

2014-2016 Mineral Area College Catalog

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Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreement with Mineral Area College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, creed, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, or the ADA Amendments Act of 2008 is directed to contact the Dean of Students at (573) 518-2262 or the Human Resources Director at (573) 518-2378, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000. These individuals have been designated to coordinate the college's efforts to comply with the regulations implemented in Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with regulations

implementing Title VI, Title IX, or Section 504, or the Americans with Disabilities Act.

This publication is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this publication.

Mineral Area College complies with guidelines set forth in the American with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the registration/education process, notify the Access director at (573) 518-2152 or the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs. Deaf or speech impaired callers please use Relay Missouri: 1-800-735-2966.

This catalog is effective beginning April 1, 2014, for the 2014-15 and 2015-16 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

The college reserves the right to change regulations, policies and fees or to revise certain curricula as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

ACCREDITATION

Mineral Area College and its outreach centers are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

30 North LaSalle Street
Suite 2400
Chicago, IL 60602
1-800-621-7440 or
(312) 263-0546
FAX: (312) 263-7462

Mineral Area College degrees and programs are approved by the Missouri Coordinating Board for Higher Education, Jefferson City, MO.

Department Affiliations

- Missouri State Board of Education for the prerequisite preparation of elementary and secondary teachers.
- Missouri Board of Nursing for the Licensed Practical Nursing program and the Registered Nursing Programs.
- Missouri State Board of Education for the various career and technical education programs.

Telephone Numbers, Addresses of College & Outreach Centers

Main Campus

(888) MAC-4YOU (622-4968) or (573) 431-4593
5270 Flat River Road
P.O. Box 1000
Park Hills, MO 63601-1000
www.MineralArea.edu

Outreach Centers

Farmington High School...(573) 701-1310 ext. 2139 1 Black Knight Drive Farmington, MO 63640	Potosi High School(573) 438-4363 after 4 p.m.(573) 438-2156 ext. 43 1 Trojan Drive Potosi, MO 63664
Fredericktown(573) 783-7932 1450 Madison 517 Fredericktown, MO 63645	Winona High School(573) 325-8101 ext. 314 Highway 19 North Winona, MO 65588
Perryville Higher Education Center ..(573) 547-4143 St. Mary's of the Barrens Facility 108 South Progress Drive Perryville, MO 63775	

Important Phone Numbers

Access Office..... 518-2152	Educational Talent Search I..... 518-2380
Admissions 518-2228	Educational Talent Search II..... 518-2387
Allied Health 518-2172	Enrollment Verification..... 518-2119
Arts & Sciences Dean..... 518-2100	EXCEL..... 518-2131
Alumni Services..... 518-2114	Financial Aid 518-2133
Assessment (Testing) 518-2202	Fine Arts Theatre 518-2125
Athletics 518-2134	Learning Center..... 518-2140
Bookstore 518-2106	Library (C.H. Cozean Library)..... 518-2141
Business Office..... 518-2287 or 2232	Mineral Area College Foundation 518-2114
Campus Housing (College Park)..... 518-1330	Mineral Area Council on the Arts 518-2125
CARDS Freshman Orientation 518-2119	Missouri Center for Career Education 518-2255
Career & Technical Education Dean..... 518-2157	Police, Campus (cell)..... 631-2831
CTE Dual Credit 518-3805	President's Office 518-2146
Career Planning..... 518-2193	Public Service Center..... 518-2148
Career Placement..... 518-2198	Regional Technical Education Council (RTEC) 518-3805
Central Methodist University..... 518-2112	Registrar's Office/Registration..... 518-2119
Computer Help Desk 518-2137 or 2240	Student Services Dean..... 518-2154
Continuing Education 518-2342	University of Missouri-St. Louis 518-2324
Course Registration..... 518-2126	Upward Bound..... 518-2156
Customized Training..... 518-2157	Wellness Center 518-2104
Dual Credit Coordinator..... 518-3805	

Greetings



**Dr. Steven J.
Kurtz**
President

Hello!

When you open this catalog, you open our pledge to provide you with a high-quality, convenient and affordable education. It's a tradition that Mineral Area College and its predecessor, Flat River Junior College, have carried on for almost 100 years.

Whether you're sharpening skills for an increasingly competitive workforce or whether you're planning to transfer to a four-year college or university, our faculty are committed to your success and our support staff is dedicated to giving you the best in customer service.

Please make the most of your opportunities at MAC by participating in campus clubs and organizations, cultural and social events, intercollegiate athletics and activities. They're designed to balance out your academic program and enhance your college experience.

