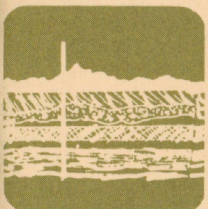
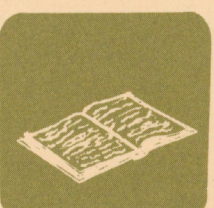
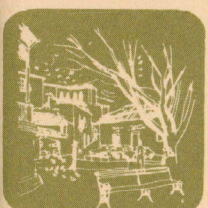
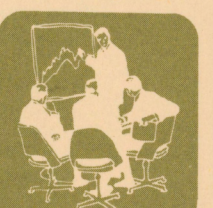
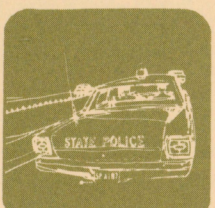
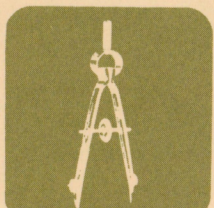
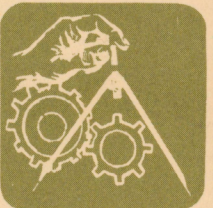
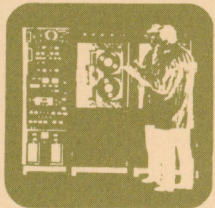
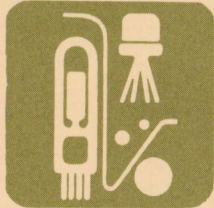


University of Missouri

Columbia . Kansas City . Rolla . St. Louis

CATALOG 1972-1973

INDEPENDENT STUDY through correspondence instruction



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INDEPENDENT STUDY

Through Correspondence Instruction

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.

The instructional staff enjoys the opportunity to work with individuals with diverse educational backgrounds and a wide range of goals. They are ready to give individual attention and guidance.

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

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THE UNIVERSITY OF MISSOURI

EXTENSION ADMINISTRATIVE OFFICERS

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WAYNE L. ATKINS, *Assistant to Vice President*
MARY NELL GREENWOOD, *Director of Extension Programs*
STIRLING KYD, *Director of Public Affairs*

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JOHN F. MCGOWAN, *Dean of Extension*
LEONARD C. DOUGLAS, *Associate Dean*
DONALD W. FANCHER, *Assistant Dean*
JAMES E. HOLLAND, *Assistant Dean*



COLUMBIA

Kansas City

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WALTER B. WRIGHT, *Dean of Continuing Education and Extension*
GEORGE E. SPEAR, *Associate Dean of Continuing Education and Extension*
JANE B. BERRY, *Assistant Dean of Continuing Education and Extension*



KANSAS CITY

Rolla

MERL BAKER, *Chancellor*
G. EDWIN LOREY, *Dean of Extension and Continuing Education*
STEPHEN A. DOUGLASS, *Assistant Dean of Extension and Continuing Education*



ROLLA

St. Louis

GLEN R. DRISCOLL, *Chancellor*
VIRGIL N. SAPP, *Dean of Extension*
CLIVE C. VERI, *Assistant Dean of Extension*



ST. LOUIS

INDEPENDENT STUDY DEPARTMENT

DOIL F. FELTS, *Director*
C. ALEX PHILLIPS, *Associate Director*
JOHN L. WHIPPLE, *Coordinator of Student Services*
JAMES C. OREY, JR., *Assistant Supervisor of Instruction*
ROGER D. OLSON, *Coordinator of Publications*

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

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 Independent Study Department of the University Extension Division is the administrative vehicle through which this is accomplished.

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

UNIVERSITY COURSES

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

HIGH SCHOOL COURSES

A complete 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 faculty member of the University 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 Independent Study Department does not award high school diplomas. If a student wishes to apply independent

study credit toward a high school diploma, he must first obtain approval from the high school principal of the school which will award the diploma.

NON-CREDIT COURSES

A wide variety of non-credit courses are available through Independent Study. For further information refer to the non-credit course section of this bulletin.

NATIONAL UNIVERSITY EXTENSION ASSOCIATION

The Independent Study Department 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 bulletin 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 \$.75 from the National University Extension Association, One Dupont Circle, Washington, D.C. 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. All information requested on the application form should be given, otherwise the enrollment may be delayed.

An application form is attached in the back of this bulletin; additional forms may be obtained from the Independent Study Department or University Extension Centers located throughout the state of Missouri. A listing of University Extension Centers is located in the back of this bulletin.

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.

Enrollment in the Independent Study Department does not constitute admission to the University of Missouri. The Independent Study Department reserves the right to change instructors, discontinue courses, or to adjust fees listed in this bulletin 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: G.E.D., C.L.E.P., A.C.T. or S.A.T.

High school seniors may be eligible for a number of basic university courses; see the section entitled *University Courses for High School Seniors*.

Students may enroll at any time during the year. Students with a full residence load at either the University of Missouri or any other school are not allowed to either begin or to continue independent study work except by special permission from their Dean. Students are held responsible for any loss of credit from non-compliance.

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 he plans 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.

Students may not work on both first- and second-half units of a course at the same time.

High school seniors may be eligible for a number of basic university courses; see the section entitled *University Courses for High School Seniors*.

COURSE FEES

The *enrollment fee* for a **university** independent study course is \$17.00 per semester hour credit. The *enrollment fee* for a **high school** independent study course is \$20.00 per one-half unit credit; one-half unit credit equals one-half year in a high school course.

In addition, a non-refundable \$3.00 first class *postage and handling fee* is charged **per course** for the forwarding of study materials and the return of lessons submitted for evaluation. If the student requests that the study materials and returned lessons be sent to him by *air mail*, add *one* of the following *additional postage fees*: (1) a non-refundable air mail postage fee of \$5.00 for a United States, Canada, Mexico, APO, or FPO address; or (2) a non-refundable overseas air mail postage fee of \$12.00.

Thus, the fees for a university three-hour course are \$54.00 (\$51 + \$3); or for a high school course are \$23.00 (\$20 + \$3). If the student requests air mail to a USA, Canada, Mexico, APO, or FPO address, the fees for a university three-hour course are \$59.00 (\$51 + \$3 + \$5); or for a high school course are \$28.00 (\$20 + \$3 + \$5). For air mail to overseas addresses, the fees for a university three-hour course are \$66.00 (\$51 + \$3 + \$12); or for a high school course are \$35.00 (\$20 + \$3 + \$12).

The correct enrollment fee plus the appropriate postage and handling fee must accompany the application for enrollment. 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 Independent Study Department, University of Missouri, Whitten Hall, Columbia, Missouri 65201. *Send money order or check.* Do not send currency because it may be lost in the mail and the University cannot be held responsible. No postdated checks will be accepted.

TEXTBOOKS

The Independent Study Department does not furnish or sell textbooks. As will be explained in each course syllabus sent to students, textbooks are available from the University Book Store, Brady Commons, University of Missouri-Columbia, Columbia, Missouri 65201. A book-order form will be supplied in each course syllabus. Orders should be placed directly with the bookstore and not sent to the Independent Study Department.

REFERENCE MATERIALS

Some courses require supplementary reference materials which are available from the Independent Study Department for a rental fee of \$1.00 per book, plus a \$5.00 deposit for materials rented. The deposit will be refunded when all materials are returned in satisfactory condition.

See course listings for those courses which require reference materials. Information on how to obtain the reference materials is included in the course syllabus.

AUDIO-VISUAL MATERIALS

An increasing number of courses utilize records, cassette tapes and/or color slides to provide appropriate learning experiences. For students enrolled in these courses who do not have access to a cassette tape player or slide projector, the Independent Study Department has a limited number of these items for student use. Directions for renting this equipment will be found in the course syllabus.

Cassette tapes and color slides may be ordered without the tape player and/or

projector to save the student return postage and insurance fees. See course listings for those courses which utilize audio-visual materials. Information on how to order audio-visual materials is included in the course syllabus.

Certain high school science courses require laboratory material kits; see course listings for further information.

Audio-Visual equipment will not be mailed to addresses outside the U.S.A.

REFUNDS

Students finding it necessary to withdraw from credit independent study courses may be refunded a part of the fee which they have paid under the following terms:

<i>Withdrawing during:</i>	<i>Per Cent Refund</i>
First Month	70%
Second Month	50%
Third Month	20%
After Third Month	No Refund

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 the request for withdrawal is received by the Independent Study Department. The postage and handling fee is not refundable after the course study materials have been sent to the student. 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 in which the credit will be used. No refunds can be made on the basis of the inapplicability of credit.

TRANSFERS

Enrollment may be transferred from one credit course to another credit course. A transfer fee of \$5.00 is charged to cover the cost of transfer. It is also necessary to pay \$1.50 each for grading the lessons and examinations submitted in the original course. Transfer must be made before the 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.

MILITARY PROGRAMS

United States Armed Forces Institute

The University of Missouri through its Independent Study Department has a contract with the U. S. Armed Forces Institute by which independent study courses are available to military personnel on active duty. Service personnel interested in enrolling in an independent study course offered by the University of Missouri should contact their Education Officer or Commanding Officer for further information.

Veterans

All of the courses for credit listed in this bulletin are approved for eligible persons or veterans under the provisions of the Veterans' Readjustment Benefits Act of 1966. Eligible persons, however, must obtain prior approval from the Veterans' Administration before an enrollment can be processed under the provisions of this Act.

The course fees for students enrolled under this provision of the Act are reimbursed as the students progress with their studies. *However, the course fees in full must accompany all enrollment applications.*

UNIVERSITY COURSES FOR HIGH SCHOOL SENIORS

Enrollment in basic university courses is open to eligible high school seniors 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.

Eligibility

To be eligible for this program a high school student must have completed his junior year; he must rank in the upper

one-third of his class; he must be capable of performing university-level work; and the correspondence course work should not interfere with his regular high school program.

The 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 application by endorsing the back of the application form.

No 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.

Available University Courses

Each student should check the course descriptions to be certain that the desired course will meet his educational needs. Course prerequisites, if any, must be met.

Anthropology

- 10 General Anthropology

Business Administration

- 36 Elementary Accounting I

Classical Studies

- 1 Elementary Latin I
- 2 Elementary Latin II
- 60 Classical Mythology

Community Health

- 25 Community Health

Engineering Graphics

- 10 Engineering Drawing and Descriptive Geometry
- 12 Descriptive Geometry

English

- 1 Composition

Geology

- 51 Physical Geology

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

History

- 1 Early Western Civilization
- 2 Later Western Civilization
- 20 American History

Languages

- 1 Elementary French I
- 2 Elementary French II
- 1 Elementary German I
- 2 Elementary German II
- 1 Elementary Spanish I
- 2 Elementary Spanish II

Music

- 21 Theory (Written) I

Mathematics

- 9 Trigonometry
- 10 College Algebra
- 76 Plane Analytic Geometry
- 80 Analytic Geometry and Calculus I
- 81 Calculus I

Philosophy

- 1 Elementary Logic
- 5 Introduction to Philosophy

Political Science

- 1 American Government
- 55 International Relations

Psychology

- 1 General Psychology

Rural Sociology

- 1 Rural Sociology

Social and Community Services

- 10 Introduction to Recreation

Sociology

- 1 General Sociology



STUDY PROCEDURES AND REGULATIONS

After enrollment, the student is sent the syllabus for his course. The syllabus is his study-guide and contains reading material supplementary to the required texts and a number of lesson assignments. Each assignment is to be completed and mailed to the Independent Study Department where it will be routed to the instructor for evaluation. Each corrected assignment is then returned to the student for his review and guidance in preparing succeeding assignments. As a general rule, a maximum of six lessons may be sub-

mitted to the Independent Study Department in any one week.

Each student is required to do his own work. Any student who is found to be dishonest in any manner in the preparation of his lessons or examinations will be dropped from the course and given a failing grade.

EXAMINATIONS

All independent study courses taken for credit require examinations. Our records must show all required lessons received, graded, and returned before a student may take 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. Information regarding examinations is included in the appropriate place in the course syllabus.

Examinations must be scheduled in accordance with the following regulations:

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. (A listing of University Extension Centers is located in back of this bulletin.) High School students may also take examinations under the supervision of a high school principal, counselor, or superintendent of schools.

STUDENTS LIVING OUTSIDE OF 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 Independent Study Department can provide no compensation to the person supervising the examination.

MILITARY PERSONNEL, in addition to the above, may write examinations under the supervision of their education officer, their commanding officer, or an acceptable officer appointed by their commanding officer.

All reference books, tapes, slides and/or audio-visual equipment borrowed from the Independent Study Department must be returned before course grade and credit will be reported to the Director of Admissions, University of Missouri-Columbia.

Attention to the above regulations will save considerable delay in scheduling an examination.

GRADES

The *A, B, C, D, F* system of grading is used. All grades become final when filed by Independent Study 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.

TRANSCRIPTS

When a course is completed and all rented reference material, if any, is returned to the Independent Study Department, a notice of the final grade and credit awarded is sent to the Director of Admissions, University of Missouri-Columbia. The Director issues a Grade Report which will be sent to the student.

