \$1.25.

**NURSING HOME
ADMINISTRATION**

See HEALTH SERVICES MANAGEMENT.

PHYSICAL EDUCATION

See HEALTH AND PHYSICAL EDUCATION.

**POLITICAL
SCIENCE**



1 AMERICAN GOVERNMENT (5 or 3) UMC.

Theory, politics, and constitutional development of American democracy at national and state levels; examination of contemporary issues in foreign, military and economic affairs; meets Missouri state law requirement.

Texts:

First 3 hours: (14 lessons, 8 submitted; 3 exams)

Watson, *Promise and Performance of American Democracy*, 1972, John Wiley & Sons. Price: \$5.95. (Used texts only.)

Burkhart, *American Government: The Clash of Issues*, 1972, 4th edition, Prentice-Hall. Price: \$5.20. (Used texts only.)

Karsch, *Government of Missouri*, 1971, 12th edition, Lucas Brothers. Price: \$7.50.

Last 2 hours: (9 lessons, 6 submitted; 2 exams)

Johnson, *American State and Local Government*, 1972, Thoman Y. Crowell Co. Price: \$5.75.

Karsch, Same as above.

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**POLITICAL
SCIENCE
(continued)**

11 INTRODUCTION TO POLITICAL SCIENCE (3) UMC.

(16 lessons, 8 submitted; 2 exams) Introduction to scope and content of politics; theory and operation of democratic and nondemocratic governments. Meets Missouri state law constitutional requirements. Students taking this course may not take 1, and vice versa.

Texts:

Merkl, *Political Continuity and Change*, 1972, Harper & Row. Price: \$8.95.

Brzezinski & Huntington, *Political Power: USA/USSR*, 1971, Viking Press. Price: \$4.95.

Kennedy, *Thirteen Days: A Memoir of the Cuban Missile Crisis*, 1969, Signet Books. Price: \$1.50.

55 INTERNATIONAL RELATIONS (3) UMC.

(14 lessons, 4 submitted; 2 exams) Contemporary international affairs including family of nations, control of national foreign policies, competition and cooperation in legal, political, economic, and social fields.

Texts:

Stoessinger, *The Might of Nations*, 1973, 4th edition, Random House. Price: \$6.95.

Stoessinger, *The United Nations and the Superpowers*, 1973, 3rd edition, Random House. Price: \$3.95.

Rosecrance, *International Relations: Peace or War*, 1973, McGraw-Hill. Price: \$6.50.

Hilsman, *The Politics of Policy Making in Defense and Foreign Affairs*, 1971, Harper & Row. Price: \$2.95.

305 POLITICAL PARTIES (3) UMC.

(24 lessons, 24 submitted; 2 exams) Development, organization, functions, activities of major and minor political parties; pressure groups; election administration, especially in the United States. Prerequisite: Political Science 1 (5 hours American Government), or an introductory course in political science.

Text:

Key, *Politics, Parties and Pressure Groups*, 1954, 5th edition, Thomas Y. Crowell Co. Price: \$13.50.

400 PROBLEMS (Credit to be arranged) UMC.

For graduate students with necessary prerequisite courses. Topics in one of the fields of political science for individual study. 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.

**POULTRY
HUSBANDRY**



101 POULTRY SCIENCE (3) UMC. CALS*

(20 lessons, 20 submitted; 2 exams) Basic information on the industry: reproduction, feeding, and management of poultry. Introductory course for poultry science majors, and others desiring information on poultry production and related fields. Prerequisite: 2 or instructor's consent.

Text:

Card and Hesheim, *Poultry Production*, 11th edition, Lea and Febiger, 1972. Price: \$11.00.

*CALS See page 21 for explanation of CALS.

The University of Missouri offers more than 130 University credit courses, more than 70 High School credit courses, and 7 non-credit courses through correspondence instruction.

PSYCHOLOGY

GENERAL PSYCHOLOGY.

1 UMC.

210 UMC.

(3) MC* CALS**

50 UMR.

3 UMSL.

(16 lessons, 16 submitted; 2 exams) Survey of facts, principles and methods in the study of human behavior.

Text:

Whittaker, *Introduction to Psychology*, 2nd edition, W. B. Saunders Co., 1970. Price: \$8.25. (Used texts only.)

30 APPLIED PSYCHOLOGY (3) UMC.

(24 lessons, 24 submitted; 3 exams) 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, McGraw-Hill. Price: \$14.95.

170 CHILD PSYCHOLOGY (3) UMC.

(18 lessons, 18 submitted; 2 exams) Origins and development of child behavior with emphasis on basic processes, theory and research rather than on application or guidance. Prerequisite: 1 or 2.

Texts:

Munsinger, *Fundamentals of Child Development*, 1971, Holt, Rinehart & Winston. Price: \$12.50.

Munsinger, *Readings in Child Development*, 1971, Holt Rinehart & Winston. Price: \$5.25. (Used texts only.)

260 SOCIAL PSYCHOLOGY. UMC.

159 SOCIAL PSYCHOLOGY. UMR.

(3) MC* Partly CALS**

160 SOCIAL PSYCHOLOGY. UMSL.

(7 lessons, 7 submitted; 2 exams) 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:

Wrightsmann, *Social Psychology in the Seventies*, 1972 text edition, Wadsworth Publishing Co., Inc. Price: \$10.45. (Used texts only.)

See SPECIAL EDUCATION, 313 Psychology of Exceptional Children.

345 ADVANCED ABNORMAL PSYCHOLOGY (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

RECREATION AND PARK ADMINISTRATION



10 INTRODUCTION TO RECREATION AND PARKS (3) UMC.

(24 lessons, 24 submitted; 2 exams) History of the recreation movement; theories and philosophies of play, recreation and leisure time.

Texts:

Brightbill, *The Challenge of Leisure*, 1960, Prentice-Hall. Price: \$1.75.

Carlson, *Recreation in American Life*, 1963, Prentice-Hall. Price: \$9.95.

Sapora, *The Theory of Play and Recreation*, 1961, 3rd edition, The Ronald Press. Price: \$8.95.

131 PRINCIPLES OF INTERPRETIVE OUTDOOR RECREATION (3) UMC.

(12 lessons, 10 submitted; 2 exams) Interpretive principles and techniques employed to communicate values, natural history, and cultural features to the

*MC See page 21 for an explanation.

**CALS See page 21 for explanation of CALS and Partly CALS.

**RECREATION
AND PARK
ADMINISTRATION
(continued)**

recreation user. Prerequisite: 10 and sophomore standing or instructor's consent. Materials for this course will cost approximately \$3.00. *Access to a tape recorder is necessary.*

Texts:

Tilden, *Interpreting Our Heritage*, 1967, University of North Carolina Press. Price: \$2.50.

Shomon, *Manual of Outdoor Interpretation*, 1968, National Audubon Society. Price: \$3.00.

151 COMMUNITY RECREATION (3) UMC.

See Health and Physical Education 151.

300 PROBLEMS (1-3) UMC.

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.

404 READINGS IN THE FIELD OF RECREATION (1-3) UMC.

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.

RELIGION



Courses in religion offered by Missouri School of Religion may be taken for credit toward degrees in the University. All courses accredited in College of Arts and Science. Students may elect as many as 14 semester hours toward A.B. degree. Students working toward other degrees may elect courses in religion by consent of deans of respective schools.

110 INTRODUCTION TO THE OLD TESTAMENT (3) UMC. CALS*

(24 lessons, 24 submitted; 2 exams) 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, post-exilic Judaism.

Texts:

Anderson, *Understanding the Old Testament*, 2nd edition, 1972, Prentice-Hall. Price: \$11.95.

The Bible (any edition). (not available from the Center.)

121 INTRODUCTION TO THE NEW TESTAMENT (3) UMC. CALS*

(15 lessons, 7 submitted; 2 exams) Central documents of Christian religion to determine origin, authorship, literary structure, nature, permanent value.