Use this document as you plan your academic journey. If you need any clarification or more information, please call or e-mail us.

On behalf of the Board of Trustees, faculty and staff, thank you for considering Mineral Area College. We look forward to helping you achieve your goals and dreams.

Very truly yours,
Dr. Steven Kurtz
President, Mineral Area College

Disclaimers and Conditions

This publication is for information only and does not constitute a contract. The college reserves the right to change information, rules, regulations, and policies appearing in the general catalog as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

The college reserves the right to change, modify, or alter, with appropriate Board of Trustees action and reasonable notice, all fees, charges, tuition, expenses, and costs of any kind.

The college reserves the right to add, delete, or modify without notice, and as deemed necessary and desirable, any curricula, courses or program offerings or information contained in this publication, semester course schedule, or the college's Web site.

Students are expected to read and conform to the regulations in this general catalog. The student, not the college nor its faculty members, is primarily responsible for knowing the college's regulations and policies and for meeting the requirements for a degree or certificate.

The information in this publication is as current and as accurate as possible. Due to the constant change in economic conditions and in student program needs, the accuracy of the details appearing here may be affected. Occasionally, classes may be deleted from this catalog or from semester course schedules for lack of sufficient enrollment. There may be changes in fee schedules, which are current at the time of publication of this catalog.

This general catalog is effective beginning April 1, 2014, for the 2014-15 and 2015-16 academic years and their respective summer sessions. Each student is responsible for compliance with the information, rules, regulations, and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for noncompliance.