Requests for official transcripts (\$1.00 each) and/or unofficial transcripts (50¢ each) should be sent with the correct fee to Director of Admissions, 130 Jesse Hall, University of Missouri-Columbia, Columbia, Missouri 65201. Clearly indicate the address(es) to which the transcript(s) is to be sent.

A letter verifying that course work is in progress may be supplied upon submission of a signed request to the Independent Study Department.

TRANSFER OF CREDIT

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

Transfer of credit from the Office of the Director of Admissions at the University of Missouri-Columbia is accomplished as follows:

1. The student's Grade Report, which is issued by the UMC Director of Admissions at no charge to the student, *may be* sufficient evidence of credit and grade earned (it is not an official transcript); or
2. Upon written request, an Official Transcript will be sent to the University of Missouri at Kansas City, Rolla, or St. Louis, at no charge to the student; or
3. All Official and/or Unofficial Transcripts sent to any other address will be subject to transcript request procedures and fees as follows: Requests for official transcripts (\$1.00 each) and/or unofficial transcripts (50¢ each) should be sent with the correct fee, to Director of Admissions, 130 Jesse Hall, University of Missouri-Columbia, Columbia, Missouri 65201. Clearly indicate the address(es) to which the transcript(s) is to be sent.

TIME LIMITS

Time necessary for an individual to complete a course will vary with the amount of study time available, motivation level of the student, and various other personal circumstances. Generally, a student should not expect to complete an independent study course in *less* than eight weeks from date of enrollment. This provides the instructor and student ample time to effectively interact.

One year is allowed for the completion of an independent study course without the payment of an additional fee. A six-month extension will be granted upon request and payment of a \$5.00 fee prior to the date of enrollment expiration. Upon the payment of an additional \$7.50, another six-month extension will be granted, making two years the maximum time allowed for the completion of any course. When a course is not completed by the date of expiration, the enrollment is can-

celled and a grade of "Excused" is reported to the Director of Admissions, University of Missouri-Columbia.

HEARER

A student may enroll as a "Hearer." He is required to submit the written assignments for the course, but does 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.

REPEAT COURSES

A student who fails to make a passing grade in an independent study course may repeat the course by re-enrolling 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.



STUDENT SERVICES

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

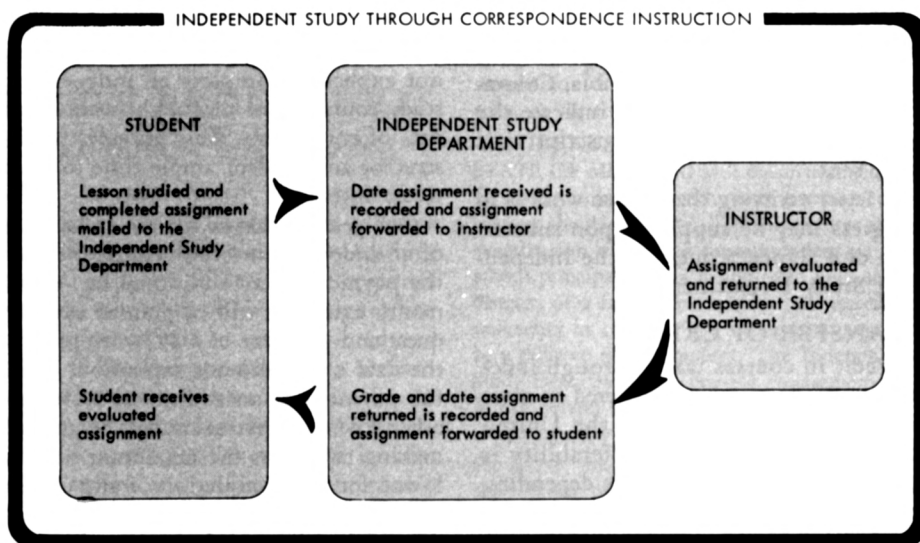
Any questions concerning course content or assignments, fees, renewals, reference material rentals, refunds, etc., should always include the exact title and number of the course in which the student is interested. Such correspondence should be sent to the Coordinator of Student Services, Independent Study Department.

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 students with any problems they may have in their work.

STUDY SUGGESTIONS

An Independent Study course is an investment of energy, time, and money. The following are some study suggestions which can help make independent study an effective and successful learning experience. Learning requires effort and involvement, students should:

1. Set aside enough time for study periods so that they can become thoroughly involved. They should begin work as soon as possible.



- Schedule regular study periods and set definite dates to complete each lesson; try not to postpone study periods or lesson completion dates.
- Find a quiet, comfortable place to study where they can concentrate and not be interrupted.
- Be sure they understand the objectives and expectations of each assignment, and then work to the best of their ability.
- Master subject concepts and new vocabulary.
- Read the instructor's comments on graded lessons returned to them, and carefully follow the suggestions offered when studying subsequent lessons.
- Review carefully for each examination.

that all work, including examinations, will be completed *at least three weeks prior to the time the report of credit is needed.*

The Independent Study Department offices are 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.

To help students anticipate potential delays in the return of submitted lessons, the white blocks in the following calendars indicate the approximate days when the University of Missouri is *not* in session.

COMPLETION DEADLINES

Students desiring to use independent study credit toward graduation or certification requirements should plan ahead so

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UNIVERSITY CREDIT



UNDERGRADUATE

Degrees from the University of Missouri cannot be earned entirely through Independent Study. Generally, a student may earn up to 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 the 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.)

The student is advised, however, to make sure that the courses which he takes are normally included in the degree program which he is pursuing or plans to pursue. Furthermore, special permission must normally be secured to count any credit earned through independent study in the last 24 hours of his degree program.

Detailed information concerning courses required for the various degrees and resident requirements can be obtained from the bulletins issued by each division offering degrees.

GRADUATE

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 from their adviser approval in advance to 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.

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

Students desiring to enroll in courses for graduate credit must forward an official transcript (with embossed seal and official signature) to the Independent Study Department showing that they have a Bachelor's degree from an accredited institution.

Independent Study courses may not be used as part of the residence 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 Independent Study Department. Students may enroll at any time during the year. If you have a need for this type of course, consult your adviser or contact the Independent Study Department.

TEACHING CERTIFICATE

Individuals who have not met State Teaching Certificate requirements can earn, through independent study and/or extension classes, college credit which may apply toward meeting certification requirements. Such courses must be accept-

able to the student's "home-base" college.

Out-of-State Teachers interested in credit toward a certificate from their state should write to their own State Department of Education to make sure that the course or courses they desire will fulfill that state's 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. The table below shows the relative values of semester and quarter hours:

SEMESTER HOURS	QUARTER HOURS
1	1 ½
2	3
3	4 ½
4	6
5	7 ½

COURSE NUMBER SYSTEM

Each university course listed in this bulletin 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

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 restriction 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.

Rolla Campus

- 0 to 99, courses normally taken by freshmen and sophomores.
- 100 to 199, courses normally taken by undergraduate.
- 200 to 299, upperclass and restricted graduate courses. Courses so numbered are normally included in an undergraduate curriculum and therefore do not give graduate credit for students majoring in the curriculum in which the course is required.
- 300 to 399, undergraduate and graduate courses. Not restricted as to the major subject of the student.
- 400 to 499, graduate courses and research.

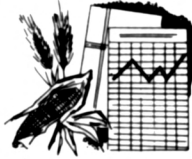
St. Louis Campus

Same numbering system as the Columbia Campus.

Description of Courses—University Subjects

ACCOUNTANCY

(See Business Administration)



AGRICULTURE

Agricultural Economics

220 GENERAL AGRICULTURAL MARKETING (3) UMC.

An analysis of farm products marketing system from the industry and firm point of view. Prerequisite: 5 hours Economics.

Agricultural Engineering

103 ELEMENTARY FARM BUILDINGS (3) UMC.

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

Entomology

1 APPLIED ENTOMOLOGY (3) UMC.

Introduction to general field of economic entomology; emphasizes recognition of destructive forms, general principles of insect control. Designed primarily for students in agriculture, vocational agriculture, extension service, and pest control.

2 NATURE STUDY I (3) UMC.

This course is designed especially for teachers of nature study and others interested in biology. It deals with the more interesting and familiar groups of the animal kingdom, in which insects naturally play an important role.

3 NATURE STUDY II (2) UMC.

This course is a continuation of Entomology 2, with the emphasis on plants, but either of the two courses may be taken independently of the other.

109 BEEKEEPING (2) UMC.

This course covers the entire field of beekeeping. It includes a study of such practical work as hiving swarms, moving bees, extracting honey, packing bees for the winter, rearing queens, and the like. It also covers the more technical questions of external and internal anatomy, brood rearing, reproduction, and the like. One or more colonies of bees should be available for use with the practical work. *Reference Materials rental charge for this course is \$6.00 (1 book), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

Horticulture

1 GENERAL HORTICULTURE (3) UMC.

This course deals primarily with the principles of horticulture as applied to commercial fruit, vege-

table, nut, floriculture and ornamental nursery plant production enterprises. However, the development of the home landscape plan, the arrangement of landscape plants, the care of plants in the home, the home vegetable garden and the home orchard are considered.

60 FLOWERS AND PLANTS FOR INTERIOR DECORATION (1, 2 or 3) UMC.

Flower care and arrangements. Application of design principles to floral arrangements for all occasions; interior decoration with plants. *(Course supplemented with cassette tapes and color slides.)*

144 VEGETABLE GARDENING (3) UMC.

A thorough study is made of vegetable gardening, planning the home garden, values of the home garden, the culture of vegetable crops in general with regard to soils and soil preparation, manures, commercial fertilizers, seeds and seed growing, cultivation, and the control of insects and disease. A detailed study of each individual crop is made. There is sufficient technical information in this course to make it invaluable for the trained scientist, while the work is practical for the grower as well.

333 SMALL-FRUIT CULTURE (3) UMC.

The course includes the planting, varieties, culture, harvesting and handling of grapes, strawberries, brambles, currants, gooseberries, blueberries and cranberries. A thorough study of each individual crop is made and it should prove interesting and profitable to both students and practical growers.

Poultry Husbandry

1 POULTRY PRODUCTION (3) UMC.

A study of the art and science of poultry raising, breeds and classes, breeding, incubation, brooding, housing, nutrition, common diseases, marketing and the business of poultry-keeping.



ANTHROPOLOGY

10 GENERAL ANTHROPOLOGY (3) UMC.

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.

143 MUSEUM METHODS I (3) UMC.

Introduction to museum techniques of handling and preservation of collections, exhibit design and evaluation; role of the anthropological museum. *(Course supplemented with cassette tapes and color slides.)*

153 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3) UMC.

Study of the development of culture; emphasis on the constant and variable factors at different levels

of complexity, processes of contact between cultures and cultural determinations of individual behavior. Prerequisite: Anthropology 10 or consent of instructor.

326 **ADVANCED CULTURAL ANTHROPOLOGY (3) UMC.**

The nature of culture. Critical examination of varying uses made of the concept of culture by social scientists; implication of these concepts for anthropological method and theory. Prerequisite: Anthropology 153 or consent of instructor.



BUSINESS ADMINISTRATION

Accountancy

36 **ELEMENTARY ACCOUNTING I (3) UMC.**
Fundamental principles of accounting, their application. Analysis of balance sheet, income statement.

37 **ELEMENTARY ACCOUNTING II (3) UMC.**
Continuation of study of accounting principles, procedures; emphasis on accounts of corporations. Prerequisite: Accounting 36 or equivalent.

217 **INTERMEDIATE ACCOUNTING (3) UMC.**
Financial statements of a going enterprise; organization and interpretation; classification, determination of contents and values of accounts. Prerequisite: Accounting 37 or equivalent.

321 **COST ACCOUNTING (3) UMC.**
Technique of accounting control as applied to industrial enterprise. Historical and critical appraisal of product, process cost systems, standard costs. Prerequisite: Accounting 217 or equivalent.

Economics

51 **GENERAL ECONOMICS (5) UMC.**
Introduction to subject of economics; emphasizes certain fundamental principles, their application to questions of policy. Prerequisite: at least sophomore standing or consent of instructor.

229 **MONEY AND BANKING (3) UMC.**
American monetary and banking systems, their influence upon economic activities. Prerequisite: Economics 51 or equivalent.

317 **SOCIAL INSURANCE (2) UMC.**
Social insurance in present day society; its role in mitigating the economic losses from unemployment, disability, accidents, retirement, and death. Evaluation of the American Social Security system, including selected supplementary programs. Prerequisite: Economics 51 or equivalent.

Finance

333 **INVESTMENTS (3) UMC.**
The investment area, media, institutional aids,

formulation of broad personal investment programs. Prerequisite: a course in Corporation Finance or equivalent business experience.