Texts:

Kee, Young and Froehlich, *Understanding the New Testament*, 3rd edition, 1973, Prentice-Hall. Price: \$10.95.

The Bible, (Revised Standard Version). (not available from the Center.)

122 LIFE AND TEACHINGS OF JESUS (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

130 LIVING RELIGIONS OF THE WORLD (3) UMC.

(24 lessons, 24 submitted; 3 exams) 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, Islam, Christianity and others.

Texts:

Noss, *Man's Religions*, 1964, 4th edition, Macmillan Co. Price: \$7.45. (Used *Texts continued on next page.*)

*CALS See page 21 for explanation of CALS.

RELIGION
(continued)

texts only.)
Ballou, *The Portable World Bible*, 1966, Viking Press. Price: \$3.95.

**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.*

(40 lessons, 40 submitted; 4 exams) Grammar, composition and reading. Access to a cassette tape recorder required.

Texts:

Valdman, *Langue et Culture*, 1975, Macmillan Publishing Co., Inc. Price: \$11.95
Valdman, *Workbook for Langue et Culture*, 1975, Macmillan Publishing Co., Inc. Price: \$2.30.

Arrangements for obtaining cassettes have not been determined at this time. You will be informed regarding these arrangements when you enroll.

2 ELEMENTARY FRENCH II (5) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

103 FRENCH READING (3) UMC.

(16 lessons, 16 submitted; 2 exams) Prerequisite: French 2 or equivalent.

Texts:

Galpin & Milligan, *French Prose: An Intermediate Reader*, 1965, Macmillan Co. Price: \$4.50.

Fowlie (ed.), *French Stories: Contes Francais*, 1960, Bantam Books. Price: \$1.50.

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.* Partly CALS**

(17 lessons, 17 submitted; 4 exams) 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. (No reduction in the number of lessons or the fees when taken for partial credit.) Access to a cassette tape recorder required.

Texts:

DaSilva, *Beninning Spanish: A Concept Approach*, 3rd edition, Harper & Row, 1973. Price: \$14.95.

DaSilva, *Tape Manual for Beginning Spanish*, Harper & Row, 1973. Price: \$4.95.

2 ELEMENTARY SPANISH II (5) UMC.*

(18 lessons, 18 submitted; 3 exams) 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 re-

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**CALS See page 21 for explanation of Partly CALS.

**ROMANCE
LANGUAGES**
(continued)

funded when the material is returned in satisfactory condition. Prerequisite: Grade of C or better in Spanish 1 or equivalent. (*No reduction in number of lessons or the fees when taken for parital credit.*) Access to a cassette tape recorder required.

Texts:

DaSilva, *Beginning Spanish: A Concept Approach*, 3rd edition, Harper & Row, 1973. Price: \$14.95.

DaSilva, *Tape Manual for Beginning Spanish*, Harper & Row, 1973. Price: \$4.95.
Casona, *La dama del alba*, Scribner's Sons, New York, 1947. Price: \$3.95.

103 SPANISH READING (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

RURAL SOCIOLOGY 1 RURAL SOCIOLOGY (3) UMC.



(14 lessons, 14 submitted; 2 exams) Introduction to sociology of rural and small town society, structure, functioning, trends, and interrelations with the larger society.

Text:

Dushkin, *The Study of Society*, 1974, Dushkin Pub. Group, Inc., Guilford, CT. Price: \$12.95.

Readings for Rural Sociology 1, compiled by Gary Stangler and published by the Center for Independent Study, University of Missouri, 1974. Price: \$4.00.

185 CONTEMPORARY SOCIAL PROBLEMS (3) UMC.

(17 lessons, 10 submitted; 2 exams) Sociological analysis of major social problems in rural, urban, and mass societies. Prerequisite: 1 or Sociology 1.

Texts:

Skolnich & Currie, *Crisis in American Institutions*, 1973, 2nd edition, Little Brown & Co. Price: \$6.95.

Forman, *Black Ghettos, White Ghettos, and Slums*, 1971, Prentice-Hall. Price: \$2.50.

220 POPULATION AND ECOLOGY (3) UMC.

(10 lessons, 10 submitted; 2 exams) Dynamics of population patterns, their changing distribution in space. Emerging population patterns in state, nation, and world. Prerequisite: 1 or Sociology 1.

Texts:

Kammeyer, *An Introduction to Population*, 1971, Chandler Pub. Co. Price: \$4.00.

Ehrlich & Ehrlich, *Population, Resources, Environment*, 1972, 2nd edition, W. H. Freeman & Co. Price: \$9.95.

Campbell & Wade, *Society and Environment: The Coming Collision*, 1972, Allyn & Bacon. Paperback price: \$5.95.

SOCIOLOGY



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

1 GENERAL SOCIOLOGY. UMC.

81 GENERAL SOCIOLOGY. UMR.

(3) MC* Partly CALS**

10 INTRODUCTION TO SOCIOLOGY. UMSL.

(16 lessons, 13 submitted; 2 exams) Nature of organization and activities of human groupings-family, community, crowd, social class, etc.; structure, function

*MC See Page 21 for an explanation.

**CALS See page 21 for explanation of Partly CALS.

SOCIOLOGY
(continued)

of institutions; social influences shaping personality, behavior, social change.
Texts:
Anderson, *Toward a New Sociology*, 1974, rev. ed., The Dorsey Press. Price: \$7.50.
Anderson (ed.), *Sociological Essays and Research*, 1974, rev. ed., The Dorsey Press. Price: \$6.50.
Bobbs-Merrill Reprint Packet. Price: \$1.20.

50 SOCIAL DISORGANIZATION AND DEVIANCE (3) UMC.

(17 lessons, 14 submitted; 2 exams) Deviations from group norms, crime, prostitution, alcoholism, mental illness. Prerequisite: 1.

Text:

Horton & Leslie, *The Sociology of Social Problems*, 1970, Appleton-Century-Crofts. Price: \$8.20. (Used texts only.)

185 CONTEMPORARY SOCIAL PROBLEMS (3) UMC.

(17 lessons, 10 submitted; 2 exams) Same as Rural Sociology 185.

211 CRIMINOLOGY (3) UMC.

(10 lessons, 10 submitted; 2 exams) Sociology of law; constitutional, psychological, sociological theories of criminal behavior; process of criminal justice; treatment of corrections, control of crime. Prerequisites: Junior standing and 1.

Texts:

Quinney, *The Social Reality of Crime*, 1970, Little Brown & Co. Price: \$12.95.
Quinney, ed., *Crime and Justice in Society*, 1969, Little Brown & Co. Price: \$7.95.

214 THE FAMILY. UMC.

281 THE FAMILY. UMR.

(3) MC* CALS**

224 SOCIOLOGY OF THE FAMILY. UMSL.

(12 lessons, 12 submitted; 2 exams) Family as agency or personality development, 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 instructor; UMSL 10.

Texts:

Leslie, *The Family in Social Context*, 3rd edition, 1976, Oxford Univ. Press. Price: \$13.00.

Bell (ed.), *Studies in Marriage and the Family*, rev. ed., 1973, Thomas Crowell Co. Paperback price: \$6.75.

215 COLLECTIVE BEHAVIOR (3) UMC. CALS**

(12 lessons, 12 submitted; 2 exams) Analysis of mass behavior and related phenomena. Includes types, organization of social movements; crowd behavior, social epidemics, fashions, fads; leadership authority. Prerequisite: 1 and Junior standing.

Texts:

Turner & Killian, *Collective Behavior*, 1972, Prentice-Hall. Price: \$12.95.

Berk, *Collective Behavior*, 1974, Wm. C. Brown Co. Price: \$1.95.

220 POPULATION AND ECOLOGY (3) UMC.

(10 lessons, 10 submitted; 2 exams) Same as Rural Sociology 220.

227 ETHNIC MINORITY GROUPS IN THE UNITED STATES (3) UMC.

This course is now under development. Let us know if you are interested and we will send you information when it is available.

*MC See page 21 for an explanation.