Trustees



Scott Sikes
Subdistrict 1



Sally Parker-Nash
Subdistrict 2



Jerry Sullivan
Subdistrict 3



Harvey Faircloth
Subdistrict 4



Dr. Don VanHerck
Subdistrict 5



Alan Wells
Subdistrict At-Large

Administration

Dr. Steven J. Kurtz

President

J. Gil Kennon

Vice President of College Affairs,
Dean of Career & Technical Education

Jean Merrill-Doss

Dean of Student Services

Carolyn Kay Crecelius

Dean of Arts & Sciences

Russell R. Straughan

Business Manager

Kathryn Neff

Human Resources

Academic Calendar

Fall 2014		Fall 2015	
Monday, Aug. 18	Semester Begins	Monday, Aug. 17	Semester Begins
Saturday, Aug. 30	Labor Day Holiday, No classes	Saturday, Sept. 5	Labor Day Holiday, No classes
Monday, Sept. 1	Labor Day Holiday, No classes	Monday, Sept. 7	Labor Day, No classes
Friday, Oct. 10	Professional Development Day, No classes	Tuesday, Oct. 6	Professional Development Day, No classes
Wednesday-Friday, Nov. 5-7	MCCA Meetings	Wednesday-Friday, Nov. 4-6	MCCA Meetings
Tuesday, Nov. 11	Veterans Day, No classes	Wednesday, Nov. 11	Veterans Day, No classes
Wednesday, Nov. 26	No evening classes	Wednesday, Nov. 25	No evening classes
Thursday-Saturday, Nov. 27-29	Thanksgiving Break, No classes, campus closed	Thursday-Saturday, Nov. 26-29	Thanksgiving Break, No classes, campus closed
Thursday, Dec. 4	Last T/R class	Thursday, Dec. 3	Last T/R class
Friday, Dec. 5	Last M/W/F class	Friday, Dec. 4	Last M/W/F class
Monday-Friday, Dec. 8-12	Final Exams-Day Classes	Monday-Friday, Dec. 7-11	Final Exams-Day Classes
Monday, Dec. 8	Monday Evening Final Exams	Monday, Dec. 7	Monday Evening Final Exams
Tuesday, Dec. 9	Tuesday Evening Final Exams	Tuesday, Dec. 8	Tuesday Evening Final Exams
Wednesday, Dec. 10	Wed. Evening Final Exams	Wednesday, Dec. 9	Wed. Evening Final Exams
Thursday, Dec. 11	Thurs. Evening Final Exams	Thursday, Dec. 10	Thurs. Evening Final Exams
Friday, Dec. 12	Friday Evening Final Exams	Friday, Dec. 11	Friday Evening Final Exams
Saturday, Dec. 13	Saturday Final Exams	Saturday, Dec. 12	Saturday Final Exams
Saturday, Dec. 13	Semester Ends	Saturday, Dec. 12	Semester Ends
Monday, Dec. 15	Grades Due	Monday, Dec. 14	Grades Due
Spring 2015		Spring 2016	
Monday, Jan. 12	Semester Begins	Monday, Jan. 11	Semester Begins
Monday, Jan. 19	MLK Jr. Holiday, No classes	Monday, Jan. 18	MLK Jr. Holiday, No classes
Monday, Feb. 16	Presidents Day, No classes	Monday, Feb. 15	Presidents day, No classes
Monday-Saturday, March 9-14	Spring Break, No classes	Monday-Saturday, March 7-12	Spring Break, No classes
Friday-Saturday, April 3-4	Spring Holiday, No classes	Friday-Saturday, March 25-26	Spring Holiday, No classes
Tuesday, April 21	Professional Development Day, No classes	Thursday, April 21	Professional Development Day, No classes
Tuesday, May 5	Last T/R class	Tuesday, May 3	Last T/R class
Thursday, May 7	Review Day	Thursday, May 5	Review Day
Friday, May 8	Last M/W/F class	Friday, May 6	Last M/W/F class
Saturday, May 9	Commencement	Saturday, May 7	Commencement
Monday-Friday, May 11-15	Final Exams-Day Classes	Monday-Friday, May 9-13	Final Exams-Day Classes
Monday, May 11	Monday Evening Final Exams	Monday, May 9	Monday Evening Final Exams
Tuesday, May 5	Tuesday Evening Final Exams	Tuesday, May 3	Tuesday Evening Final Exams
Wednesday, May 6	Wed. Evening Final Exams	Wednesday, May 4	Wed. Evening Final Exams
Thursday, May 14	Thurs. Evening Final Exams	Thursday, May 12	Thurs. Evening Final Exams
Friday, May 15	Friday Evening Final Exams	Friday, May 13	Friday Evening Final Exams
Saturday, May 16	Saturday Final Exams	Saturday, May 14	Saturday Final Exams
Saturday, May 16	Semester Ends	Saturday, May 14	Semester Ends
Monday, May 18	Grades Due	Monday, May 16	Grades Due
Summer 2015		Summer 2016	
Monday, June 1	Semester Begins	Monday, June 6	Semester Begins
Friday-Saturday, July 3-4	Independence Day, No classes	Saturday, Monday, July 2, 4	Independence Day, No classes
Monday, July 27	Final Exam Day-Day Classes	Monday, Aug. 1	Final Exam Day-Day Classes
Monday, July 20	Monday Evening Final Exams	Monday, Aug. 1	Monday Evening Final Exams
Tuesday, July 21	Tuesday Evening Final Exams	Tuesday, July 26	Tuesday Evening Final Exams
Wednesday, July 22	Wed. Evening Final Exams	Wednesday, July 27	Wed. Evening Final Exams
Thursday, July 23	Thurs. Evening Final Exams	Thursday, July 28	Thurs. Evening Final Exams
Friday, July 24	Friday Evening Final Exams	Friday, July 29	Friday Evening Final Exams
Saturday July 25	Saturday Final Exams	Saturday July 30	Saturday Final Exams
Monday, July 27	Final Exams-Day Classes	Monday, Aug. 1	Final Exams-Day Classes
Tuesday, July 28	Grades Due	Tuesday, Aug. 2	Grades Due

About Mineral Area College

Mission Statement

The mission of MAC is to serve the community, to provide students a quality, affordable education, and to offer opportunities for professional and personal development in a safe, professional environment.

Vision Statement

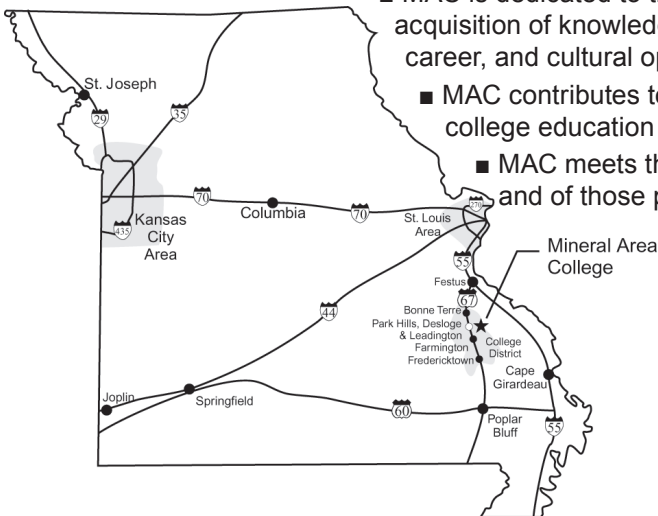
MAC will be recognized as an innovative educational institution and will:

- Encourage and support individuals, businesses, and organizations to meet their educational needs.
- Serve as a resource for community and cultural enrichment.
- Attract, develop, and retain dedicated, diverse, and professional employees.
- Recruit, develop, and retain a diverse student population by providing an accessible, quality, and affordable education.
- Provide staff, faculty, and students with appropriate resources for programs and services.
- Strengthen relationships with school districts and community agencies.
- Provide for the security needs of staff, faculty, students, and visitors through a community-based, collaborative approach to campus safety.