(Also see Math 155, THE MATHEMATICS OF FINANCE)

Marketing

204 **PRINCIPLES OF MARKETING (3) UMC.**
Institutions, processes, problems involved in transferring goods from producer to consumers; emphasis on economic and social aspects. Prerequisite: Economics 51 or equivalent.



CLASSICAL STUDIES

Courses Requiring No Knowledge of Latin or Greek

60 **CLASSICAL MYTHOLOGY (2) UMC.**
This course involves a study of the myths as they are represented in literature and to a lesser extent in Greek and Roman art. The reading of a number of classical authors in translation will be required.

226 **GREEK AND ROMAN DRAMA (3) UMC.**
Reading and interpretation of Greek and Roman tragedies and comedies in translation. Prerequisite: at least sophomore standing.

Latin

1 **ELEMENTARY LATIN I (5) UMC.**
Forms, grammar, syntax. *In this course the student will receive thorough training in the essentials of Latin grammar with practice in translating sentences from Latin into English and from English into Latin. The course is designed to survey all of the basic Latin constructions.*

2 **ELEMENTARY LATIN II (5) UMC.**
Readings in Latin prose. Prerequisite: Two years high school Latin or Latin I or equivalent. *The material in this course includes a selection of passages from Cicero's Orations intended to give the student practice in translating Latin. It also contains a number of exercises in Latin compositions which are designed to give the student a review of Latin grammar and syntax.*

105 **LATIN READING (3) UMC.**
Readings in Vergil. Prerequisite: Latin 2 or equivalent. *The student will translate selected passages from the first six books of Vergil's Aeneid; study the figures of speech and the characteristics of poetical language in Latin; and secure practice in understanding the scansion of the Aeneid.*

311 **CICERO: THE HUMANIST AND PHILOSOPHER (3) UMC.**
Selected readings from Cicero's philosophical and rhetorical writings. Prerequisite: 2 years of Classi-

cal Latin or equivalent. *This course involves the translation of large portions of the two essays, De Amicitia and De Senectute, and a brief survey of the life and literary work of Cicero.*



COMMUNITY HEALTH AND MEDICAL PRACTICE

25 COMMUNITY HEALTH (2) UMC.

Consideration of the health of the school child as an individual and a member of school society with information on resources available to the educator. *This course will satisfy the Health requirement of the college of education.*

COMPUTER SCIENCE

(See Math Sciences)

ECONOMICS

(See Business Administration)



EDUCATION

(A) Educational Psychology

A102 EDUCATIONAL PSYCHOLOGY (2½ or 3) UMC.

A general elementary course designed to acquaint the student with the scientific psychological principles underlying education. Prerequisite: at least second semester sophomore standing.

(B) History and Philosophy of Education

B125 HISTORY OF AMERICAN EDUCATION (3) UMC.

A comprehensive study of the historical development of American education to give better understanding and appreciation of present educational problems. Prerequisite: a college course in American History and consent of instructor. *Reference Materials rental charge for this course is \$6.00 (1 book), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

(C) Educational Administration

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

Problems of effective methods of school organization, administration, and management from the

standpoint of teachers in secondary schools. Prerequisite: Education A102 or equivalent.

C411 SCHOOL ORGANIZATION AND ADMINISTRATION FOR ELEMENTARY TEACHERS (2) UMC.

Major problems of school organization, administration, and management from the viewpoint of the elementary school teacher. Prerequisite: Education A102 or equivalent.

C411 STATE AND NATIONAL SCHOOL ADMINISTRATION (2½ or 3) UMC.

A fundamental course in the principles and practices of national, state, and county educational administration. *Reference Materials rental charge for this course is \$6.00 (1 book), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

(D) Secondary Education

D115 TEACHING ART IN SECONDARY SCHOOLS (2) UMC.

Philosophy of art education. Consideration of classroom techniques employed in teaching secondary school art. Prerequisite: 3 hour course in Art or equivalent.

(Also see Journalism 380, HIGH SCHOOL JOURNALISM)

D150 SPECIAL READINGS (1-3) UMC. Directed study of literature and research reports in secondary education.

D315 TEACHING OF PHYSICS IN THE SECONDARY SCHOOL (4) UMC.

A basic course for the preparation of future high school teachers for teaching physics and for raising level of professional competency for practicing high school teachers. Prerequisites: Education A102 or equivalent and one year of college physics.

D400 PROBLEMS IN SECONDARY EDUCATION (Credit to be arranged) UMC.

This course will afford an opportunity to study field problems in Secondary Education under the direction of a member of the University staff. It will involve several conferences during the semester. *Open only to students who are working towards a Master's degree at the University of Missouri-Columbia, and then only in the field of their specialization, with prior approval of their adviser.*

(E) Elementary Education

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

Consideration of the vital role of art activities and creative experiences in the growth and development of children. Prerequisite: Upperclass standing. *Reference Materials rental charge for this course is \$8.00 (3 books), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

E150 SPECIAL READINGS (1-3) UMC. Directed study of literature and research reports in elementary education.

E167 **MATHEMATICS IN THE ELEMENTARY SCHOOL** (2) UMC.

Materials and techniques used in the elementary school to develop mathematical concepts and skills.

E360 **ELEMENTARY SCHOOL CURRICULUM** (2) UMC.

A study is made of the modern elementary school curriculum from the point of view of objectives, methods, and materials, with suggestions regarding its practical reorganization. Prerequisites: Techniques of Teaching and Education A102 or equivalent. *Reference materials rental charge for this course is \$8.00 (3 books), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

E400 **PROBLEMS** (Credit to be arranged) UMC.

This course will consist of special research problems worked out in this field under the personal direction of the members of the faculty of the College of Education. It will usually be necessary for students doing work of this type to come to the University at least two or three times during the semester for conferences. *Open only to students who are working towards a master's degree at the University of Missouri-Columbia, and then only in the field of their specialization, with prior approval of their adviser.*

(H) Health and Physical Education

H65 **ELEMENTS OF HEALTH EDUCATION** (2) UMC.

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.*

H199 **ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION PROGRAMS** (3) UMC.

Introductory course on problems, methods of organization in use of facilities, scheduling of activities, budget, personnel, purchase and care of equipment, in the area of physical education programs, health programs, recreation programs, outdoor education, and camping programs.

140 **CAMP LEADERSHIP** (2) UMC.

(Same as Recreation and Park Administration 140.) Camp history, standards, trends, programs, behavior problems. Practical application of outdoor cooking, camp craft.

151 **COMMUNITY RECREATION** (3) UMC.

(Same as Recreation and Park Administration 151.) Survey of recreation: history, leadership, facilities, program and administration.

(L) Special Education

L101 **SURVEY OF SPECIAL EDUCATION** (2) UMC.

Historical orientation, prevalence of problems, current concepts, and educational programming in special education. Prerequisite: an introductory course in Education or consent of instructor. *Reference Materials rental charge for this course is \$8.00 (3*

books), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.

(R) Educational Research and Statistics

R370 **EDUCATIONAL STATISTICS I** (2½ or 3) UMC.

Introduction to statistical techniques employed in Education, including descriptive statistics, correlation, simple regression and hypothesis testing.

R400 **PROBLEMS IN EDUCATIONAL ADMINISTRATION** (Credit to be arranged) UMC.

This course will consist of special research problems worked out in this field under the personal direction of the members of the faculty of the College of Education. It will usually be necessary for students doing work of this type to come to the University at least two or three times during the semester for conferences. *Open only to students who are working towards a master's degree at the University of Missouri-Columbia, and then only in the field of their specialization, with prior approval of their adviser.*

ENGINEERING



Engineering Graphics

10 **ENGINEERING DRAWING AND DESCRIPTIVE GEOMETRY** (3) UMR.

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 drawing equipment and supplies such as a drawing set, 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 to \$35, depending on the size and quality of the drawing set purchased.

12 **DESCRIPTIVE GEOMETRY** (1) UMR.

Orthographic projection of points, lines, planes and solids. Many problems of practical application to mining, engineering, and geology are given the students. Basic drawing equipment required. See *italicized* paragraph following above course description.

Engineering Mechanics

4 **INTRODUCTION TO ENGINEERING COMPUTER PROGRAMMING** (1) UMC.

An introduction to engineering problems solved with digital computers. Primarily for freshmen engineering students; others by consent. Prerequisite: at least three units of high school mathematics.

50 STATICS (3) UMR.

Application of the principles of mechanics to engineering problems of equilibrium. Topics include resultants, equilibrium, friction, trusses, centroids and centers of mass and moment of inertia. Prerequisite: at least one semester of classical college physics, and preceded or accompanied by Math 201 or equivalent.

(When enrolling in this course, please enclose an additional \$5.00 for two textbooks which will be supplied with the course syllabus. They are the University of Missouri-Rolla publications, *An Individualized Approach to the Study of Statics*, Study Guide and Reference Manual.)

99 ENGINEERING THERMODYNAMICS I (3) UMC.

Fluid properties, work and heat, first law, second law, entropy, applications to vapor and ideal gas processes. Prerequisite: 3 hours of calculus-based college physics and Math 175 or equivalent.

110 MECHANICS OF MATERIALS (3) UMR.

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. Prerequisite: Engineering Mechanics 50 and Math 201 or equivalent.

150 DYNAMICS (2) UMR.

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: Engineering Mechanics 50 and Math 201 or equivalent.

230 THERMODYNAMICS OF GAS FLOW (3) UMC.

The study of one-dimensional isentropic compressible flow and shock phenomena in nozzles and diffusers. Isothermal, adiabatic, and diabatic compressible flow in constant area ducts. Topics from flow measurement, propulsion, and an introduction to the two-dimensional flow. Prerequisite: Engineering Thermodynamics II and Math 301 or equivalent.

Also see Physics 314, MECHANICS



ENGLISH

1 COMPOSITION (3) UMC.

Theory and practice of composition.

50 NARRATION (3) UMC.

An introductory course in creative writing, chiefly the writing and rewriting of original short stories, together with the reading and analysis of a considerable number of well-known stories. It aims to develop the student's story writing talent and to stimulate his appreciation of good fiction. Prerequisite: English 1 or equivalent, and any one course in literature.

60 EXPOSITION (3) UMC.

Theory and practice of expository writing. Prerequisites: English 1 or equivalent and at least second semester sophomore standing.

12 LITERARY TYPES (3) UMSL.

An introduction to the various literary types including fiction, poetry, and drama.

30 ENGLISH LIFE AND LITERATURE (3) UMC.

General survey of English literature: Old English period through the eighteenth century. Prerequisite: English 1 or equivalent and at least sophomore standing.

40 ENGLISH LIFE AND LITERATURE (3) UMC.

General survey of English literature: The nineteenth and twentieth centuries. Prerequisite: English 1 or equivalent and at least sophomore standing.

104 AFRO-AMERICAN LITERATURE (2) UMC.

A survey of the essays, poetry, fiction, and autobiographies written by the American Negro since the Civil War.

135 INTRODUCTION TO SHAKESPEARE (3) UMC.

Shakespeare's life and the background of his era; a reading of thirteen of his major plays, histories, comedies, and tragedies, representing all phases of his development, and including *Hamlet*, *King Lear*, and *MacBeth*. (Course supplemented with cassette tapes and color slides.)

175 AMERICAN LITERATURE (3) UMC.

General survey of American Literature; emphasizes major figures. Prerequisite: English 1 or equivalent and at least sophomore standing.

368 THE NINETEENTH CENTURY ENGLISH NOVEL (3) UMC.

A study of nine representative British novelists, 1800 to 1900. Austen, Scott, the Brontës, Dickens, Thackeray, Trollope, Eliot, and Hardy are included. Prerequisites: English 30 and 40 or their equivalent.

375 AMERICAN ROMANTICISM (3) UMC.

American literature of early nineteenth century; emphasis on major figures: Emerson, Thoreau, Hawthorne, Melville, Poe. Prerequisites: English 30 and 40 or their equivalent.

377 THE NINETEENTH CENTURY AMERICAN NOVEL (3) UMC.

Intensive study of seven major nineteenth century American novelists: Hawthorne, Melville, Mark Twain, Howells, Henry James, Crane, and Frank Norris. For majors in English and English Education and for eligible graduate students.

378 THE RISE OF REALISM (3) UMC.

American literature from Civil War to 1900; emphasis on major figures: Mark Twain, Howells, Henry James, Emily Dickinson, Whitman. Prerequisites: English 30 and 40 or their equivalent. *Reference Materials rental charge for this course is \$6.00 (1 book), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

COURSE FEES

16. ENROLLMENT FEE (enter amount in appropriate box below)

HIGH SCHOOL

@ \$20.00 per half unit credit

UNIVERSITY

@ \$17.00 per semester hour credit; course credit _____ x \$17.00 =

NON-CREDIT

@ Enrollment fee as indicated in course listing

17. POSTAGE AND HANDLING FEE

First Class mailing to USA, Canada, Mexico and APO or FPO addresses

If you want the study materials and evaluated lessons sent to you by Air Mail, add one of the following additional postage fees.