**CALS See page 21 for explanation of CALS and Partly CALS.

SOCIOLOGY
(continued)

322 AGING IN AMERICAN SOCIETY (3) UMC.

(6 lessons, 6 submitted; 2 exams) Examination of the aged in modern society; demographic, social psychological and comparative cultural features of this social role. Prerequisites: Junior standing and 1.

Texts:

Hoffman, *The Daily Needs and Interests of Older People*, Charles C. Thomas. Price: \$18.50.

Loether, *Problems of Aging: Sociological and Social Psychological Perspectives*, Allyn & Bacon. Price: \$4.95.

350 JAIL OPERATIONS (2) UMC.

(8 lessons, 8 submitted; 2 exams) Credit arranged. (This is designed as a 2 hour course.) A structured problems course dealing with the functions and duties of the jail officer. This course is intended only for jail officers and administrators or people in training for such positions. Others who wish to enroll in this course may do so only with special permission. Inquiries should be directed to the Center for Independent Study through Correspondence. *Textbooks are furnished free of charge as long as the present supply lasts.* Prerequisite: 12 hours Sociology and departmental approval.

Text:

Blumer, *Jail Operations*, United States Bureau of Prisons.

350 JAIL MANAGEMENT (2) UMC.

(6 lessons, 6 submitted; 2 exams) Credit arranged. (This is designed as a 2 hour course.) A structured problems course covering the functions and responsibilities of the jail administrator. This course is intended only for jail officers and administrators or people in training for such positions. Others who wish to enroll in this course may do so only with special permission. Inquiries should be directed to the Center for Independent Study through Correspondence. *Textbooks are furnished free of charge as long as the present supply lasts.* Prerequisite: 12 hours Sociology and departmental approval.

Text:

Blumer, *Jail Management*, United States Bureau of Prisons.

SPANISH

See ROMANCE LANGUAGES.

**SPECIAL
EDUCATION**

L101 SURVEY OF SPECIAL EDUCATION (2) UMC.*

(16 lessons, 16 submitted; 2 exams) 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 \$3.00, plus a \$5.00 deposit which 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 your course syllabus.

Texts:

Kirk, *Education Exceptional Children*, 1972, Houghton Mifflin Co., 2nd ed. Price: \$14.50.

Keys, *Flowers for Algernon-Charley*, Bantam Books. Price: \$.95.

Rubin, *Jordi: David & Lisa*, Ballantine Books. Price: \$.95.

Killilea, *Karen*, Dell Books. Price: \$1.50.

Johnson, *Exceptional Children Research Review*, 1968, The Council for Exceptional Children. Price: \$7.00.

*Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**SPECIAL
EDUCATION
(continued)**

311 INTRODUCTION TO MENTAL RETARDATION (3) UMSL. CALS*
(11 lessons, 0 submitted; 3 exams) An introductory course dealing with the characteristics, classification and causes of the mentally retarded. Prerequisite: Psychology of Exceptional Children.

Text:

Chinn, Drew & Logan, *Mental Retardation: A Life Cycle Approach*, C. V. Mosby Co., 1975. Price: \$10.25.

313 PSYCHOLOGY OF EXCEPTIONAL CHILDREN (3) UMSL.

(14 lessons, 0 submitted; 4 exams) A study of the unique psychological problems of children who deviate from the normal.

Texts:

Kirk, *Educating Exceptional Children*, 1972, 2nd edition, Houghton Mifflin. Co. Price: \$14.50.

Jordan & Cegelka, *Exceptional Children*, 1972, MSS Information Corp. Price: \$9.75.

STATISTICS



31 ELEMENTARY STATISTICS (3) UMC.

(11 lessons, 5 submitted; 2 exams) Collection, presentation of data; averages; dispersion; introduction to statistical inference, index numbers, time series, correlation. Prerequisite: Math 10.

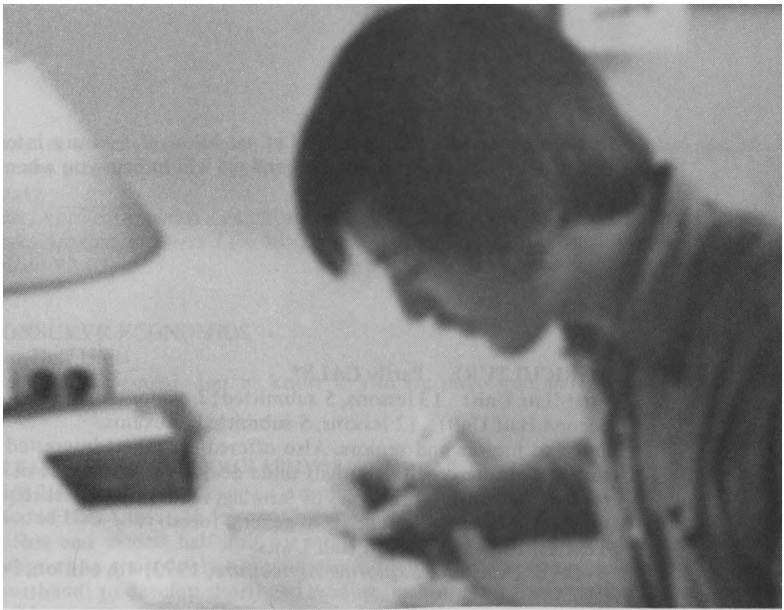
Text:

Freund, *Modern Elementary Statistics*, 4th edition, Prentice-Hall. Price: \$14.95.

See R370 Educational Statistics, page 26.

***CALs** See page 21 for explanation of CALs.

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



HIGH SCHOOL COURSES

For general information about High School Courses see appropriate portions of pages 7 to 17.

For information about University courses for High School Seniors see pages 13 and 14.

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 this case, check the box designated "2nd."

Numbers of Lessons, Submitted Assignments, and Exams. Immediately after the unit designation (One-Half, First Half or Second Half) the number of lessons, submitted assignments and exams are included.

CALS (Computer Assisted Lesson Service). Whenever these letters appear with the description of a course it means that all lesson exercises to be sent to the Center for grading and examinations are designed for objective responses and are computer scored. Student responses are made on a standardized answer sheet and are either multiple choice, matching or true-false. Predeveloped instructional comments based on each student's answers will be returned to the student in a computer print-out. Partly CALS means that some of the lessons are computer scored. Other lessons in these courses are evaluated by an instructor. (Note: While new courses are being computerized, students' answer sheets may be hand scored and reports will be sent indicating incorrect answers.)

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.

Students must have earned credit in the first half unit of a high school course in a high school or by correspondence prior to enrollment in the second half of that course.

Courses Under Development: Let us know if you are interested in a course designated "Under Development" and we will inform you when it is available.

AGRICULTURE



AGRICULTURE Partly CALS*

First Half Unit: 13 lessons, 5 submitted; 2 exams.

Second Half Unit: 12 lessons, 5 submitted; 2 exams.

Open to juniors and seniors. Also offered for others interested in agriculture who may not desire credit. The half units deal with advantages of the farm as a place to live, elementary principles of farming, modern practices required for successful farm operation, and essentials of general forestry.

Text for First and Second Half Units:

Evans & Donahue, *Exploring Agriculture*, 1973, 4th edition, Prentice-Hall. Price: \$16.30.

ANTHROPOLOGY

See SOCIAL STUDIES.

ART



ART

First Half Unit: 14 lessons, 6 submitted; 2 exams.

Second Half Unit: 12 lessons, 6 submitted; 2 exams.

The aim of the half units is to widen the scope of each individual student's cultural growth and to give experience in the creation of various art forms within the interests of high school students. Personal experiences in the field of art include 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 cost of the second half unit is \$5.50.

Text for First and Second Half Units:

Faulkner & Ziegfeld, *Art Today*, 1969, 5th edition, Holt, Rinehart and Winston. Price: \$14.95.

BUSINESS EDUCATION



BOOKKEEPING CALS*

First Half Unit: 22 lessons, 22 submitted; 2 exams.