Philosophy of Purpose

The Philosophy of Purpose is an educational agreement between MAC and its community that defines a mutual commitment to student success shared by students, faculty, and staff. The college promotes a dedicated, responsive relationship among all members of the college community. The following six statements reflect MAC's philosophy:

- MAC is committed to continuous quality improvement.
- MAC is dedicated to the belief that a college education is essential for the acquisition of knowledge and skills required for life-changing educational, career, and cultural opportunities.
- MAC contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- MAC meets the needs of those transferring to four-year institutions and of those preparing for immediate careers.
- MAC contributes to the cultural enrichment, economic development, and general welfare of the region through continuing education and cooperative programs.
- MAC has an open door policy that provides everyone an opportunity to learn.



Value Statements

- We are committed to being professional, fair, and honest and to creating an atmosphere of cooperation and mutual respect.
- The development of our teaching and learning environment is a responsibility we share.
- Our students can expect excellence, opportunity, and encouragement so they may succeed.
- Our curriculum and program offerings will effectively serve our communities' educational and training needs.

Goals for the Future

MAC fulfills its mission through dedicating its resources to evaluating and meeting individual and community needs.

MAC meets individual needs by offering services and programs tailored to fit a wide-range of student objectives.

- **College/University Transfer:** Provides courses in general education as well as prerequisite work for students who plan to transfer to four-year institutions.
- **Career and Technical Education:** Provides courses which assist in the achievement of the technical knowledge and general background information necessary for employment.
- **General Education:** Provides courses that result in personal, cultural, intellectual, and social development in transfer and career programs.
- **Continuing Education:** Provides a variety of lifelong learning opportunities that are responsive to people of all ages.
- **Developmental Education:** Provides courses that prepare students in basic skills such as adult literacy and assist students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
- **Student Services:** Provides support services to assist students in achieving their educational goals, including recruitment, orientation, assessment, academic advisement, financial assistance, personal and career counseling, career placement, accommodation services for students with disabilities, and other learning resources.

MAC meets community needs by offering programs and services that respond to the requirements of area businesses and contribute to the richness of public life:

- **Customized and Contract Training:** Provides specialized training to address specific needs of business and industry and to strengthen the economic development of the region.
- **Community and Cultural Services:** Provides, encourages, and supports community, civic, and recreational activities to promote the advancement and enhancement of the region's diversity and quality of life.

Organizational Priorities

MAC will be an open-door institution known for its integrity, flexibility, creativity, responsiveness, quality instruction, and commitment to working for the benefit of the educational and cultural needs of the citizens in the service region.

MAC adopts the following organizational priorities:

- **Assessment:** Assessment results and strategies are used to continuously improve the learning environment, our operational processes, and the effectiveness of all employees.
- **Student Success:** Provide courses and programs in which learners will attain a general education, prepare for careers, continue lifelong-learning goals, and expand social and cultural awareness.
- **High School Relationships:** Ensure a smooth transition for high school students entering MAC and provide resources to maximize their college experience.
- **Diversity:** Promote a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone.

- **Partnerships with Colleges and Universities:** Collaborate with other colleges and universities to provide baccalaureate and master degree programs to the service region.
- **Business and Industry Training:** Develop economic growth and vitality by providing training to meet the needs of employers and employees in the region.
- **Technology:** Research, respond, and adapt to technological changes; offer user-friendly access to campus resources and information; support, assist, and empower individuals in the development and use of information technology; maintain innovative leadership.
- **Operational Effectiveness and Efficiency:** Maintain open lines of communication and cooperation among faculty, staff, and administrators. Create a working environment in which professional experience and education is valued and encouraged by providing the resources, tools, and freedom to achieve the College's mission and philosophy of purpose.
- **Online Education:** Evaluate and improve delivery mediums for students to complete a certificate or degree.

History of MAC and Flat River Junior College

One way to understand an institution's culture and values is to learn about its history, and MAC is no exception.

In late November 1921, a group of former Flat River area high school administrators banded together to present a proposal for two years of advanced education for area high school graduates. After receiving support from the school districts and the Board of Education, the group made plans to open Flat River Junior College (FRJC). On September 5, 1922, a student body of 38 held classes for the first time on the stage of the auditorium in the Domestic Science basement and in high school classrooms on the Flat River High School campus. During fall 1923, FRJC was ready for its first full term of occupancy. This structure housed the junior college for 42 years and MAC students for three years.