1) Air Mail to USA, Canada, Mexico, APO or FPO addresses: add \$5.00

2) Overseas Air Mail: add \$12.00

18. TOTAL FEE: Add (16) and (17) above

FOR OFFICE USE ONLY	
Date	Clerk

PLEASE MAIL ENROLLMENT FEE WITH COMPLETED APPLICATION FORM

student's signature

Course Fees may be paid by CHECK or MONEY ORDER made payable to "University of Missouri" and mailed with this completed application form to:

Independent Study Department
 Extension Division
 Whitten Hall
 University of Missouri
 Columbia, Missouri 65201

PLEASE REMEMBER

- *Verification of the applicability of credit toward any educational goal is the responsibility of the student.
- *It is understood that the Independent Study Department 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 Bulletin.

STUDENTS ENROLLING FOR CREDIT

Verification of the applicability of credit toward any educational goal is the responsibility of the student. Please have the appropriate individual, whether High School Principal, College Dean, or Graduate Advisor, endorse the appropriate section below, indicating his approval to take the desired course for credit.

APPLICATION FOR AN INDEPENDENT STUDY COURSE

Independent Study



University of Missouri
COLUMBIA · KANSAS CITY · ROLLA · ST. LOUIS
EXTENSION DIVISION

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.

1. UMC I.D. # If you have a University of Missouri-Columbia Student I.D. #, write it here. Date _____ Your Telephone # _____

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

3. Single Married Your Date of Birth

Month	Day	Year

 Occupation _____

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? Resident Independent Study Extension Teaching
 (B) Under what name were you last enrolled? Name: _____

5. Mailing Address City State Zip Code County

6. Alternate Address County State

Off. OFFICE USE ONLY

County State OFFICE USE ONLY

COURSE FEES

16. ENROLLMENT FEE (enter amount in appropriate box below)

HIGH SCHOOL	
@ \$20.00 per half unit credit	
UNIVERSITY	
@ \$17.00 per semester hour credit; course credit _____ x \$17.00 =	
NON-CREDIT	
@ Enrollment fee as indicated in course listing	
7. POSTAGE AND HANDLING FEE	\$3.00
First Class mailing to USA, Canada, Mexico and APO or FPO addresses	
If you want the study materials and evaluated lessons sent to you by Air Mail, add one of the following additional postage fees.	
1) Air Mail to USA, Canada, Mexico, APO or FPO addresses: add \$5.00	
2) Overseas Air Mail: add \$12.00	
8. TOTAL FEE: Add (16) and (17) above	

Course Fees may be paid by CHECK or MONEY ORDER made payable to "University of Missouri" and mailed with this completed application form to:

Independent Study Department
Extension Division
Whitman Hall
University of Missouri
Columbia, Missouri 65201

PLEASE REMEMBER

- *Verification of the applicability of credit toward any educational goal is the responsibility of the student.
- *It is understood that the Independent Study Department 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 Bulletin.

FOR OFFICE USE ONLY	
Date	Clerk

PLEASE MAIL ENROLLMENT FEE WITH COMPLETED APPLICATION FORM

student's signature

STUDENTS ENROLLING FOR CREDIT

Verification of the applicability of credit toward any educational goal is the responsibility of the student. Please have the appropriate individual, whether High School Principal, College Dean, or Graduate Advisor, endorse the appropriate section below, indicating his approval to take the desired course for credit.

APPLICATION FOR AN INDEPENDENT STUDY COURSE

Independent Study



University of Missouri
COLUMBIA · KANSAS CITY · ROLLA · ST. LOUIS
EXTENSION DIVISION

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.

1. UMC I. D. # If you have a University of Missouri-Columbia Student I. D. #, write it here. Date _____ Your Telephone # _____

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

3. Single Married Your Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Month	Day	Year	

 Occupation _____ If yes, please answer A and B below.

4. Have you ever been enrolled at the University of Missouri-Columbia, prior to this enrollment? Yes No
(A) How were you enrolled? Resident 1 Independent Study 2 Extension Teaching 3
(B) Under what name were you last enrolled? Name: _____

5. Mailing Address Street City State Zip Code

6. Alternate Address County State

Address at which you may be reached for at least the next two years.

Dept.	Course	Credit
OFFICE USE ONLY		

University _____
Credit Hours _____

Course # & Title _____

7.

1	2	High School	University
---	---	-------------	------------

8. Is this a high school or university course? Yes No

9. If this is a high school course, in which half unit are you enrolling? 1st 2nd

10. If this is a university course, is your enrollment for graduate credit? Yes No

11. Are you, at the present time, a high school senior enrolling in a university subject? Yes No

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

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

13. Are you now working on a degree at the University of Missouri or plan to start by next semester? Yes No

If yes, which campus? Columbia Kansas City Rolla St. Louis

14. 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 _____

15. If this course has prerequisites, list the courses you have taken which meet them. _____

Please read the student services section of the Independent Study Catalog

SEE REVERSE SIDE

Date Approved
OFFICE USE ONLY

HIGH SCHOOL STUDENTS

Name and address of High School _____

To Be Completed By The High School Principal:

Please check the statement that applies:

- (a) This student may take this high school course while enrolled in high school.
- (b) Although this student is not enrolled at present, credit in this high school course may count toward his high school diploma.
- (c) 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 _____

UNDERGRADUATE STUDENTS

To Be Completed By The Dean (if applicable):

Approved for not more than _____ hours credit (check appropriate box(es)): (a) while taking work in residence; (b) in the last 24 hours toward the degree of: _____

Dean's Signature _____

Telephone Number _____

Date _____

GRADUATE STUDENTS (University of Missouri)

To Be Completed By The Graduate Advisor (if applicable):

This course is approved for inclusion in the student's graduate degree program.

Graduate Advisor's Signature _____

Telephone Number _____

Date _____

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; or (3) on file with the Director of Admissions at the University of Missouri-Columbia

Student's Signature _____

Date _____

Dept.	Course	Credit
OFFICE USE ONLY		

University _____
Credit Hours _____

Course # & Title _____

7.

8. Is this a high school or university course? 1 High School 2 University Yes No 9. If this is a high school course, in which half unit are you enrolling? 1st 2nd

10. If this is a university course, is your enrollment for graduate credit? Yes No 11. Are you, at the present time, a high school senior enrolling in a university subject? Yes No

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

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

13. Are you now working on a degree at the University of Missouri or plan to start by next semester? Yes No If yes, which campus? 1 Columbia 2 Kansas City 3 Rolla 4 St. Louis

14. 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 _____

15. If this course has prerequisites, list the courses you have taken which meet them. _____

Date Approved
OFFICE USE ONLY

Please read the student services section of the Independent Study Catalog

SEE REVERSE SIDE

HIGH SCHOOL STUDENTS

Name and address of High School

To Be Completed By The High School Principal:

Please check the statement that applies:

- (a) This student may take this high school course while enrolled in high school.
- (b) Although this student is not enrolled or present, credit in this high school course may count toward his high school diploma.
- (c) 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

UNDERGRADUATE STUDENTS

To Be Completed By The Dean (if applicable):

Approved for not more than _____ hours credit (check appropriate box(es)): (a) while taking work in residence; (b) in the last 24 hours toward the degree of: _____

Dean's Signature

Telephone Number

Date

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

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; or (3) on file with the Director of Admissions at the University of Missouri-Columbia

Student's Signature

Date

391 CHIEF MODERN NOVELISTS (3) UMC.

A study of seven representative American and British novelists, prior to 1940. Conrad, Ford, Woolf, Joyce, Fitzgerald, Hemingway, and Faulkner are included. Prerequisites: English 30 and 40 or their equivalent.

FINANCE

(See Business Administration)

FRENCH

(See Languages)

**GEOGRAPHY****Regional Geography**

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

Introductory survey of world geography designed for general education. Presents essential geographical characteristics and 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.)

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

Introductory survey of world geography designed for general education. Presents essential geographical characteristics and major problems of the Soviet Union, the Middle East, the Orient, Africa, and the Pacific World. May be taken independently of Geography 1.

Physical Geography

11 PHYSICAL GEOGRAPHY I (3) UMC.

Introductory study of man's physical environment: Maps, landforms, water. (Course supplemented with maps and color slides.)

12 PHYSICAL GEOGRAPHY II (3) UMC.

Introductory study of man's physical environment: elements of climate, climatic types, soils, vegetation. May be taken independently of Geography 11. (Course supplemented with color slides.)

Economic Geography

25 ECONOMIC GEOGRAPHY (3) UMC.

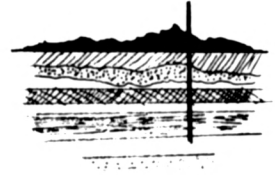
Introduction to the study of man's use and economic organization of the earth.

210 GEOGRAPHY OF UNITED STATES AND CANADA (3) UMC.

Intensive examination of selected areas and distributions. Prerequisite: one course in geography.

319 CONSERVATION OF NATURAL RESOURCES (3) UMC.

A study of the basic facts and problems involved in the use and conservation of our natural resources. Prerequisite: at least second semester sophomore standing.

**GEOLOGY**

51 PHYSICAL GEOLOGY (3) UMR.

Materials of the earth's crust, structures, and geologic features of the surface. Readings and Laboratory exercises.

GERMAN

(See Languages)

HEALTH

(See Community Health and Medical Practice)

**HISTORY**

1 EARLY WESTERN CIVILIZATION (2½ or 5) UMC.

A survey of the history of civilization from the earliest evidence of man to the close of the Middle Ages.

2 LATER WESTERN CIVILIZATION (2½ or 5) UMC.

The political, social, economic, and institutional history of the chief European countries from 1500 A.D. to the present. It is inadvisable to take the course for 2½ hours only, unless one has previously completed a college course in European history.

20 AMERICAN HISTORY (2½ or 5) UMC.

Broad survey of political, economic, social, intellectual, diplomatic and constitutional development of American people from first English settlements to present day; emphasizes evolution of American culture and institutions.

201 HISTORY OF MISSOURI (3) UMC.

Survey of Missouri's development from the beginning of settlement to the present.

231 CONTEMPORARY EUROPE (3) UMC.

The political, social, and economic problems of Europe from 1900 to 1972 with major emphasis on developments after 1918.

322 MODERN ENGLAND (3) UMC.

Survey of English evolution in late 18th, and 19th and 20th centuries. Emphasizes political, economic and social developments. Prerequisites: 5 hours Western Civilization and History 231 or equivalent.

- 325 **BRITISH EMPIRE (3) UMC.**
A survey of the growth and organization of the British Empire, and a study of the relation of the colonies and dependencies to the mother country. Prerequisites: 5 hours of Western Civilization and History 231 or equivalent.
- 327 **THE AGE OF THE RENAISSANCE (3) UMC.**
Major changes in European economic, social, political, religious, and intellectual life between 1250-1500. Humanism and Renaissance. The "Renaissance Problem." Prerequisites: 5 hours of Western Civilization or equivalent, and 3 hours of European History.
- 331 **THE FRENCH REVOLUTION AND NAPOLEON (3) UMC.**
History of the French Revolution and Napoleon and their impact on the European world. It also includes a study of conditions in France prior to the revolution. Prerequisites: 5 hours of Western Civilization and History 231 or equivalent.
- 333 **MODERN GERMAN HISTORY (3) UMC.**
A survey of Germany from 1815 to 1965. Prerequisites: 5 hours of Western Civilization and History 231 or equivalent.
- 340 **MODERN RUSSIA, 1861-1921 (3) UMC.**
Analysis of the transformation of Russian society from Great Reforms to triumph of Bolshevism. Particular attention to appearance of social diversity, revolutionary movement, formation of political parties, industrialization, revolutions of 1905 and 1917, and the initial policies of Lenin.
- 354 **ECONOMIC HISTORY OF THE UNITED STATES TO 1865 (3) UMC.**
Survey of structure and tendencies of American economic life from colonial times to Civil War. Prerequisite: History 20 or equivalent, or consent of instructor.
- 355 **ECONOMIC HISTORY OF THE UNITED STATES, 1865 TO THE PRESENT (3) UMC.**
Development of American economy since Civil War. Prerequisite: History 20 or equivalent, or consent of instructor.
- 358 **HISTORY OF THE OLD SOUTH (3) UMC.**
Study of the South to 1860. Prerequisite: History 20 or equivalent, or consent of instructor.
- 359 **HISTORY OF THE NEW SOUTH (3) UMC.**
Study of the South and its national role since 1861. Prerequisite: History 20 or equivalent, or consent of instructor.
- 363 **AMERICAN COLONIAL HISTORY TO 1760 (3) UMC.**
A study of the political, social, economic, and cultural development of Colonial America prior to 1760. Prerequisite: History 20 or equivalent, or consent of instructor. (Recommended: History 325 or a course in Tudor and Stuart England.)
- 364 **THE PERIOD OF THE AMERICAN REVOLUTION, 1760-1789 (3) UMC.**
Analysis of the Revolution, its causes and consequences, through the establishment of the new government in 1789. Prerequisite: History 20 or equivalent, or consent of instructor.