Second Half Unit: 16 lessons, 16 submitted; 2 exams.

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

Texts for First and Second Half Units;

Boynton, *Century 21 Accounting*, 1972 (B95), South-Western Pub. Co. Price: \$10.50.

Boynton, *Century 21 Accounting, Working Papers and Study Guides*, (B951), South-Western Pub. Co. Price: \$5.00.

BUSINESS LAW CALS*

One-Half Unit: 10 lessons, 10 submitted; 2 exams.

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

*CALS See page 49 for explanation of CALS.

**BUSINESS
EDUCATION
(continued)**

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), South-Western Pub. Co. Price: \$9.90.

Fisk, *Applied Business Law Workbook*, 10th ed. (L811), South-Western Pub. Co. Price: \$3.05.

CONSUMER ECONOMICS

One-Half Unit:

Under development. Let us know if you are interested and we will inform you when it is available.

ELEMENTARY STENOGRAPHY**

First Half Unit: 18 lessons; 2 exams.

Second Half Unit: 18 lessons; 2 exams.

A first and second half unit for students with no previous training in shorthand. Designed to thoroughly acquaint the student with the complete theory of Gregg shorthand; to develop shorthand reading, writing, and transcription techniques; to build an appropriate business vocabulary, and to improve spelling, punctuation, and other associated transcription skills. This course is supplemented with records designed to assist the student in taking shorthand. As a result, the student MUST have access to a record player designed for 33 1/3 rpm records. Reference material rental charge for this course is \$15, of which \$10 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 your course syllabus.

Text for First Half Unit:

Leslie, *Gregg Shorthand I: A Gregg Text-Kit in Continuing Education*, 1965, Diamond Jubilee edition, McGraw-Hill. Price: \$8.75.

Text for Second Half Unit:

Leslie, *Gregg Shorthand II: A Gregg Text-Kit in Continuing Education*, 1965, Diamond Jubilee edition, McGraw-Hill. Price: \$6.95.

ELEMENTARY TYPING

First Half Unit: 6 lessons; 1 exam.

Second Half Unit: 7 lessons; 1 exam.

A first and second half unit in the fundamentals of touch typewriting for the purpose of mastering the keyboard and operative parts of the machine. It also gives training and practice in the preparation of a variety of personal and business papers and forms. Organized drills and practice procedures for the development of speed and accuracy are included in the lessons.

Text for First Half Unit:

Winger, Rowe & Lloyd, *Gregg Typing I*, 1965, Gregg Adult Ed. Series. Price: \$6.75.

Text for Second Half Unit:

Winger, Rowe & Lloyd, *Gregg Typing II*, 1966, Gregg Adult Ed. Series. Price: \$6.75.

ADVANCED TYPING

First Half Unit: 14 lessons; 2 exams.

Second Half Unit: 12 lessons; 2 exams.

Organized to give the student experience in the preparation and understanding of

** Not available to persons with addresses which do not have U.S. ZIP CODE designations.

**BUSINESS
EDUCATION
(continued)**

varied typing problems of increasing difficulty, to develop vocational competency in office procedures. Exercises for the improvement of speed and accuracy are included in the lessons.

Texts for First and Second Half Units:

Lessenberry, Crawford & Erickson, *Twentieth-Century Typewriting*, 1962, 8th edition, South-Western Pub. Co. Price: \$6.20.

Lessenberry, *Laboratory Materials for Parts 3 and 4, 20th Century Typing*, 8th edition. Price \$2.40.

GENERAL BUSINESS CALS*

First Half Unit: 16 lessons, 16 submitted; 2 exams.

Second Half Unit: 15 lessons, 15 submitted; 2 exams.

A first and second half unit in which the student acquires useful information about business and its services (transportation, communication, banking, etc.)—information which is important in the everyday life of persons. The student gains an appreciation of the significance of business activities in relation to his general welfare and understanding of the nature of business and its place in the economic community of which he is a part.

Texts for First Half Unit:

DeBrum, *General Business*, 1971, 10th edition, South-Western Pub. Co. Price: \$8.50.

DeBrum, *Activities and Projects Workbook for General Business, Units 1-5*, 1966, 10th edition, South-Western Pub. Co. Price: \$3.10.

Texts for Second Half Unit:

DeBrum, *General Business*, 1971, 10th edition, South-Western Pub. Co. Price: \$8.50.

DeBrum, *Activities and Projects Workbook for General Business, Units 6-17*, 1971, 10th edition, South-Western Pub. Co. Price: \$3.10.

SALESMANSHIP CALS*

First Half Unit: 12 lessons, 12 submitted; 2 exams.

Second Half Unit: 12 lessons, 12 submitted; 2 exams.

An introductory first and second half unit for students interested in sales careers and in developing the skills to start them on effective and rewarding careers in selling. Included in the two half units are lessons on marketing, types of selling jobs, project knowledge and preparing for the sales presentation.

Text for First and Second Half Units:

Ernest, Ashmun, *Salesmanship Fundamentals*, 1973, 4th edition, McGraw-Hill. Price: \$10.30.

**CONTEMPORARY
ISSUES**

See SOCIAL STUDIES.

**DRIVER
EDUCATION**



DRIVER EDUCATION CALS*

One-Half Unit: 8 lessons, 6 submitted; 2 exams.

Students should check with their principal for approval before enrolling in this course.

A study of the skills needed to stay healthy 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 towards safety. This Independent Study course meets the requirement for 30 or more hours of classroom instruction. *In addition, it is necessary for a student to have 6 hours of actual behind the wheel instruction from a certified Driver Education teacher who is obtained locally by the student if they are to*

*CALS See page 49 for explanation of CALS and Partly CALS.

**DRIVER
EDUCATION
(continued)**

receive a discount from insurance companies for having taken an approved Driver Education course. Non-Missouri residents will need a drivers guide from the state from which they plan to obtain a license.

Text:

Johnson & Pawlowski, *Tomorrow's Drivers*, 1974, Rand McNally School Division. Paperback price: \$4.00.

ENGLISH



9th GRADE ENGLISH Partly CALS*

First Half Unit: 12 lessons, 12 submitted; 2 exams.

Second Half Unit: 12 lessons, 12 submitted; 2 exams.

A thorough study is made of the elements of English composition. The literature—including short stories, poems, biographies, plays and a novel—is studied primarily to increase the student's reading enjoyment.

Texts for First and Second Half Units:

Connelly, et al., *Adventures in Reading* (Classic Edition), 1973, Harcourt Brace Jovanovich. Price: \$9.65.

Warriner, et al., *English Grammar & Composition*, Third Course, 1973, Harcourt Brace Jovanovich. Price \$7.90.

10th GRADE ENGLISH Partly CALS*

First Half Unit: 13 lessons, 10 submitted; 2 exams.

Second Half Unit: 13 lessons, 11 submitted; 2 exams.

The study of the elements of composition is a continuation of the ninth grade course. The literature for this course—including stories, poems, essays, a play and a novel—is studied to improve the student's reading appreciation.

Texts for First and Second Half Units:

Perrine, et al., *Adventures in Appreciation*, 1973, Classic Edition, Harcourt Brace Jovanovich, Inc. Price: \$10.15.

Warriner, *English Grammar and Composition*, 1973, Fourth Course, Harcourt Brace Jovanovich, Inc. Price: \$8.25.

11th GRADE ENGLISH Partly CALS*

First Half Unit: 12 lessons, 12 submitted; 2 exams.

Second Half Unit: 12 lessons, 12 submitted; 2 exams.

The half units 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.

Texts for First and Second Half Units:

Carlsen, *American Literature: Themes and Writers*, 1973, McGraw-Hill, Inc. Price: \$10.50.

Warriner, *English Grammar and Composition*, Fifth Course, 1973, Harcourt Brace Jovanovich. Price: \$7.90.

12th GRADE ENGLISH

First Half Unit: 15 lessons, 6 submitted; 2 exams.

Second Half Unit: 13 lessons, 10 submitted; 2 exams.