MAC was founded in April 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Washington and Ste. Genevieve counties, including North County, Central, West County, Bismarck, Farmington, and Fredericktown school districts. Since the college is a successor to Flat River Junior College, MAC is now the third-oldest public junior college in Missouri.

Since its inception, thousands of graduates have gone out into the world with MAC degrees or certificates, and the college has become a comprehensive two-year community college. The academic transfer program almost doubled in size and scope within the first five years of the college's existence. In 1966, the vocational/technical division was added. The first vocationally-oriented programs were initiated in September 1966 and consisted of secretarial practice, business management and two technology programs. In 1967, a certificate course in practical nursing was introduced; in 1968, an associate degree in nursing program was added.

In February 1970, the young institution moved into its new facilities on a 226-acre campus located on the east side of U.S. Highway 67 near Leadington, and entered a transitional period of gradual expansion.

In 1985-86, the college completed significant, necessary additions to its facilities: a 350-seat Community Center, a remodeled learning resources center complete with second floor space that increased the facility's usable area by 3,800 sq. ft., and the Career Center which houses existing, new and expanded vocational programs.

Later additions to the campus included the Willa Kusman North College Center, which provides offices and four large community meeting rooms. The MAC Student Center houses the College Bookstore, the Wellness/Fitness Center, and athletic department office space.

In March 1996, residents of the district voted to expand the college with the addition of a Telecommunications and Technology Center, a Public Services Center, a Tourism Education and Information Center, and a General Services Building.

A 210-bed housing complex called College Park was added in 2000 to offer unique, on-campus housing to students.

In April 2002, voters approved a \$6 million bond issue to build a 10,000 sq. ft. outreach center in Fredericktown; to remodel and add space to the fine arts facilities including art, music and theater; new athletic locker rooms and storage; remodel faculty offices; add parkway lighting; renovate the college's

heating and cooling spaces; build a new men's baseball field; and restore and beautify the college's quadrangle in the middle of campus.

In April 2011, voters approved a no-tax-increase, \$8 million bond issue to: Renovate and add science labs to the Fredericktown Center and main campus; build additional classrooms and student meeting space at the Fredericktown Center; build an addition to the Technology Center which would consolidate business and student services functions into one area; renovate the C.H. Cozean Library; and add elevators to the library, as well as an accessibility walkway from the library to the Arts & Sciences Building.

Today, MAC serves more than 4,000 students each semester and offers dozens of career and technical education programs, and required general education transfer courses that can be applied to almost all academic majors at universities. MAC is a leader in workforce development and customized training for businesses and industries in the area. Because of the foresight of college leaders and voters within the college's district, Flat River Junior College and MAC have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. MAC will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the future.

Admissions & Records

POLICIES STUDENTS NEED TO KNOW

Below is a partial list of policies and other federal disclosures of which students should be aware before registering for classes. Many of the policies are based on state and federal regulations, as well as of those of Mineral Area College. More information on the following policies and other federal disclosures may be found at www.MineralArea.edu.

Confidentiality of Financial Records

The General Education Provision of 1974, as amended by the Family Education Rights and Privacy Act of 1974 (FERPA), provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records, and personally identifiable information.

Confidentiality of Student Records

MAC complies with FERPA, as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA. The college affords students the right to inspect official records directly relating to them.

Directory Information/Public Information

In accordance with FERPA, MAC considers the following to be a student's directory information: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

Name and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

Drug-Free Work Place

MAC provides a drug-free campus and workplace and operates within the guidelines set forth in the Drug-Free Schools and Communities Act Amendments of 1989 and the Anti-Drug Abuse Act of 1988.

Equal Opportunity Statement

MAC is committed to equal opportunity in employment and admissions. Inquiries and concerns about discrimination on the basis of race, color religion, national origin, sex, age, disability, ancestry, or veteran status may be directed to the Office of Human Resources, P.O. Box 1000, Park Hills, MO 63601.

Immunization Against Communicable Diseases

It is strongly recommended that all entering freshmen and transfer students be immunized for measles and rubella before they register for classes. Students planning to live at College Park student housing are encouraged to obtain the meningococcal vaccine.

Services for Students with Disabilities

It is MAC's policy to provide reasonable and appropriate accommodations for students with documented disabilities to participate in campus programs, services and activities. People with disabilities are defined in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Sexual Harassment Policy

MAC is committed to a work setting and academic environment free from sexual harassment.