- 423 **RECENT AMERICAN HISTORY (3) UMKC.**
An analysis of the major factors in the development of American society since 1928 with an emphasis on such topics as the Great Depression, the New Deal, World War II and postwar problems, changes in urban industrial developments, and intellectual and cultural trends.



HOME ECONOMICS

Child and Family Development

- 160 **EARLY CHILDHOOD (3) UMC.**
Study of the physical and psychosocial development of the child under six. Observation of young children is an integral part of this course.



JOURNALISM

- 100 **HISTORY AND PRINCIPLES OF JOURNALISM (3) UMC.**
History of American journalism, its role in American culture. Readings on functions of American newspaper. Prerequisite: upperclass standing.
- 380 **HIGH SCHOOL JOURNALISM (2) UMC.**
Selection of material, editing, production, school public relations. Function, scope of school publications. Prerequisite: upperclass standing. *This course is designed to assist the teacher in high school journalism. The greater emphasis will be placed on the work of the newspaper. Several assignments, however, concern the yearbook.*



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.**
Grammar, composition, and reading.
- 2 **ELEMENTARY FRENCH II (5) UMC.**
Continuation of French 1. Prerequisite: Grade of C or better in French 1 or equivalent.

- 103 FRENCH READING (3) UMC.
Prerequisite: French 2 or equivalent.
- 106 FRENCH COMPOSITION (3) UMC.
Prerequisite: French 2 or equivalent.
- 201 INTENSIVE BEGINNING FRENCH (3) (*Graduate credit*) UMC.
For students with no high school or college credit in French. Designed to lead to a reading knowledge of French. (This course cannot be taken to fulfill the undergraduate language requirement.) Prerequisite: graduate student standing.
- 203 ADVANCED FRENCH READING (2) UMC.
Introduction to literary studies. Prerequisite: French 103 or equivalent. *Reference Materials rental charge for this course is \$6.00 (1 book), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*
- 206 ADVANCED FRENCH COMPOSITION (3) UMC.
Prerequisite: French 106 or equivalent.

French Literature

- 301 SURVEY OF FRENCH LITERATURE I (3) UMC.
From the origins to 1800. Prerequisite: French 103 or equivalent.
- 302 SURVEY OF FRENCH LITERATURE II (3) UMC.
From 1800 to the present. Prerequisite: French 103 or equivalent.
- 320 TWENTIETH CENTURY FRENCH NOVEL (3) UMC.
Prerequisite: French 103 or equivalent; French 302 recommended.
- 329 NINETEENTH CENTURY FRENCH NOVEL (3) UMC.
Prerequisite: French 302 or equivalent.



German

- 1 ELEMENTARY GERMAN I (3) UMC.
Grammar syntax, reading, and translation of simple German prose. (Given only when satisfactory arrangements for acquiring and testing pronunciation can be made. In order to receive credit the student must furnish, at the completion of the course, a statement from a person properly qualified, certifying his proficiency in the pronunciation of German. The name of this person must be submitted and approved upon application for the course.)
- 2 ELEMENTARY GERMAN II (3) UMC.
Continuation of German 1. (Given only when satisfactory arrangements for acquiring and testing pronunciation can be made. In order to receive credit the student must furnish, at the completion
- of the course, a statement from a person properly qualified, certifying his proficiency in the pronunciation of German. The name of this person must be submitted and approved upon application for the course.) Prerequisite: German 1 or equivalent.
- 3 ELEMENTARY GERMAN III (3) UMC.
Reading and translation of German literary prose of moderate difficulty. Grammar review. Prerequisite: German 2 or equivalent.
- 4 ELEMENTARY GERMAN IV (3) UMC.
Reading and translation of German literary prose; the selections are taken from writers of the nineteenth and twentieth centuries. In addition, a review of the more important aspects of German grammar will be offered. Prerequisite: German 3 or equivalent.
- 203 ADVANCED GERMAN READING (3) UMC.
In addition to practice reading in German, the course will offer a review of the cultural development in Germany over the past two hundred years. The emphasis is on creative writings, with selections of historical and philosophical writings providing the necessary background for a better understanding of the literary development during this period. Prerequisite: German 4 or equivalent.

Latin

(See Classical Studies)



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.
Grammar, composition, and reading. Practice in hearing and speaking Spanish through the use of audio cassette tapes. (*No reduction in the number of lessons or the fees when taken for partial credit.*)
- 2 ELEMENTARY SPANISH II (5) UMC.
Continuation of Spanish 1. Practice in hearing and speaking Spanish through the use of audio cassette tapes. Prerequisite: Grade of C or better in Spanish 1 or equivalent. (*No reduction in the number of lessons or the fees when taken for partial credit.*)
- 103 SPANISH READING (3) UMC.
Prerequisite: Spanish 2 or equivalent.
- 106 SPANISH COMPOSITION (3) UMC.
Prerequisite: Spanish 2 or equivalent.

201 INTENSIVE BEGINNING SPANISH (3) (*Graduate Credit*) UMC.

For students with no high school or college credit in Spanish. Designed to lead to a reading knowledge of Spanish. This course does not fulfill the undergraduate language requirement. Prerequisite: graduate student standing.

203 ADVANCED SPANISH READING (2) UMC.

Prerequisite: Spanish 103 or equivalent.

206 ADVANCED SPANISH COMPOSITION (3) UMC.

Prerequisite: Spanish 106 or equivalent.

Spanish Literature

301 SURVEY OF SPANISH LITERATURE (3) UMC.

A study of representative authors from the beginning to the present. Prerequisite: Spanish 103 or equivalent.

331 SURVEY OF SPANISH-AMERICAN LITERATURE (3) UMC.

A study of representative authors from the beginning to the present. Prerequisite: Spanish 103 or equivalent.

MARKETING

(See Business Administration)



MATH SCIENCES

Mathematics

7 ALGEBRA FOR ELEMENTARY TEACHERS (3) UMC.

Open only to students majoring in Elementary Education. This course is focused on a development of the real number system, including other numeration systems and some elementary number theory. Other topics from algebra will include functions, relations, linear equations and inequalities as well as other polynomials.

8 GEOMETRY FOR ELEMENTARY TEACHERS (3) UMC.

This course is devoted primarily to informal geometry and will include a study of points, lines, planes, space similarity, congruence, measurement and elementary geometric constructions. In addition, other topics such as probability and characteristics of other geometries will be discussed.

9 TRIGONOMETRY (2) UMC.

An elementary course, including trigonometric identities, the solution of trigonometric equations, and the solution of right and oblique triangles and other applications. Prerequisites: at least 2½ units high school mathematics including 1½ units in algebra.

10 COLLEGE ALGEBRA (3) UMC.

A review of topics from elementary algebra, sets, quadratics, systems of linear equations with an introduction to determinants, graphing, progressions, inequalities, complex numbers, mathematical induction, binomial theorem, theory of equations, logarithms. Prerequisite: same as Math 9.

76 PLANE ANALYTIC GEOMETRY (3) UMC.

Straight lines, conic sections, graphing, polar coordinates, coordinate transformations, and parametric equations. Prerequisite: at least a grade of C in Math 9 and 10 or their equivalent. (Students with 3½ to 4 units of high school mathematics including 2 units algebra, 1 unit geometry, and ½ unit trigonometry, may be admitted without taking Math 9 and 10.)

80 ANALYTIC GEOMETRY AND CALCULUS I (5) UMC.

Straight lines, conic sections, polar coordinates, coordinate transformations, functions, limits, continuity, derivatives, antiderivatives. (Courses 80, 175, and 201 are a three-semester course sequence of integrated material normally presented in analytic geometry and elementary calculus courses. Students with prior training in analytic geometry should enroll in the sequence 81, 175, and 201.) Prerequisite: at least a grade of C in Math 9 and 10 or their equivalent.

81 CALCULUS I (3) UMC.

Functions, limits, continuity, derivatives with applications, antiderivatives. (Courses 81, 175, and 201 are a three-semester sequence of courses containing material normally presented in elementary calculus courses. The student with no prior training in analytic geometry who wishes to complete the calculus sequence should enroll in the sequence 80, 175, and 201.) Prerequisite: Math 76 or equivalent high school training.

155 THE MATHEMATICS OF FINANCE (3) UMC.

Compound interest, annuities with a variety of applications; introduction to mathematics of life insurance. Prerequisite: Math 10 or equivalent.

175 CALCULUS II (3) UMC.

Definite integrals, applications and techniques of integration, elementary transcendental functions. Prerequisite: Math 80 or 81 or equivalent.

201 CALCULUS III (3) UMC.

Vectors, solid analytic geometry, indeterminate forms, improper integrals, calculus of several variables, infinite series. Prerequisite: Math 175 or equivalent.

301 DIFFERENTIAL EQUATIONS (3) UMC.

Common types of ordinary differential equations including many applied problems and operational methods. Prerequisite: Math 201 or equivalent.

330 THEORY OF EQUATIONS (3) UMC.

A study of polynomials and their zeros and elementary determinant and matrix theory. Prerequisite: Math 201 or equivalent. (*This course includes complex numbers, solution of the quadratic, cubic, and quartic equations; theorems concerning roots of equations; geometric interpretation of algebraic results, sys-*

tems of linear and higher degree equations; and symmetric functions.)

331 MATRIX THEORY (3) UMC.

Basic properties of matrices, vector spaces, and determinants with some emphasis on applications. Prerequisite: Math 201 or equivalent.

Computer Science

218 INTRODUCTION TO NUMERICAL METHODS (3) UMR.

Finite difference interpolation, numerical differentiation and integration, linear systems of equations, solution of nonlinear equations, numerical solution of ordinary differential equations, computational techniques and the programming of a large number of problems on the University of Missouri-Rolla digital computers. Prerequisites: programming competency in Fortran computer language, preceded or accompanied by Math 301 or equivalent. *The prerequisite of programming competency may be fulfilled by Engineering Mechanics 4 or the high school math course, Introduction To Digital Computer Programming.*

Statistics

31 ELEMENTARY STATISTICS (3) UMC.

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



MUSIC

21 THEORY (WRITTEN) I (2) UMKC.

A study of musical nomenclature, including rhythm symbols, key and meter signatures, scales, pitch notation, performance terms and symbols, intervals, chord symbols and names, chord structures; introduction to written harmony. Not designed for Music majors.

150 INTRODUCTION TO MUSIC HISTORY (3) UMKC.

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 high fidelity records. As a result, the student must have access to a high fidelity record player designed for 33 1/3 rpm records. *These materials will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. The deposit will be refunded when all materials are returned in satisfactory condition.*

250 INTRODUCTION TO CONTEMPORARY MUSIC (2) UMKC.

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 high fidelity records. As a result, the student must have access to a high fidelity record player designed for 33 1/3 rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. The deposit will be refunded when all records are returned in satisfactory condition.*

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

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 high fidelity records. As a result, the student must have access to a high fidelity record player designed for 33 1/3 rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. Additionally, reference materials rental charge for this course is \$6.00 (1 book), which includes a \$5.00 deposit. The deposits will be refunded when all records and the book are returned in satisfactory condition.*

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

Continuation of Music 351; covers from 1750 to the present, including American music. Prerequisite: Music 150 or equivalent. This course is supplemented with high fidelity records. As a result, the student must have access to a high fidelity record player designed for 33 1/3 rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. Additionally, reference materials rental charge for this course is \$8.00 (3 books), which includes a \$5.00 deposit. The deposits will be refunded when all records and books are returned in satisfactory condition.*

354 THE DEVELOPMENT OF AMERICAN MUSIC (3) UMKC.

The history of American vocal and instrumental music from 1620 to the present. Sacred and secular music of the Genteel and Folk traditions will be treated. Prerequisite: Music 351 and 352 or their equivalent. This course is supplemented with high fidelity records. As a result, the student must have access to a high fidelity record player designed for 33 1/3 rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. Additionally, reference materials rental charge for this course is \$6.00 (1 book), which includes a \$5.00 deposit. The deposits will be refunded when all records and the book are returned in satisfactory condition.*



PHILOSOPHY

1 ELEMENTARY LOGIC (3) UMC.

Formal principles of deduction, induction. Criticism of argument, detection of fallacies, certain philosophic problems arising out of logic.

5 INTRODUCTION TO PHILOSOPHY (3) UMC.

Principle problems of philosophy, their typical solutions. Problems of knowledge, natural world, the existence of God.

204 ANCIENT WESTERN PHILOSOPHY (3) UMC.

Philosophic thought from Thales through Plotinus; emphasizes Plato and Aristotle. Prerequisite: upperclass standing.

205 EARLY MODERN PHILOSOPHY (3) UMC.

Survey of critical and speculative thinking of modern period in its relation to scientific, religious, political, general social movements. Some of the men considered are Hobbes, Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume and Kant. Prerequisite: upperclass standing.



PHYSICS

Independent Study courses in Physics cannot be counted toward the specified premedical requirement.