In addition to a thorough review of the essentials of composition, the half units include a study of selections from English literature in chronological order from the Anglo-Saxon period to the present.

(Texts on next page.)

*CALS See page 49 for explanation of CALS and Partly CALS.

ENGLISH
(continued)

Texts for First Half Unit:

Priestly, *Adventures in English Literature*, 1963, Laureate edition, Harcourt, Brace & World. Price: \$8.40.

Warriner, *English Grammar and Composition: Complete Course*, 1965, Harcourt, Brace & World. Price: \$6.00.

Texts for Second Half Unit:

Priestly, *Adventures in English Literature*, 1963, Laureate edition, Harcourt, Brace & World. Price: \$8.40.

Warriner, *English Grammar and Composition: Complete Course*, 1965, Harcourt, Brace & World. Price: \$6.00.

Conrad, *Typhoon and Other Tales*, 1963, Signet Classic paperback. Price: \$.95.

AFRO-AMERICAN LITERATURE: THE EARLY YEARS CALS*

One-Half Unit: 9 lessons, 9 submitted; 3 exams.

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, ed., *Black Voices: An Anthology of Afro-American Literature*, 1968, Mentor. Price: \$1.75.

Three *Negro Classics: Up from Slavery, The Souls of Black Folk, The Autobiography of an Ex-Colored Man*, 1966, Avon Books. Price: \$2.25.

Walker, *Jubilee*, 1969, Houghton Mifflin. Price: \$1.50.

AMERICAN ENVIRONMENT THROUGH LITERATURE CALS*

One-Half Unit: 10 lessons, 8 submitted; 3 exams.

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 effects of a nuclear war.

Texts:

London, *Call of the Wild*, New York, Washington Square, Enriched Classics Ed. Price: \$.95.

Clark, *The Ox-Bow Incident*, New York, Signet Classics, 1960. Price: \$1.25.

Parks, *The Learning Tree*, Greenwich, CT, Fawcett Pub., 1963. Price: \$1.25.

Brooks, *Search for America, Holt's Impact Series*, New York, Holt, Rinehart & Winston, 1969. Price: \$3.75.

Knowles, *A Separate Peace*, New York, Bantam Books, 1968. Price: \$1.25.

Shute, *On the Beach*, Ballantine Books, 1974. Price: \$1.50.

AMERICAN LITERATURE TO 1890 CALS*

One-Half Unit: 9 lessons, 3 submitted; 3 exams.

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, Hayden, O'Neal, *The American Literary Tradition: 1607-1899, Part 1*, Scott, Foresman & Co., 1971. Price: \$4.90.

CONTEMPORARY AFRO-AMERICAN PROSE CALS*

One-Half Unit: 6 lessons, 6 submitted; 3 exams.

This course describes the black experiences of the twentieth century in the rural South, the Midwest, and New York City. It presents an overview of today's im-

*CALS See page 49 for explanation of CALS.

**ENGLISH
(continued)**

portant black American prose writers. Sources include autobiographies, essays, articles, short stories and two novels.

Texts:

Adams, Conn and Slepian, eds., *Afro-American Literature: Fiction*, 1970, Houghton Mifflin. Price: \$3.25.

Adams, Conn and Slepian, eds., *Afro-American Literature: Nonfiction*, 1970, Houghton Mifflin. Price: \$3.25.

Angelou, *I Know Why the Caged Bird Sings*, 1971, Bantam Books. Price: \$1.50.

Baldwin, *Go Tell It on the Mountain*, 1974, Dell Publishing Co. Price: \$1.25.

Wright, *Black Boy*, 1966, Harper and Row. Price: \$1.25.

Parks, *The Learning Tree*, 1963, Fawcett. Price: \$1.25.

ENGLISH LITERATURE THROUGH SHAKESPEARE CALS*

One-Half Unit: 9 lessons, 7 submitted; 2 exams.

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

Texts:

Miller, *The Early Development of English Literature*, 1976, Scott, Foresman. Price: \$4.90.

Shakespeare, *The Tragedy of Macbeth*, Folger Library, General Reader's ed., 1974 printing. Price: \$.95.

MAN AND MYTH CALS*

One-Half Unit: 10 lessons, 10 submitted; 4 exams.

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:

Sullivan, *The Golden Echo*, W. H. Sadlier, 1969, Reprinted at the University of Missouri. Price: \$3.65.

Sullivan, *Readings for the Golden Echo*, W. H. Sadlier, 1969. Reprinted at the University of Missouri. Price: \$2.45.

Hamilton, *Mythology*, New American Library, 1969. Price: \$1.50.

Stewart, *The Crystal Cave*, Fawcett Pub., 1970. Price: \$1.75.

READINGS IN THE AMERICAN NOVEL CALS*

One-Half Unit: 9 lessons, 9 submitted; 2 exams.

The course introduces students to the style and subject matter of four successful American authors of the 20th century. The main characters and the author's methods of characterization are the focal points of the reading.

Texts:

Dickinson, *A Guide to Literary Study*, Holt, Rinehart & Winston. Price: \$2.20. (Used texts only.)

Lewis, *Babbitt*, Signet Classic. Price: \$1.25.

Marquand, *The Late George Apley*, Washington Square Press. Price: \$.95.

Fitzgerald, *The Great Gatsby*, Charles Scribner's Sons. Price: \$1.65.

Connell, *Mrs. Bridge*, Fawcett Crest. Price: \$1.25.

READINGS IN THE SHORT STORY CALS*

One-Half Unit: 11 lessons, 11 submitted; 2 exams.

An introductory course which analyzes the elements of fiction (plot, character,

*CALS See page 49 for explanation of CALS.

**ENGLISH
(continued)**

theme, etc.) and provides practice in reading contemporary, youth-oriented stories.

Texts:

Gold, ed., *Point of Departure*, New York, Dell Pub. Co., Inc., 1960. Price: \$1.25

Sohn, ed., *Ten Modern American Short Stories*, New York, Bantam Books, 1965. Price: \$1.25.

SCIENCE FICTION CALS*

One-Half Unit: 9 lessons, 9 submitted; 3 exams.

Science fiction is interested in more than the sciences and machines of the future. It is also concerned with how people and society 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, Harcourt Brace Jovanovich. Price: \$5.95.

Huxley, *Brave New World*, 1962, Harper & Row. Price: \$1.50.

Bradbury, *The Martian Chronicles*, 1972, Bantam Books. Price: \$1.75.

Clarke, *Childhood's End*, 1971, Ballantine Books. Price: \$1.75.

SEARCH FOR IDENTITY THROUGH LITERATURE CALS*

One-Half Unit: 7 lessons, 7 submitted; 4 exams.

This course considers two aspects of the individual's search for identity: relationships with others and confrontation with themselves. It explores relationships of people with their peers, their family and society as a whole. It probes the struggle of individuals with their consciences and with the obstacles that prevent them from realizing their potential.

Texts:

Hinton, *The Outsiders*, 1969, Dell Pub. Co. Price: \$.95.

Lee, *To Kill a Mockingbird*, 1962, Popular Library. Price: \$1.50.

Twain, *The Adventures of Huckleberry Finn*, 1958, Houghton Mifflin. Price: \$3.50.

Cerf, *Four Contemporary American Plays*, 1961, Random House. Price: \$2.95.

Lawrence and Lee, *Inherit the Wind*, 1964, Bantam Books. Price: \$1.25.

Steinbeck, *The Grapes of Wrath*, Penguin. Price: \$2.25.

SHORT STORY FOR RELUCTANT READERS CALS*

One-Half Unit: 10 lessons, 9 submitted; 2 exams.

This course provides the student who doesn't 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:

Houghton Mifflin Directions Series, 1972, Houghton Mifflin. Co. Price: \$5.10.

Houghton Mifflin Action Series, 1970, Houghton Mifflin Co. Price: \$14.00.

Minturn, *Double Action Short Stories*, 1973, Scholastic Book Services. Price: \$2.95.