This policy applies to members of the college community, including employees, students, and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by other state and federal discrimination laws. Violators of this policy shall be subject to disciplinary actions.

Tobacco-Free Buildings and Grounds

In an effort to respect the health rights of all students, faculty and staff, MAC has a “Smoke-Free Environment” policy. At the time of this catalog’s publication, smoking and chewing of tobacco, including the use of e- cigarettes, are not permitted inside any buildings on the college campus, nor in the Quadrangle. Use of tobacco products is allowed in designated areas outdoors, but is not allowed within 15 feet of any building entrance nor at the Harold “Hal” Loughary Baseball Field.

In March 2014, the Board of Trustees voted to pursue the concept of a completely tobacco-free campus policy, which would not take effect until Aug. 1, 2015. Check www.MineralArea.edu for more information about the pursuit of this policy. This will include all forms of tobacco including smoking, smokeless, e-cigarettes, and any other innovative products allowing for tobacco consumption. The pursuit of this policy demonstrates the college’s commitment to providing a healthy educational setting and workplace, not only for its students and employees, but also for those who visit the campus and outreach centers.

Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2014, for the 2014-15 and 2015-16 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

GENERAL ADMISSIONS

Requirements

MAC has an open door admissions policy. Potential students must be at least 16 years old within the first 30 days of the semester of initial enrollment to be admitted to the college. Students should apply to the Admission’s Office before their expected start date as registration priority is given to early applicants.

The college reserves the right to refuse admission to any applicant in the best interest of the college. Additionally, the college may hold registration for students who have not completed admissions requirements and/or prerequisites. Admission to the college does not guarantee admission to all courses or programs.

There is no discrimination in the admission or recruitment of students on the basis of age, ancestry, color, creed, gender, marital status, military status, national origin, physical or mental disability, race, religion, sexual orientation or other protected group status.

Students who passed the General Educational Development (GED) test according to Missouri standards are admitted under the same provisions as graduates from accredited high schools.

Students seeking admission after a semester or term has begun must have the appropriate dean’s approval.

Selective Admission Programs

In addition to the general admission procedures, some programs have specific requirements. Some of the selective admission programs are:

Programs	Maximum # admitted	Application Deadline
Practical Nursing	32	Dec. 15
Paramedic Technology	20	May 30
Radiologic Technology	16	Jan. 15 – May 1
Associate Degree in Nursing	Freshman 36, Sophomore 48	Dec. 15
*Respiratory Therapy	22	May 30
*Physical Therapy Assistant	18	May 1

*Selection of the students is completed by the staff at the Cape Girardeau Career Center.

Campus Visits

The college encourages and welcomes all prospective students to visit the campus. Those interested in scheduling a visit should call the Admissions Office at least 24 hours in advance at (573) 518-2108.

ADMISSIONS & RECORDS

Admissions Checklist

1. Application for Admission

The Admissions Office accepts applications in person, by mail or online at www.MineralArea.edu. Students should complete the application and forward it to: Admissions Office, P.O. Box 1000, Park Hills, MO 63601. Incomplete applications cannot be processed.

New and returning students are advised that the Social Security number is voluntarily disclosed to MAC and is maintained as confidential information. (The student's Social Security number is required by the U.S. Dept. of Education when completing the FAFSA form for state and federal funding.)

Students may apply for admission at any time, although students who wish to register for the fall semester are encouraged to submit their application by July 1, and students who wish to register for the spring semester are encouraged to submit their application by Dec. 1. Applications and other documentation may be submitted as early as one year in advance of the first semester of enrollment.

A one-time, non-refundable, \$15 application fee must accompany the admission application. Students who have previously received MAC credit are exempt from the application fee but must complete a Returning Student Application, which can also be found at www.MineralArea.edu.

Students needing help should contact the Admissions Office at (573) 518-2228.

2. Financial Aid Application

Financial aid is available in the form of scholarships, grants, loans, and part-time on-campus employment for those who qualify. Most awards are based upon financial need, but certain scholarships may have other eligibility requirements.

Students should complete a FAFSA application at www.fafsa.ed.gov. MAC's code is 002486. Priority deadline is April 1 for the following academic year. Late applications will be accepted, but funds are limited. Late applications may affect the amount of aid available.

3. Transcripts

The Admissions Office requires official copies of high school transcripts, home school proof of completion, and GED transcripts. Previous college transcripts must be submitted before enrollment. Transcripts should be mailed directly from the respective school to the Admissions Office.