7 PHYSICS PROBLEMS (2) UMC.

A course devoted to practice in solving problems in general physics. General methods of attack, proper form of solutions, and the handling of units are treated. Designed to review and supplement the materials in the general physics course and is *not* to be taken immediately following the completion of the general physics sequence. Prerequisites: one year of college physics and Math 9 or equivalent.

314 MECHANICS (3) UMC.

Development of fundamental concepts, principles of mechanics, using mathematical methods. Many problems used. Prerequisite: at least one year of college physics and Math 201 or equivalent.

(Also see Education D315, TEACHING OF PHYSICS IN THE SECONDARY SCHOOL)

(Also see Engineering Mechanics)



POLITICAL SCIENCE

1 AMERICAN GOVERNMENT (2, 3 or 5) UMC.

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

55 INTERNATIONAL RELATIONS (3) UMC.

Contemporary international affairs including family of nations, control of national foreign policies,

competition and cooperation in legal, political, economic, social fields.

150 COMPARATIVE POLITICAL SYSTEMS (3) UMC.

Analysis of major political systems of France, Great Britain, India, Russia and the United States, emphasizing basic concepts of comparative political study. Prerequisite: Political Science 1 (5 hours American Government), or an introductory course in political science.

305 POLITICAL PARTIES (3) UMC.

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.

306 MUNICIPAL GOVERNMENT (3) UMC.

Study of political organization of urban communities; place of municipal corporation in American governmental system. Prerequisite: Political Science 1 (5 hours American Government), or an introductory course in political science.

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.



PSYCHOLOGY

1 GENERAL PSYCHOLOGY (3) UMC.

Survey of facts, principles, methods in study of human behavior. (Does not satisfy biological science requirement for A.B. degree.)

30 APPLIED PSYCHOLOGY (3) UMC.

Application of psychology to business; emphasizes advertising, personnel selection, efficiency. Brief reference to professional and social applications. Prerequisite: Psychology 1 or an introductory course in experimental psychology.

170 CHILD PSYCHOLOGY (3) UMC.

Origins and development of child behavior with emphasis on basic processes, theory and research rather than on application or guidance. Prerequisite: Psychology 1 or an introductory course in experimental psychology.

260 SOCIAL PSYCHOLOGY (3) UMC.

Social bases of behavior and behavior of individuals in social situations. Prerequisite: Psychology 1 or an introductory course in experimental psychology or Sociology 1 or equivalent.

345 ABNORMAL PSYCHOLOGY (3) UMC.

Primarily for juniors, seniors and graduate students. Survey of causes, types, and treatment of psychological disorders. Prerequisite: 6 hours of psychology, including a course in psychology of personality or child development.

RECREATION AND PARK ADMINISTRATION

(See Social and Community Services)

REGIONAL AND COMMUNITY AFFAIRS

(See Social and Community Services)



RELIGION

Biblical Literature

110 LIFE AND LITERATURE OF THE OLD TESTAMENT (3) UMC.

Social, economic, religious phases of periods in which particular texts were written. Literary quality, growth of ideas.

121 LIFE AND LITERATURE OF THE NEW TESTAMENT (3) UMC.

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

122 LIFE AND TEACHINGS OF JESUS (3) UMC.

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

201 MASTERPIECES OF SACRED LITERATURE (3) UMC.

Selected texts in world religious literature in English. Includes representative prose and poetry in Egyptian, Babylonian, Persian, Old and New Testaments, Koran, Chinese, Hindu sacred writings. Historical background of section studied. Prerequisite: 6 hours of literature.

History of Religion

130 LIVING RELIGIONS OF THE WORLD (3) UMC.

Survey of living religions of the world. Includes Hinduism, Buddhism, Confucianism, Shinto, Zoroastrianism, Islam, Judaism, Christianity, other religions.

141 THE EARLY HISTORY OF ISRAEL (3) UMC.

Historical survey of Israel from settlement in Palestine to end of Maccabean period. Evaluation of government, law, religion, prophecy. Palestine's contacts with neighbors; their influence on Israel's ideas and institutions stressed. Prerequisite: Religion 110 or equivalent.

Philosophy

171 PHILOSOPHY OF RELIGION (3) UMC.

Philosophy inquiring into origin, nature, function of religion; examines source and validity of claims religion makes; clarifies fundamental religious concepts.



RURAL SOCIOLOGY

Courses in Rural Sociology are not open to students below the college level. An exception may be made in the case of special students, who are over twenty-one years of age.

1 RURAL SOCIOLOGY (3) UMC.

An analysis of rural life, its characteristic organization, variability and trends. Changes due to population shifts, occupational diversification and urban influence are studied. Special attention is given to communication, to groups and institutions such as the family, school, and church, and to the positions of the individual. The course is designed to be helpful to rural teachers, leaders and others who desire to understand better the nature of the rural society in which they live and work. *Reference Materials rental charge for this course is \$7.00 (2 books), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

340 COMMUNITY SOCIAL STRUCTURE (3) UMC.

This course is adapted to the needs of teachers, county agents, county officials, officers or employees of civic organizations, ministers, social workers, club-women, and others interested in the development of the resources of their community. Special attention is given to an understanding of the social forces that influence the changing nature of community life. A constructive application is made of this knowledge so that the student may understand and promote a progressive development of the social and physical resources available in his community. Prerequisite: Rural Sociology 1 or Sociology 1 or equivalent.



SOCIAL AND COMMUNITY SERVICES

Recreation and Park Administration

10 INTRODUCTION TO RECREATION (3) UMC.

History of the recreation movement; theories and philosophies of play, recreation and leisure time. *Reference Materials rental charge for this course is \$13.00 (8 books), of which \$5.00 will be refunded when the materials are returned in satisfactory condition.*

140 CAMP LEADERSHIP (2) UMC.

(Same as Physical Education 140). Camp history, standards, trends, programs and behavior problems. Practical application of outdoor cookery and camp craft.

- 151 **COMMUNITY RECREATION (3) UMC.**
(Same as Physical Education 151). Survey of recreation: history, leadership, facilities, program and administration.
- 300 **PROBLEMS (1-3) UMC.**
Prerequisite: consent of advisor, and Recreation 305 (Theory and Practice of Group Leadership) or equivalent.
- 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.

Regional and Community Affairs

- 300 **INTRODUCTION TO COMMUNITY DEVELOPMENT (3) UMC.**
The historical and philosophical perspectives of Community Development form the base for this course. It also examines the concepts, values, and principles of Community Development as an introduction to Community Development theory and practice.

Social Work

- 125 **SOCIAL WELFARE AS A SOCIAL INSTITUTION (3) UMC.**
An analysis of policies and programs to accommodate social problems and social values of social welfare institutions in relation to other social institutions, the implication of social change for social welfare, and the import of social welfare policies and programs for individual and community well-being. Prerequisites: at least sophomore standing and Sociology 1 or equivalent.



SOCIOLOGY

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

- 1 **GENERAL SOCIOLOGY (3) UMC.**
Nature of organization and activities of human groupings—family, community, crowd, social class, etc.; structure, function of institutions; social influences shaping personality, social change.
- 50 **SOCIAL DISORGANIZATION (3) UMC.**
Deviations from group norms, crime, prostitution, alcoholism, mental illness. Prerequisite: Sociology 1 or equivalent.

- 211 **CRIMINOLOGY (3) UMC.**
Sociology of law; constitutional, psychological, sociological theories of criminal behavior; process of criminal justice; treatment, corrections, and control of crime. Prerequisites: upperclass standing and Sociology 1 or equivalent.
- 214 **THE FAMILY (2 or 3) UMC.**
Family as agency of personality development, cultural transmission. Socialization process examined; family related in structure and function to wider forms of social organization. Cross-cultural analysis of family considered. Prerequisite: Sociology 1 or equivalent.
- 227 **ETHNIC MINORITY GROUPS IN THE UNITED STATES (2 or 3) UMC.**
Historical perspective of immigration to the United States. Cultural characteristics of principle immigrant minorities; cultural conflict, accommodation, assimilation. Prerequisites: upperclass standing and Sociology 1 or equivalent.
- 315 **COLLECTIVE BEHAVIOR (2 or 3) UMC.**
Analysis of mass behavior and related phenomena. Includes types, organization of social movements; crowd behavior, social epidemics; fashions, fads; leadership authority. Prerequisites: upperclass standing and Sociology 1 or equivalent.
- 316 **URBAN SOCIOLOGY (2 or 3) UMC.**
Urbanism as a world phenomenon: ecological, demographic characteristics of cities, organization of urban society including status systems, occupational structure, formal and informal associations, racial and cultural relations, forms of communications; housing and city planning. Prerequisites: upperclass standing and Sociology 1 or equivalent.
- 322 **AGING IN AMERICAN SOCIETY (2 or 3) UMC.**
An examination of the aged in modern society; demographic, social, psychological, and comparative cultural features of this social role. Prerequisites: upperclass standing and Sociology 1 or equivalent.
- 337 **RACIAL AND CULTURAL RELATIONS (2 or 3) UMC.**
Interracial, intercultural relations of various societies. Attitudes, social tensions, forms of adjustment. Examination of subculture within American Society. Intra-social and cultural analysis. Prerequisite: Sociology 1 or equivalent, or one course in anthropology.
- SPANISH**
(See Languages)
- STATISTICS**
(See Math Sciences)

Description of Courses—High School Subjects

AGRICULTURE



AGRICULTURE (First Half Unit).

Open to juniors and seniors. Also offered for others interested in agriculture who may not desire credit. The course deals 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.

AGRICULTURE (Second Half Unit).

Continuation of above course.

ART



ART (First Half Unit).

The aim of this course is to widen the scope of each individual student's cultural growth and to give experience in the creation of various art problems within the interests of high school students. Personal experiences in the field of art include drawing, painting, design, block print, lettering and woodcarving.

ART (Second Half Unit).

Continuation of above course.

BUSINESS EDUCATION



BOOKKEEPING (First Half Unit).

Intended for beginners in bookkeeping. Although offered for high school credit, it is 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.

BOOKKEEPING (Second Half Unit).

Continuation of above course.

ELEMENTARY TYPING (First Half Unit).

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

ELEMENTARY TYPING (Second Half Unit).

Continuation of above course.

ADVANCED TYPING (First Half Unit).

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

ADVANCED TYPING (Second Half Unit).

Continuation of above course.

ELEMENTARY STENOGRAPHY (First Half Unit).

A course 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 $\frac{1}{3}$ rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. The deposit will be refunded when all records are returned in satisfactory condition.*

ELEMENTARY STENOGRAPHY (Second Half Unit).

Continuation of above course.

GENERAL BUSINESS (First Half Unit).

A course 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.

GENERAL BUSINESS (Second Half Unit).

Continuation of above course.

DRAFTING



GENERAL DRAFTING (First Half Unit).

This introductory course is designed to give the student a sampling of drafting practices. The student will need to purchase drafting equipment (*drawing instruments, T-square, triangle, etc.*) amounting to approximately \$12 to \$16.

GENERAL DRAFTING (Second Half Unit).

Continuation of above course.



ENGLISH

NINTH GRADE ENGLISH (First Half Unit).

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.

NINTH GRADE ENGLISH (Second Half Unit).

Continuation of above course.

TENTH GRADE ENGLISH (First Half Unit).

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

TENTH GRADE ENGLISH (Second Half Unit).

Continuation of above course.

ELEVENTH GRADE ENGLISH (First Half Unit).

In addition to further study of the elements of composition, this course includes a chronological study of American literature, preceded by contemporary American works which prepare the student to appreciate the development of our literature.

ELEVENTH GRADE ENGLISH (Second Half Unit).

Continuation of above course.

TWELFTH GRADE ENGLISH (First Half Unit).

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

TWELFTH GRADE ENGLISH (Second Half Unit).

Continuation of above course.



GUIDANCE

PROJECT SELF-DISCOVERY (One Half Unit Credit or Non-Credit).

In Project Self-Discovery you are the topic of discussion. You will have an opportunity: to learn how to gain self-confidence; to recognize and utilize your abilities; to discover your philosophy of life; to think about your future. Sometimes students will write what they think is expected of them, rather than what they really would like to write. Well, this is your chance to write just what you feel—okay?



HEALTH AND HYGIENE

HEALTH AND HYGIENE (One Half Unit).

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.



LANGUAGES

French

FIRST YEAR FRENCH (First Half Unit).

An introduction to the principles of French grammar, pronunciation and reading.

FIRST YEAR FRENCH (Second Half Unit).

Continuation of above course.

SECOND YEAR FRENCH (First Half Unit).

Continued grammar drill, with more extensive reading.

SECOND YEAR FRENCH (Second Half Unit).

Continuation of above course.

German

FIRST YEAR GERMAN (First Half Unit).

This course offers a thorough training in the fundamentals of German grammar and in the reading of simple German prose.

FIRST YEAR GERMAN (Second Half Unit).

Continuation of above course.

SECOND YEAR GERMAN (First Half Unit).

This course completes the student's study of German grammar and presents reading material of moderate difficulty.

SECOND YEAR GERMAN (Second Half Unit).

Continuation of above course.