GEOGRAPHY See SOCIAL STUDIES.

GOVERNMENT See SOCIAL STUDIES.

*CALS See page 49 for explanation of CALS.

GUIDANCE

PROJECT SELF-DISCOVERY, See Personal Development, page 63 under **SOCIAL STUDIES**.

HEALTH AND PHYSICAL EDUCATION



HEALTH AND HYGIENE CALS*

One-Half Unit: 15 lessons, 13 submitted; 2 exams.

Special attention is given to physical and mental health of the individual. The course is designed to assist the student in understanding what public and personal health are and why the health of others is important to him. There are basic descriptions of the common illnesses of man and how to get proper help in each situation.

Text:

Gmur, *Making Health Decisions*, 1970, Prentice-Hall. Price: \$9.70.

HISTORY

See **SOCIAL STUDIES**.

HOME ECONOMICS

See **SOCIAL STUDIES**

INDUSTRIAL ARTS



GENERAL DRAFTING**

First Half Unit: 17 lessons, 17 submitted; 2 exams.

Second Half Unit: 15 lessons, 15 submitted, 2 exams.

These introductory half units are designed to give the student a sampling of drafting practice. *The student will need to purchase drafting equipment (drawing instruments set, T-square, triangle, etc.) amounting to approximately \$12 to \$16.* The Center has several drawing instrument sets which can be rented for \$6 plus a \$6 deposit. Do not send payment for rental and deposit fees with your application. Information on how to obtain reference materials is included in the course syllabus.

Text for First and Second Half Units:

Spencer, *Basic Technical Drawing*, 1974, Macmillan Co. Price: \$14.15.

MATHEMATICS



FUNCTIONAL MATHEMATICS CALS*

First Half Unit: 10 lessons, 10 submitted; 2 exams.

Second Half Unit: 14 lessons, 14 submitted; 2 exams.

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

Text for First and Second Half Units:

Hyman, Sokol, Spreckelmeyer, *Modern Basic Mathematics*, Houghton Mifflin Co., 1972. Price: \$9.70.

MODERN ELEMENTARY ALGEBRA I

First Half Unit: 16 lessons, 16 submitted; 2 exams.

Second Half Unit: 16 lessons, 16 submitted; 2 exams.

Elementary algebra, including the elementary operations on polynomials and fractions, the solution of single and simultaneous linear equations, simple fac-

*CALS See page 49 for explanation of CALS.

** Not available to persons with addresses which do not have U.S. ZIP CODE designations.

MATHEMATICS (continued)

toring, 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, *Book 1, Modern Algebra Structure & Method*, 1970, Houghton Mifflin Co. Price: \$7.90. (Used texts only.)

Roberge, *Programmed Practice for Modern Algebra, Book 1*, 1970, Houghton Mifflin Co. Price: \$3.50.

MODERN ALGEBRA II AND TRIGONOMETRY

First Half Unit: 16 lessons, 16 submitted; 2 exams.

Second Half Unit: 16 lessons, 16 submitted, 2 exams.

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, matrices, and determinants. A portion of the textbook covers trigonometric functions and complex numbers, trigonometric identities and formulas, and circular 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, *Modern Algebra and Trigonometry, Book 2*, 1970, Houghton Mifflin Co. Price: \$10.65.

Redgrave, *Programmed Practice for Modern Algebra and Trigonometry, Book 2*, Price: \$3.80.

MODERN SCHOOL MATHEMATICS-GEOMETRY (Plane)

First Half Unit: 18 lessons, 18 submitted; 2 exams.

Second Half Unit: 18 lessons, 18 submitted; 2 exams.

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 the half units 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, Houghton Mifflin. Price: \$7.95. (Used texts only.)

Redgrave, *Modern School Mathematics Geometry Programmed Practice*. Price: \$4.00.

PSYCHOLOGY

See SOCIAL STUDIES.

SCIENCE

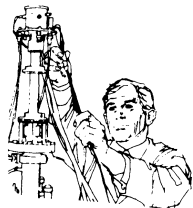
GENERAL SCIENCE

First Half Unit: 20 lessons, 20 submitted; 3 exams.

Second Half Unit: 20 lessons, 20 submitted; 3 exams.

A complete survey of the major areas of science. Major emphasis is placed on the physical sciences; however, the biological areas are well-represented by the study of basic principles and applications which provide the foundation for further study of biology.

(Texts continued on next page.)



SCIENCE
(continued)

Text for First and Second Half Units:
Beauchamp, *Everyday Problems in Science*, 1963, Scott, Foresman & Co. Price:
\$4.65. (Used texts only.)

A SURVEY OF THE LIVING WORLD CALS*

One-Half Unit

An introduction into the study of the life sciences. General information on protists, plants, and animals is emphasized.

Text:

Frazier, *The Biological Sciences*, 1974, Laidlaw Bros. Price: \$10.50.

SPECIAL TOPICS IN LIFE SCIENCE

One-Half Unit

Under development. Let us know if you are interested and we will inform you when it is available.

EARTH SCIENCE

One-Half Unit

Under development. Let us know if you are interested and we will inform you when it is available.

CHEMISTRY

First and Second Half Units

Under development. Let us know if you are interested and we will inform you when it is available.

PHYSICS

First and Second Half Units

Under development. Let us know if you are interested and we will inform you when it is available.

**SOCIAL
STUDIES**

ANTHROPOLOGY

ANTHROPOLOGY CALS*

One-Half Unit: 12 lessons, 10 submitted; 2 exams.

A course designed to help students better understand man's origin, his society, the customs and practices of his society, his culture and his cultural and racial prejudices. Included in the course is the opportunity to view human society in its broadest perspective, and predict where its future will lead.

Text:

Salzmann, *Anthropology*, Harcourt, Brace & World, Inc., 1973. Price: \$4.90.

CIVICS

CIVICS - YOU AND YOUR LOCAL AND STATE GOVERNMENT

One-Half Unit

Under development. Let us know if you are interested and we will inform you when it is available.

CIVICS - YOU AS A CITIZEN IN THE NATION AND THE WORLD

One-Half Unit

Under development. Let us know if you are interested and we will inform you when it is available.

*CALS See page 49 for explanation of CALS.



SOCIAL STUDIES CONTEMPORARY ISSUES
(continued)

CONTEMPORARY ISSUES

Under development. Let us know if you are interested and we will inform you when it is available.

FAMILY RELATIONS



MARRIAGE AND PARENTING CALS*

One-Half Unit:

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 what having children involves.

Text:

Landis, *Personal Adjustment, Marriage and Family Living*, 6th ed., 1975, Prentice-Hall. Price: \$11.75.

PERSONAL ADJUSTMENT, DATING AND COURTSHIP

Under development. Let us know if you are interested and we will inform you when it is available.

GEOGRAPHY



CONSERVATION OF NATURAL RESOURCES CALS*

One-Half Unit: 11 lessons, 11 submitted; 2 exams.

This in-depth study of the wise use of our natural resources is designed to introduce the student to the problems of our environment and principles of its conservation.

Text:

Andrews, ed., *A Guide to the Study of Environmental Pollution*, Prentice-Hall, Inc., 1972. Price: \$5.30.

GEOGRAPHY CALS*

First Half Unit: 6 lessons, 6 submitted; 2 exams.

The first half unit is concerned with the relationship of man to his geographic environment. It emphasizes the influence of climate on human activity and describes the various climatic regions of the world. Basic concepts of geography are stressed in this half unit.

Text for First Half Unit:

Bradley, *World Geography*, 4th edition, Ginn & Co. Price: \$13.00.

GEOGRAPHY CALS*

Second Half Unit: 6 lessons, 6 submitted; 2 exams.

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 Second Half Unit:

Bradley, *World Geography*, 4th edition, Ginn & Co. Price: \$13.00.

GOVERNMENT



AMERICAN GOVERNMENT CALS*

One-Half Unit: 20 lessons, 4 submitted; 2 exams.