First-time freshmen who have earned dual credit in high school from another college must have an official college transcript sent to the Admissions Office. High school seniors will be admitted as a provisional student based on a seventh semester transcript. A final high school (eighth semester) transcript will be required after graduation. Once the Admissions Office receives a final transcript, the student will be accepted as a regularly-admitted student. Under provisional status, students with A+ benefits will not be processed until a final high school transcript is received.

A high school transcript should show grades, class rank, and date of graduation. Official transcripts from both high school and colleges must be on file before the student is eligible to register. All final transcripts must be received before orientation and registration. To request a high school or college transcript be sent to MAC, students may download a form from www.MineralArea.edu.

4. Placement Tests

MAC reserves the right to guide enrollment on the basis of placement tests. Placement testing is required before enrollment. The ACT or Compass test is used to place students into the appropriate courses based on their ability in English, math and reading. If a student has not taken one of these tests, he or she should contact the Assessment Office at (573) 518-2202. ACT scores listed on high school transcripts are acceptable. Students who have taken the ACT test but found it is not on the high school transcript may request additional copies from ACT Records Department, P.O. Box 451, Iowa City, Iowa, 52243-0451. MAC's code is 023060. There is a fee for this service.

5. Confirmation of Admission

The Admissions Office will make every effort to inform applicants of incomplete files. However, applications received close to final registration usually do not allow sufficient time to inform the applicant of an incomplete admission file. The applicant is responsible for ensuring that all required documentation is on file in the Admissions Office. MyMAC is available for up-to-date information regarding admission, financial aid, billing and other student-related topics.

6. Orientation

College Advisement/Registration Day for Students (CARDS) is a required orientation for first-time freshmen and transfer students with fewer than 12 earned credit hours under the age of 25. The orientation sessions are held during spring and summer semesters in preparation for fall. The programs feature academic advising, registration, information on housing, financial aid, billing, student activities and parking.

Students required to attend orientation who are admitted late and/or cannot attend a CARDS program will register after the last scheduled CARDS program for the semester. Exceptions to the above policy may be approved by the registrar or the dean of students.

Campus Housing

College Park, the on-campus student housing complex, offers students the best of both worlds, combining on-campus convenience with the benefits of off-campus apartment-style floor plans and flexibility. College Park's live-in staff — assistant director and resident assistants — are available to help student residents achieve academic success and enjoy a safe collegiate experience.

Located on the Park Hills campus, College Park allows students convenience to classes and resources, and a safe environment in which to meet people and entertain friends.

Individual housing agreements are offered on the two- and four-bedroom apartments, all of which are basically furnished and have kitchens. Other amenities include pool, barbecue pavilion, sand volleyball courts, internet hook-up, on-premise laundry and computer lab. Meal plans are available. All housing students are required to purchase a 12- or 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification

Students are classified as follows:

Full-Time

A student enrolled in 12 or more semester hours of coursework for the fall/spring semesters and six or more semester hours of coursework for the summer session.

Part-Time

A student enrolled in one to 11 semester hours of coursework for the fall/spring semesters and fewer than six semester hours of coursework for the summer session.

Freshman

A student who has satisfactorily completed fewer than 30 semester hours of coursework.

Sophomore

A student who has satisfactorily completed 30 or more semester hours of coursework.

First-Time Student

A student who is an applicant who has not completed any college-level coursework since high school graduation. Students who complete summer coursework after high school graduation, and who have already been admitted to the college, are still considered first-time freshmen.

Transfer Student

A student who has attended another institution of higher education since high school graduation before applying to MAC.

Continuing Student

A student who is currently enrolled at MAC and who has not had a break in enrollment (excluding summer session).

Returning Student

A student who is an applicant who has previously earned at least one hour of credit at MAC. Returning students who have not been enrolled at MAC for a semester or more (excluding summer session) may reactivate their files by updating their admission information with the Admissions Office. Files for students who have not attended within five years will be destroyed. Transcribed grades earned

at MAC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities, or other documents that have been destroyed. Returning students who have attended another accredited institution since leaving MAC must have official and complete transcripts sent from those institutions to the Admissions Office.

Non-Degree Seeking Student

Students admitted for credit coursework may classify themselves as non-degree seeking if they are not seeking a degree, certificate, or financial aid. Students seeking any type of financial aid (Social Security, veterans benefits, federal grant scholarships, etc.) or international students on F-1 visas must be classified as degree-seeking students. Non-degree seeking students are ineligible for financial aid. A non-degree seeking student must comply with all other college policies, including placement testing for English and math courses, and must meet all course prerequisites.

Non-High School Graduate

Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. To be admitted, non-high school graduates must be at least 16 years old, take the Compass Test or submit ACT scores, and submit a high school transcript from the last school attended. These students will be admitted to the college as a provisional student until a final high school or GED transcript is received by the Admissions Office.