Latin

FIRST YEAR LATIN (First Half Unit).

The student should submit the name of a person who can guide him in the pronunciation of the language. In this course the student learns a considerable Latin vocabulary, the inflectional forms of Latin words (up to, but not including the subjunctive mood of the verb), and the simpler rules of Latin syntax. Latin passages are translated into

English, and English sentences into Latin. Readings (in English) in the textbook emphasize features of Roman life and civilization.

FIRST YEAR LATIN (Second Half Unit).
Continuation of above course.

SECOND YEAR LATIN (First Half Unit).
Open to students who have successfully completed one year of Latin in high school using a textbook which does not treat the subjunctive mood. (In enrolling, the student should name the textbook he used in first year Latin; if subjunctive mood has been studied the first year, he should write the Independent Study Department for advice concerning his course.)

In the first half of this course, the study of Latin grammar is continued, and Latin stories of gods and heroes are read. In the second half the reading consists of selections from Caesar's account of his campaigns in Gaul.

SECOND YEAR LATIN (Second Half Unit).
Continuation of above course.

THIRD YEAR LATIN (First Half Unit).
Open to students who have successfully completed two years of Latin in high school or the equivalent. Beginning with a review of Latin forms and syntax through reading of selections from Caesar's *Civil War*, this course continues with the study and translations of easy Latin passages from Pliny and Gellius. Following this the pupil will translate several orations of Cicero and, to some extent, will study certain phases of Roman politics and civilization.

THIRD YEAR LATIN (Second Half Unit).
Continuation of above course.

FOURTH YEAR LATIN (First Half Unit).
Open to students who have successfully completed the regular preparatory work in Caesar and Cicero. The student will translate a considerable portion of the first six books of Vergil's *Aeneid*, study the figures of speech and the characteristics of poetical language in Latin, secure practice in understanding the scansion of the *Aeneid*, and devote some attention to the age of Augustus and the literary trends of the period in which the *Aeneid* was written.

FOURTH YEAR LATIN (Second Half Unit).
Continuation of above course.

Spanish

FIRST YEAR SPANISH (First Half Unit).
Training is given in fundamentals of grammar and in reading and writing simple Spanish. This course is supplemented with records designed to assist the student in hearing and speaking Spanish. As a result, the student **MUST** have access to a record player designed for 33 $\frac{1}{3}$ rpm records. *These records will be loaned to the student for a rental fee of \$5.00 and a deposit of \$10.00. The deposit will be refunded when all records are returned in satisfactory condition.*

FIRST YEAR SPANISH (Second Half Unit).
Continuation of above course.

SECOND YEAR SPANISH (First Half Unit).
Open to students who have successfully completed one year of high school Spanish. The course offers a review of the basic grammatical points and training in more advanced grammatical material, emphasizing the uses of the subjunctive; a certain amount of careful translation and much rapid reading of Spanish.

SECOND YEAR SPANISH (Second Half Unit).
Continuation of the above course.



MATHEMATICS

FUNCTIONAL MATHEMATICS (First Half Unit).
Designed primarily for students on the ninth or tenth grade level. The primary goal of the course 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.

FUNCTIONAL MATHEMATICS (Second Half Unit).
Continuation of above course.

MODERN ELEMENTARY ALGEBRA (First Half Unit).
Elementary algebra, including the elementary operations on polynomials and fractions, the solution of single and simultaneous linear equations, simple factoring, simple powers and roots, and the solution 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.

MODERN ELEMENTARY ALGEBRA (Second Half Unit).
Continuation of above course.

MODERN ALGEBRA II AND TRIGONOMETRY (First Half Unit).
Prerequisite: one unit of Elementary Algebra. Review of fundamental parts of first year's work on quadratic equations, advanced work on radicals and fractional exponents, graphs, graphical methods of solving equations, work on permutations, combinations, probability, 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.

MODERN ALGEBRA II AND TRIGONOMETRY (Second Half Unit)
Continuation of above course.

MODERN SCHOOL MATHEMATICS-GEOMETRY (Plane Geometry) (First Half Unit).

Prerequisite: one unit of Elementary Algebra. Numerous applications of the subject are given. Due emphasis is placed on theorems, construction, and exercises. The aim of the course 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.

MODERN SCHOOL MATHEMATICS-GEOMETRY (Second Half Unit).

Continuation of above course.

SOLID GEOMETRY (One Half Unit).

Prerequisites: One unit of Elementary Algebra and one unit of Plane Geometry. Considerable time is devoted to problems of a practical nature. Due emphasis is given to theorems, corollaries, and exercises. This course is planned to assist the student in acquiring special concepts, in applying the relations of figures in one plane, and in appreciating the geometric forms in nature and architecture.

TRIGONOMETRY (One Half Unit).

Prerequisites: One unit of Elementary Algebra and one unit of Geometry. This course covers a half-year's work. It includes trigonometric functions, logarithms, functions of obtuse angles, solutions of right-angled triangles, and the methods essential for the solution of oblique triangles.

INTRODUCTION TO DIGITAL COMPUTER PROGRAMMING (One Half Unit).

A first course in programming, this course consists of 16 programs using the Fortran IV language to be run on the University of Missouri-Rolla digital computer system. These programs cover a variety of applications including algebra, trigonometry and the mathematics of business. Before taking this course the student should have at least 2½ years of high school mathematics. If he has not taken trigonometry, it should be taken concurrently.

**SCIENCE****GENERAL SCIENCE (First Half Unit).**

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. *The lab equipment fee for the first half unit is \$8.00, to be paid at the time of enrollment.*

GENERAL SCIENCE (Second Half Unit).

Continuation of the above course. *The lab equipment fee for the second half unit is \$7.00, to be paid at the time of enrollment.*

BIOLOGY (First Half Unit).

Designed to acquaint students with their biological environment. Laboratory exercises are included at strategic points to reinforce concepts presented. Students are required to rent a Laboratory materials kit for a laboratory rental fee of \$5.00 plus a \$5.00 deposit. Students must have access to a microscope. The Independent Study Department has a limited number of microscopes which may be rented for a fee of \$5.00 plus a \$15.00 deposit. The deposits will be refunded when the kit and the microscope are returned in satisfactory condition. *The kit and microscope must be returned by insured mail.*

BIOLOGY (Second Half Unit).

Continuation of the above course. The Second Half Unit does not require a laboratory materials kit or microscope.

PHYSICAL SCIENCE (First Half Unit).

This course deals primarily with the physical world. This course should help the student grasp the underlying structure of science and help him demonstrate some processes that scientists use in exploring our universe. *The lab equipment fee for the first half unit is \$4.00, to be paid at the time of enrollment.*

PHYSICAL SCIENCE (Second Half Unit).

Continuation of the above course. *The lab equipment fee for the second half unit is \$4.50, to be paid at the time of enrollment.*

PHYSICS (First Half Unit).

A comprehensive course in physics presented by means of a logical organization and thoroughly understandable prose. The course encompasses mechanics, heat, light, sound, electricity, electronics, and nuclear physics.

PHYSICS (Second Half Unit).

Continuation of above course.

**SOCIAL SCIENCE****ANCIENT AND MEDIEVAL HISTORY (First Half Unit).**

A history of the ancient Orient, Greece, Rome, and western civilizations until 1600.

ANCIENT AND MEDIEVAL HISTORY (Second Half Unit).
Continuation of above course.

MODERN HISTORY (First Half Unit).
A survey of western civilizations from 1600 to the present.

MODERN HISTORY (Second Half Unit).
Continuation of above course.

ENGLISH HISTORY (First Half Unit).
A political and social history of the English people.

ENGLISH HISTORY (Second Half Unit).
Continuation of above course.

AMERICAN HISTORY (First Half Unit).
A history of the American people from the early exploration and settlement of America to the United States of the present day. Attention is given to the social and economic problems of the United States which have developed since the Civil War.

AMERICAN HISTORY (Second Half Unit).
Continuation of above course.

WORLD HISTORY (First Half Unit).
This course deals with the rise and growth of civilization from the time that man appeared on earth to the present.

WORLD HISTORY (Second Half Unit).
Continuation of above course.

MISSOURI HISTORY (One Half Unit).
This course provides a survey history of the state of Missouri. Students in this course should gain a knowledge of the contributions of Missouri and Missourians to the total history of the United States.

CONTEMPORARY ISSUES (First Half Unit).
The course examines major social, economic, and political problems which confront individuals, communities, and the nation itself in modern American life. Students are encouraged to use the factual information provided in the text as a basis for formulating their own opinions and as a stimulus for further investigation.

CONTEMPORARY ISSUES (Second Half Unit).
Continuation of above course.

AMERICAN GOVERNMENT (One Half Unit).
A study of basic principles of American government. The organization, processes and functions of the national and state levels of government are covered.

HIGH SCHOOL GEOGRAPHY (First Half Unit).
This course is primarily designed as a preparatory course for further work in geography, and as such is concerned chiefly with (1) the facts of the physical environment (location, land form, water bodies, soils and minerals, climate, natural vegetation, and animal life), and (2) ways in which these facts have a bearing upon human activities. Lesson assignments include exercises out of a workbook and considerable map work. The first one-half unit includes some introductory work on fundamental geographic concepts in addition to regional studies.

HIGH SCHOOL GEOGRAPHY (Second Half Unit).
Continuation of above course.

INTRODUCTORY SOCIOLOGY (One-Half Unit).
An introduction to social life of man in our present day society. A study of how heredity, the group, physical environment, and culture influence our daily life. It aims to give the student an understanding of community life, its problems and institutions, including the family, government, religion, education, economic life, recreations as well as personal and vocational adjustment and citizenship. (Open to juniors and seniors.)

MISSOURI CONSTITUTION (No Credit).
This non-credit course is designed to help students gain the knowledge of the Missouri constitution needed to meet the requirements for graduation from Missouri high schools. Fee: \$10.

SPANISH
(See Languages)

NON-CREDIT COURSES

GENERAL INFORMATION

The Independent Study Department of the 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 back of this bulletin; additional forms may be obtained from the Independent Study Department 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.

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

COURSE FEES

The *enrollment fee* for each non-credit course is included in the course description.

In addition, a non-refundable \$3.00 first class *postage and handling fee* is charged **per course**, for the forwarding of study materials and the return of lessons submitted for evaluation. If the student requests the study materials and returned lessons be sent to him by *airmail*, add *one* of the following *additional* postage fees: (1) a non-refundable airmail postage fee of \$5.00 for a United States, Canada, Mexico, APO, or FPO address; or (2) a non-refundable overseas airmail postage fee of \$12.00.

The above postage and handling fees are not charged for the \$5.00 courses: Those Important Preschool Years, Today's Homemaker, and Your Family's Food.

The correct enrollment fee plus air mail postage fee, if requested, must 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 Independent Study Department, University of Missouri, Whitten Hall, Columbia, Missouri 65201. *Send money order or check.* Do not send currency because it may be lost in the mail and the University cannot be held responsible. No postdated checks will be accepted.

TEXTBOOKS

The Independent Study Department does not furnish or sell textbooks. Sources from which textbooks are available will be included in the syllabus of courses requiring the purchase of textbooks.

EXAMINATIONS

Examinations are included as a 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 one year, unless otherwise specified in the course description.

DESCRIPTION OF COURSES— Non-Credit Courses



BUSINESS COMMUNICATIONS.

Success in the business world is influenced by the ability to communicate. Whether the relationship is one of salesman to customer, executive to employee, advertiser to public, or board chairman to stockholder, no business can reach full potential unless information is clearly and effectively communicated. The course is aimed at a broad audience—secretaries, executives, and technicians. It is comprised of 12 lessons. Fee: \$34.00

SALESMANSHIP.

There are technical and non-technical sides to sales instruction. This 15-lesson course attempts to teach the student how to sell by giving principles and

practices that have been proven to be psychologically sound and scientific in their approach. Fee: \$34.00

RETAILING.

Retailing is selling to individual consumers. This 15-lesson course analyzes three general types of retailing: (1) selling in the retail store; (2) mail-order selling; and (3) house-to-house selling. Fee: \$34.00

RETAIL CREDITS AND COLLECTIONS.

Developed to give the student a practical knowledge of credits and collections as they apply to retail business. The course is designed to fit the needs of those who are working or who plan to work in retail credit sales. Fee: \$34.00

SALES MANAGEMENT.

In today's dynamic and highly competitive economy there is need for intensive study of management. This 16-lesson course helps management executives, sales staff executives, sales managers, and salesmen to better equip themselves for tasks involved in sales management. No attempt is made to present the theoretical aspects of the subject. The approach is from the viewpoint of the professional sales manager. Fee: \$34.00

PERSONNEL EMPLOYMENT TECHNIQUES.

This 6-lesson course was developed in an effort to make the student aware of the importance of good hiring and employment methods. The course introduces the student to the problems of staffing an organization with good employees and the need for knowledge and skill in special hiring techniques. Fee: \$17.00



FASHION ILLUSTRATION.