A study of basic principles of American government. The organization, processes,

*CALS See page 49 for explanation of CALS.

GOVERNMENT
(continued)

and functions of the national, state and city governments are covered.

Text:

Steinberg, *Understanding American Government and Politics*, 1975, Oxford Book Co. Price: \$5.25.

HISTORY

AMERICAN HISTORY TO 1865 CALS*

First Half Unit: 19 lessons, 5 submitted; 2 exams.

The first half unit 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 for First Half Unit:

Todd and Curti, *Rise of the American Nation*, 1972, 3rd edition, Harcourt Brace Jovanovich. Price: \$13.70.

AMERICAN HISTORY SINCE 1865 CALS*

Second Half Unit: 16 lessons, 7 submitted; 2 exams.

The second half unit is a continuation of the first half unit. It begins with reconstruction and ends with the 1970's. Topics include: industrialization, the reform spirit, the first World War, Roosevelt and the Second World War, the contemporary era.

Text for Second Half Unit:

Todd and Curti, *Rise of the American Nation*, 1972, 3rd edition, Harcourt Brace Jovanovich. Price: \$13.70.

ANCIENT HISTORY CALS*

One-Half Unit: 13 lessons, 3 submitted; 2 exams.

This survey course 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 1*, 1974, Alfred A. Knopf Inc. Price: \$8.95.

BLACK AMERICAN EXPERIENCE CALS*

One-Half Unit: 10 lessons, 10 submitted; 2 exams.

An examination of the role of the black man in the American experience. 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*, Allyn and Bacon, 1973. Price: \$6.80.

Katz, *Eyewitness: The Negro in American History*, Pitman Pub., 1974. Price: \$7.60.

IMMIGRANTS' EXPERIENCE CALS*

One-Half Unit: 10 lessons, 10 submitted; 2 exams.

This course is based on the thesis that all of us in America had ancestors that came here from another country. Our forefathers who flooded into America from 1607 to the present day faced many difficult obstacles in making America what it

*CALS See page 49 for explanation of CALS.



HISTORY
(continued)

is today. This course will examine 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, editor, *Immigration as a Factor in American History*, Prentice-Hall, Inc., 1959. Price: \$2.95.

Mann, editor, *Immigrants in American Life*, Houghton Mifflin Co., 1974. Price: \$3.95.

MEDIEVAL HISTORY CALS*

One-Half Unit: 14 lessons, 4 submitted; 2 exams.

This survey course in Medieval History emphasizes the historical development from the fall of the Roman Empire (about 476 A.D.) to the end of the Middle Ages (about 1500).

Text:

Chambers et al., *The Western Experience, Antiquity of the Middle Ages, Volume I*, Alfred A Knopf, Inc., 1974. Price: \$8.95.

MISSOURI HISTORY

Under development. Let us know if you are interested and we will inform you when it is available.

MODERN HISTORY CALS*

First Half Unit (1789 to 1870's): 14 lessons, 14 submitted; 2 exams.

Second Half Unit (1870's to late 1960's): 12 lessons, 12 submitted; 2 exams.

The half units examine the time period from the French Revolution in 1789 to the late 1960's. It is world-wide in scope and chronological in sequence. The course covers political, social, and economic factors that made up modern history during this period.

Texts for First and Second Half Units:

Hayes, *Modern Times: The French Revolution to the Present*, 1965, Macmillan. Price: \$8.50.

Hanscom, *Voices of the Past: Readings in Modern History*, 1967, Macmillan. Price: \$4.40.

WORLD HISTORY TO 1814 CALS*

One-Half Unit: 20 lessons, 5 submitted; 2 exams.

This course is designed to cover the important events in world history from the beginning of civilization through the Age of Enlightenment.

Text:

Mazour & Peoples, *Men and Nations*, 1975, Harcourt Brace Jovanovich, Inc. Price: \$13.50.

Hertzer & Peoples, *Workbook for use with Men and Nations*, 1975, Harcourt Brace Jovanovich, Inc. Price: \$3.10.

WORLD HISTORY SINCE 1814 CALS*

One-Half Unit: 20 lessons, 5 submitted; 2 exams.

This course is designed to cover the important events in world history from the Age of Enlightenment to the present.

Texts:

Mazour & Peoples, *Men and Nations*, 1975, Harcourt Brace Jovanovich, Inc. Price: \$13.50.

Hertzer & Peoples, *Workbook for use with Men and Nations*, 1975, Harcourt Brace Jovanovich, Inc. Price: \$3.10.

*CALS See page 49 for explanation of CALS.



PERSONAL DEVELOPMENT

IMPROVING STUDY SKILLS

One-Half Unit

Under development. Let us know if you are interested and we will send you information when it is available.

PROJECT SELF-DISCOVERY

One-Half Unit: 10 lessons, 10 submitted, no exam.

In Project Self-Discovery YOU are the topic of discussion; there are no textbooks. You are asked to explore yourself and discover what makes you tick. You will learn more about self-confidence, self-acceptance and the acceptance of others, to recognize and utilize your abilities, to become familiar with the techniques of success and think about your future.

In this course you are urged to write exactly what you feel and think, rather than what you think is expected of you. So be honest and enjoy finding out more about yourself. Because of the nature of the course, no letter grades are given for the lessons submitted. When students successfully complete the project they will receive a grade of "Satisfactory." (For more information see page 70.)

PSYCHOLOGY



PSYCHOLOGY CALS*

First Half Unit: 10 lessons, 4 submitted; 2 exams.

Second Half Unit: 9 lessons, 4 submitted; 2 exams.

An introduction to psychological principles with emphasis on the application to understanding the behavior of people. Topics include: learning and thinking, personality and behavior, heredity and environment, emotional and behavioral disorders, and peer groups and social relationships.

Text for First and Second Half Units:

Engle and Snellgrove, *Psychology*, 6th edition, Harcourt, Brace & World. Price: \$9.75.

PROJECT SELF-DISCOVERY. See Personal Development above.

SOCIOLOGY



SOCIOLOGY

One-Half Unit: 22 lessons, 22 submitted; 2 exams.

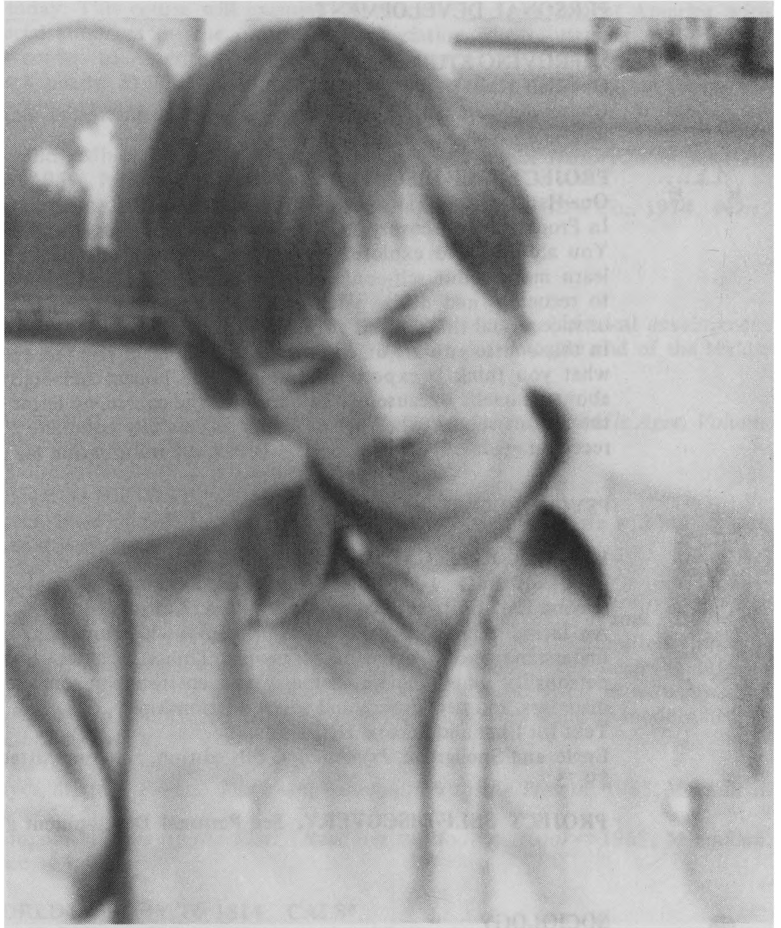
An introduction to the field of sociology. This course aims to: explain sociological concepts, describe the process of socialization, illustrate social interactions, describe the structure and organizations of societies, investigate the nature of change in society, explore social institutions such as the family, and discuss the problems of modern society.

Text:

Landis, *Sociology*, 1975, Ginn & Co. Price: \$10.95.

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

*CALS See page 49 for explanation of CALS.



HIGH SCHOOL STUDENTS TAKE CORRESPONDENCE COURSES TO

graduate from high school early

take a course not offered by their high school

meet state requirements because of change in residence

make up a course not passed originally

get an early start on college courses and receive college credit

continue high school courses although an illness, disability, or handicap kept them at home

receive high school credit for course work while traveling

hold a part-time job and continue to take high school course work for credit

NON-CREDIT COURSES

GENERAL INFORMATION

The Center for Independent Study through Correspondence, University of Missouri offers the following non-credit courses to individuals for personal enjoyment and enrichment. These courses are offered 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. All information requested on the application form should be given, otherwise the enrollment may be delayed.

An application form is attached in the center of this catalog; additional forms may be obtained from the Center for Independent Study or University Extension Centers located throughout the state of Missouri. A separate application form should be used for each course in which a student enrolls.

CONTINUING EDUCATION UNIT (CEU)

Persons enrolled in non-credit courses will, upon request and approval in advance by the academic department from which the course originates, receive one CEU for the equivalent of each 10 contact hours of study. However, when students choose to receive "credit" for a course, they may not receive CEU's in addition. Each non-credit course is listed as a certain number of CEUs. *Requests for CEUs must be accompanied by the student's social security number.*

COURSE FEES

The enrollment fee, and in some cases a non-refundable \$4.00 postage and handling fee, is included in the course description. These fees should accompany the enrollment application. The fees for out-of-state students are the same as for Missouri residents.

All remittances for fees should be made payable to the University of Missouri and mailed along with the application form to the Center for Independent Study through Correspondence, University of Missouri, 514 South Fifth Street, Columbia, MO 65201. *Send money order or check.*

TEXTBOOKS

See *textbooks*, page 9 of this catalog.

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.

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 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. Fee: \$30.00. There is no additional postage and handling fee for this course.

**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 layman 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. No textbooks required. Fee: \$7.00. There is no additional postage and handling fee for this course. Each person completing this course will receive a certificate from 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 be helped to be more understanding, patient, loving, and by all means more involved with our children. This non-credit course is divided into six lessons. No textbooks required. Fee: \$7.00. There is no additional postage and handling fee for this course.

TODAY'S HOMEMAKER (1.3 CEU)

A non-credit course which discusses hints for better home management, home buying, the art of homemaking and money (credit and budgets). This course is divided into 5 lessons. No textbooks required. Fee: \$7.00. There is no additional postage and handling fee for this course.

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 member. No textbooks required. Fee: \$7.00. There is no additional postage and handling fee for this course.

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. Fee: \$7.00. There is no additional postage and handling fee for this course.

**HIGH SCHOOL
EQUIVALENCY
PREPARATION**

PREPARATORY COURSE FOR HIGH SCHOOL EQUIVALENCE EXAMINATION

This course is now under development. Let us know if you are interested and we will send you information when it is available.

**PARKS
&
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. Fee: \$7.00. There is no additional postage and handling fee for this course.

Through Instruction By Correspondence Students Can . . .

1. study at any time in any place.
2. study at their own pace taking as much as 9 months to complete a course.
3. take all the time they need for difficult subject matter.
4. develop self-discipline.
5. Refer to subject matter after they have completed a course.

Independent Study combines the fundamental characteristic of all good teaching -- guidance by a qualified and conscientious instructor -- with the advantage of study at the student's own pace and at the time and place most convenient to him. He has the freedom to linger and explore or to move as rapidly as his ability permits.

As a means of continuing education, independent study helps students gain their immediate objectives and widens their personal horizons. Many students are earning credit to be applied toward a university degree. Others are improving occupational or professional skills. Still others are satisfying an intellectual curiosity that motivates them to seek knowledge for its own sake. We believe you will find independent study an adventure and a rewarding means of achieving increased professional competence and personal growth.

By permission of Independent Study -- University of California

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.

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 Phone: 314-683-6129

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 Highway 50 W.
 California, MO 65018
 Phone: 314-796-3155

MONROE
 307 N. Washington
 Paris, MO 65275
 Phone: 816-327-4158

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 Montgomery City, MO 63361
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 Courthouse
 New Madrid, MO 63869
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RALLS
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 St. Charles MO 63301
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 Clayton, MO 63105
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 Courthouse
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 Memphis, MO 64555
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SHANNON
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 Courthouse Annex
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STONE
 Courthouse
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 Phone: 417-546-2371

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 Houston, MO 65483
 Phone: 417-967-3862

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

WARREN
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 Warrenton, MO 63383
 Phone: 314-456-3444

WASHINGTON
 102 N. Missouri
 Potosi, MO 63944
 Phone: 314-438-2671

WAYNE
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WEBSTER
 109 Federal Bldg.
 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

SPECIAL NOTES

PROJECT SELF-DISCOVERY....

is a ½ unit credit course of particular interest and help to high school students. Several hundred enroll in it each year. It is designed to help students think clearly about themselves.

Dr. Purkey, who developed the course, says “the project is a do-it-yourself kit which will help you to increase your knowledge of what people are like, to advance your general education and to improve your powers of self-understanding and self-expression.” Dr. Purkey’s sub-title for this course is “I am somebody.”

Because of the nature of the responses from the students, no letter grades are given for the exercises 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. See page 63 in the catalog for a course description.

The Course

In this course, you have an opportunity:

- To be honest with yourself
- To learn how to gain self-confidence
- To discover your philosophy of life
- To think about your future
- To learn to communicate with people
- To recognize and utilize your abilities
- To develop the techniques of success

Each of the 10 lessons is comprised of two parts:

- (1) An introduction, which is a personal message, and
- (2) A Self-Discovery Exercise, which asks you to think and give your opinion on things.

SPECIAL NOTES

The University of Missouri offers University Courses for High School Seniors.

For details see pages 12-13 in this catalog.

GROUP ENROLLMENTS IN INDEPENDENT STUDY COURSES:

For the coming year you may want to investigate the possibility of group instruction by correspondence. Several students can study at regularly scheduled sessions and can be assisted by a faculty member who does not have particular skill in teaching the subject matter. In this way, schools can provide courses which they would not normally be able to offer.

This program offers a combination of personal attention and instructional skill. Policies, procedures and costs are the same as for other independent study courses taken by correspondence. Materials are sent from the Center and student responses are sent to the Center for grading and processing.

A typical group independent study course is conducted at St. Pius X High School in Festus, Missouri. The school Principal, Sister Margarita Heisserer, explains:

“The General Drafting course offered here has had enrollments since 1969. At registration time students consider this course in much the same way as any elective which is taught in the regular curriculum. Class size may range from 20 to 35.

The course has proven to be highly successful both in offering students a course not available presently in the on-campus curriculum and in providing a solid foundation for further study in drafting or on-the-job training. St. Pius has a total co-ed enrollment of 475 students and found that not enough students desired drafting to hire a full-time teacher in Industrial Arts. Five years ago when efforts were made to recruit a drafting teacher, no person with a double-teaching major could be located. Hence, we turned to the University of Missouri Correspondence Course, found it worked satisfactorily, and have been continuing with it ever since.”

Turn this page for an

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