A course for those who have seen illustrations in clothing magazines and newspaper advertisements and have been intrigued by fashion art. Developing drawing skills, increasing knowledge of fashion, and presentation of designs are the goals of this 16-lesson course. Fee: \$34.00

WRITING FOR FUN AND PROFIT.

Developed for those who wish to write for both creative satisfaction and publication. This 12-lesson course in non-fiction writing attempts to answer such questions as: What shall I write? Where shall I find my ideas? and How can I find an editor who will publish my manuscripts? Fee: \$34.00

PHOTOGRAPHY.

A course created to explain the elementary principles of picture making. Sixteen assignments are included to acquaint you with the tools and techniques of making good pictures. Darkroom work is also emphasized. Requires the use of a camera, darkroom equipment, meter, and an enlarger. Fee: \$34.00

STAR IDENTIFICATION.

Covers an introduction to sky motion, learning the constellations, star identity, star calendars, and time zones in 12 lessons. Fee: \$20.00



THE SOCIAL AND CULTURAL WORLD OF THE CHILD.

Such areas as socialization as a human process, man as a cultural being, and viewing our own and other cultural systems are examined in this 14-lesson course. Fee: \$34.00

TEACHING PRESCHOOL CHILDREN.

Answers questions such as: What is preschool education? Why early childhood matters in human development? How nursery schools contribute to child development. This 15-lesson course describes the effect of preschool education on "disadvantaged children" and emphasizes the idea that the preschool years are especially important in setting the direction of human life. Fee: \$34.00

THOSE IMPORTANT PRESCHOOL YEARS.

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 be more involved with our children. This non-credit course is divided into six lessons. Fee: \$5.00

TODAY'S HOMEMAKER.

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. Fee: \$5.00

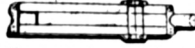
YOUR FAMILY'S FOOD.

A non-credit course divided into five units: In the Market, In the Kitchen, In the Body, Through the Day, and For All Ages. This course has been written to help those persons who buy and prepare food to gain better knowledge and appreciation of food's place in the life and well-being of each family member. Fee: \$5.00.



INFERTILITY AND BREEDING SOUNDNESS EXAMINATION OF THE BULL.

This post-graduate course will aid the veterinarian in improving his professional knowledge and competence on infertility and breeding soundness examination of the bull. (Each person completing the course will receive a certificate from the Chancellor of the University of Missouri-Columbia.) Fee: \$65.00

THE SLIDE RULE.

The slide rule was originally a mathematician's tool, but it has long been used in all engineering and scientific fields, in business and industry, and wherever rapid calculations need to be made with reasonable accuracy. This 10-lesson course includes slide rule multiplication, division, square roots, cube roots, and logarithms. Fee: \$20.00

REFRESHER ALGEBRA.

The material selected for this course is developed for the purpose of helping you review some of the basic fundamentals of algebra and mathematics. Key areas such as addition, subtraction, multiplication, division, special products, factoring, fractions, exponents, and radicals are covered. It is the author's hope that many of the typical difficulties encountered in mathematical studies will be overcome by adequate drill and study provided in this course. The course has 13 lessons. Fee: \$34.00

BASIC ELECTRONICS, PARTS I AND II.

A course to provide you with a basic knowledge of the principles of electricity, magnetism, electrical circuits and electronic circuits. Some background in radio or electricity is assumed. A good foundation course for later supplemental education in specialized areas of electronics, radio communications, FM, TV, radar, or industrial electronic application. Parts I and II each have 12 lessons. Fee Part I: \$34.00; Fee Part II: \$34.00.

PRACTICAL ELECTRICAL WIRING.

Covers AC and DC current power factor, transformers, circuits, selection of wire, wire connections and joints, grounding theory, outlet and switch boxes, and different wiring methods. A course designed to convey the basic principles involved with practical electrical wiring. The course has 20 lessons. Fee: \$51.00

**LAW ENFORCEMENT—AN ORIENTATION**

This course consists of 10 lessons which cover such subject areas as: What is a Police Officer? What is a Criminal? Courts and their Jurisdiction, Functions of the Court, The Policeman in Court, Questioning Witnesses and Victims, Evidence, Crime Scene Search, and Report Writing. No textbooks are required. Fee: \$34.00

LAW ENFORCEMENT-AN INTRODUCTION.

This 10-lesson course investigates structural, organizational functions. Relationships dealing with the patrol and the public, ethics of police, state and private enforcement agencies are explored. Other areas, such as skills and patrol duties, are also investigated. No textbooks are required. Fee: \$34.00

PATROL PROCEDURES.

This course, comprised of 21 lessons, assumes that the student has had no previous law enforcement experience. The course emphasizes preparation for

the patrolman as a generalist in the total procedure of law enforcement. Topics covered include: Preparation for Patrol; Field Techniques; Techniques by Type of Call; and Patrol Administration. Fee: \$51.00

**CUB SCOUT LEADERSHIP.**

Introduces you to such subject areas as pack organization, program planning, understanding boys, and the Cub Scout policy. The course has 16 lessons. Fee: \$34.00

BOY SCOUT LEADERSHIP.

This course endeavors to teach you to understand the fundamental objectives of the Boy Scouts of America, their origin, and how they work in the life of a boy. Chartering a Scout unit, patrol methods, and troop meetings are discussed in this 16-lesson course. Fee: \$34.00

**CITIZENSHIP.**

The United States Department of Justice Immigration and Naturalization Service has authorized the Independent Study Department 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

PREPARATORY COURSE FOR HIGH SCHOOL EQUIVALENCE EXAMINATION.

The Missouri State Department of Education provides an opportunity for adult residents of the state who have not completed the requirements for a high school diploma to earn a *Certificate of High School Equivalence* by making a passing score on the General Educational Development (GED) Tests. Although the certificate is *not* a high school diploma most colleges and employers accept the Certificate on a basis equal to that of a high school diploma. This independent study course provides a systematic guide for study in the basic high school subject matter areas covered in the GED Tests. Fee: \$25.00

UNIVERSITY OF MISSOURI EXTENSION CENTERS

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

UNIVERSITY EXTENSION CENTERS MISSOURI COUNTIES

ADAIR 503 E. Northtown Rd. Kirksville, 63501	CEDAR Courthouse Stockton, 65785	GRUNDY Post Office Building Trenton, 64683	LINN Courthouse Linneus, 64653
ANDREW 507 West Main Savannah, 64485	CHARITON Courthouse Keytesville, 65261	HARRISON Courthouse Bethany, 64424	LIVINGSTON 450 Locust Chillicothe, 64601
ATCHISON 518 South Main Rock Port, 64482	CHRISTIAN Courthouse Ozark, 65721	HENRY Post Office Building Clinton, 64735 or Courthouse Clinton, 64735	MCDONALD Coffee Building Pineville, 64856
AUDRAIN Courthouse Mexico, 65265	CLARK County Office Building Kahoka, 63445	HICKORY West Side of Square Hermitage, 65668	MACON Courthouse 300 N. Rollins Macon, 63552
BARRY Federal Building Cassville, 65625	CLAY 103 East Kansas Liberty, 64068	HOLT Highway 59 East Oregon, 64473	MADISON Courthouse Fredericktown, 63645
BARTON Post Office Lamar, 64759	CLINTON Courthouse Plattsburg, 64477	HOWARD Courthouse Fayette, 65248	MARIES Courthouse Vienna, 65582
BATES Courthouse Butler, 64730	COLE 2507 Industrial Drive Jefferson City, 65101	HOWELL Courthouse West Plains, 65775	MARION Post Office Building Palmyra, 63461
BENTON Courthouse Warsaw, 65355	COOPER Courthouse Boonville, 65233	IRON Courthouse Ironton, 63650	MERCER Courthouse Princeton, 64673
BOLLINGER Courthouse Marble Hill, 63764	CRAWFORD 105 N. First Street Steelville, 65565	JACKSON 2820 S. 71 Bypass Independence, 64057	MILLER Courthouse Annex Tuscumbia, 65082
BOONE 1408 I 1-70 Dr. S.W. Columbia, 65201	DADE Courthouse Greenfield, 65661	JASPÈR Courthouse Carthage, 64836	MISSISSIPPI 113 E. Court Street Charleston, 63834
BUCHANAN 4525 Downs Drive St. Joseph, 64507 or 308 Federal Building St. Joseph, 64501	DALLAS Courthouse Buffalo, 65622	JEFFERSON Courthouse Hillsboro, 63050	MONITEAU Highway 50 West California, 65018
BUTLER Courthouse Poplar Bluff, 63901	DAVISS Courthouse Gallatin, 64640	JOHNSON Courthouse Warrensburg, 64093 or 307 N. Holden Warrensburg, 64093	MONROE Courthouse 307 N. Washington Paris, 65275
CALDWELL Courthouse Kingston, 64650	DEKALB Courthouse Maysville, 64469	KNOX Courthouse Edina, 63537	MONTGOMERY 211 East 3rd Montgomery City, 63361
CALLAWAY Courthouse Fulton, 65251	DENT 301 West 3rd Street Salem, 65560	LACLEDE Courthouse Annex Lebanon, 65536	MORGAN Courthouse Versailles, 65084
CAMDEN Courthouse Camdenton, 65020	DOUGLAS Courthouse Ava, 65608	LAFAYETTE 14 E. 19th Street Higginsville, 64037	NEW MADRID Courthouse New Madrid, 63869
CAPE GIRARDEAU Post Office Building Jackson, 63755	DUNKLIN Courthouse Kennett, 63857	LAWRENCE Courthouse Mt. Vernon, 65712	NEWTON Courthouse Neosho, 64850
CARROLL Farm Bureau Building Carrollton, 64633	FRANKLIN Main & Church Streets Union, 63084	LEWIS Kling Building Monticello, 63457	NODAWAY 112 West 3rd Street Maryville, 64468
CARTER Courthouse Van Buren, 63965	GASCONADE 215 North First Owensville, 65066	LINCOLN 540 Main Street Troy, 63379	OREGON Courthouse Alton, 65606
CASS Courthouse Harrisonville, 64701	GENTRY Library Building Albany, 64402		OSAGE Courthouse Linn, 65051
	GREENE RDI Bldg., Suite 900 Springfield, 65802		OZARK Courthouse Gainesville, 65655

PEMISCOT Post Office Building Caruthersville, 63830	RAY 114½ E. Forrest Smith Richmond, 64085	SCHUYLER — —	WARREN 104 West Main Warrenton, 63383
PERRY Mercier Building Perryville, 63775	REYNOLDS IOOF Building Ellington, 63638	SCOTLAND 101 W. Monroe Memphis, 63555	WASHINGTON 102 N. Missouri St. Potosi, 63664
PETTIS Basement Federal Bldg. Sedalia, 65301	RIPLEY Courthouse Doniphan, 63936	SCOTT Courthouse Benton, 63736	WAYNE Courthouse Greenville, 63944
PHELPS 102 West 9th Street Rolla, 65401	ST. CHARLES 547 First Capital Dr. St. Charles, 63301	SHANNON Courthouse Eminence, 65466	WEBSTER 209 Federal Building Marshfield, 65706
PIKE Courthouse Bowling Green, 63334	ST. CLAIR Courthouse Osceola, 64776	SHELBY East Side of Square Shelbyville, 63469	WORTH Courthouse Grant City, 64456
PLATTE 1112 S. 4th Street Platte City, 64079	ST. FRANCOIS Courthouse Farmington, 63640	STODDARD P.O. Box F Bloomfield, 63825	WRIGHT Courthouse Hartville, 65667
POLK Courthouse Bolivar, 65613	STE. GENEVIEVE Courthouse Ste. Genevieve, 63670	STONE Courthouse Galena, 65656	ST. LOUIS CITY 1216 N. 13th Street St. Louis, 63106
PULASKI Courthouse Annex Waynesville, 65583	ST. LOUIS 7900 Forsyth Clayton, 63105	SULLIVAN Courthouse Milan, 63556	KANSAS CITY CENTER 518 Argyle Building 306 E. 12th Street Kansas City, 64106
PUTNAM Courthouse Unionville, 63565	<i>or</i> 711 N. Euclid St. Louis, 63108	TANEY Courthouse Forsyth, 65653	<i>or</i>
RALLS Courthouse New London, 63459	<i>or</i> Jefferson Barracks 20 Hancock St. Louis, 63125	TEXAS Courthouse Houston, 65483	LINWOOD CENTER 6300 Swope Pkwy. Kansas City, 64132
RANDOLPH Federal Building Moberly, 65270	SALINE Courthouse Marshall, 65340	VERNON Courthouse Nevada, 64772	DELTA CENTER P.O. Box 160 Portageville, 63873

Credit course examinations may be taken at any one of the above University Extension Centers. See the University and High School *Examinations* section of this bulletin for additional information.

Additional enrollment application forms may be obtained from the Independent Study Department, or one of the above University of Missouri Extension Centers.

INDEPENDENT STUDY DEPARTMENT

Whitten Hall
Extension Division
University of Missouri
Columbia, Missouri 65201



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