Provisional Student

Provisional students are admitted on the first day of classes without having submitted all admission documents. Provisionally-admitted students are only allowed to register for one semester and are not eligible to receive financial aid.

Home Schools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools

Home-schooled, non-accredited or correspondence high school students may attend, but must be at least 16 years old. To be admitted, graduates of home schools, non-accredited high schools or correspondence schools must submit transcripts verifying completion of an academic program, and take the college's assessment test or submit ACT scores. Admission to the college does not guarantee admission to a particular course or program of study.

Students who do not meet the required admission guidelines may apply as non-high school graduates.

Dual Credit

Admission is granted to students attending accredited high schools who want to participate in the dual credit program. Dual credit is the enrollment of a high school student in one or more specified college courses for which the student is awarded both high school and college credit. This program is open to students who are at least 16 and meet specific G.P.A. requirements. Placement scores may also be required in order to enroll in some classes. Dual credit classes are taught in the local high schools by qualified high school instructors. Interested students should check with their high school counselors.

Dual Enrollment

Dual enrollment is the enrollment of a high school student in a college class or classes. Students may also receive high school credit at the same time. A dual enrollment student either takes classes on a MAC campus or takes distance learning, telecourses, or online classes from a MAC instructor. This program is open to students who are at least 16 and meet specific G.P.A. requirements. Placement scores may also be required to enroll in some classes. Students may take both dual credit and dual enrollment classes during the same semester. Interested students should check with their high school counselors.

Career and Technical Dual Credit

MAC has partnered with four area career centers (Arcadia Valley Career and Technology Center, Cape Girardeau Career and Technology Center, Perryville Career and Technology Center and UniTec Career and Technology Center) and various area high schools to offer articulated credit for high school students.

Students enrolled in an articulated program or course(s) at one of the career centers and high schools are eligible to earn college and high school credit at the same time. In addition to earning credit for career and technical courses through the career centers and high schools, students can also take general education courses on the MAC campus, satellite campus or through dual credit courses at their high school which will count towards an Associate of Applied Science Degree and/or certificate at MAC.

Concurrently Enrolled Student

Students may enroll in MAC and another college during the same semester. Such students should contact both their registrar and dean for more information.

Visiting Student

A visiting or transient student is one who is enrolled at another institution and plans to enroll at MAC for one semester and then return to the home institution. Visiting students do not need to submit transcripts as listed above unless the class in which they wish to enroll has a prerequisite. Contact the Admissions Office for more information.

International Students

MAC is authorized under federal law to enroll international students. Admission inquiries should be directed to the Admissions Office. Questions regarding the application and enrollment of international students should be directed to the Admissions Office at least 60 days before the date classes begin. International students requesting an I-20 for an F-1 visa must fulfill the following requirements for admission:

- (1) Complete (in English) an Application for Admission
- (2) Application fee payment of \$15
- (3) Evidence of English proficiency through one of the following:
 - A minimum score of 500 (paper-based), 173 (computer-based) or 61 (Internet Based) on the Test of English as a Foreign Language (TOEFL).
 - Completed ESL level of 109.
 - A minimum band score of 6 on the International English Language Testing System (IELTS).
 - A minimum ACT English score of 18.
 - A diploma from a secondary institution in an English speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
 - ACT/ESL Compass Test with scores greater than 37 on the grammar portion, with above 37 on the reading, and with above 55 on the listening portion.
- (4) Official Secondary Education documents translated into English
- (5) Notarized Certification of Finances
- (6) Finance documentation from a banking institution or sponsor
- (7) Proof of medical insurance. The plan must include repatriation and medical evacuation.

The applicant must have taken the test within the last two years.

If an international student is transferring from another university or college, please submit the following in addition to the items above:

- Supplemental Transfer Form
- Official academic transcripts from previous university or college

More information can be found under Admissions at www.MineralArea.edu or by calling (573) 518-2206. MAC is a participating SEVIS school.

Satisfactory Academic Progress

Once enrolled, an international student on an F-1 Visa must:

- Successfully complete a minimum of 12 credit hours per semester
- Maintain a cumulative GPA of 2.0 or above.
- Complete a certification program in no more than four semesters or an associate degree in not more than six semesters, excluding summer and interim sessions.
- Provide the college with proof of health insurance each semester.

If the student completes fewer than 12 credit hours or earns a GPA less than 2.0, he/she will not be permitted to re-enroll.

Foreign-born students (both permanent residents and refugees) should have a command of written and spoken English in order to successfully complete college work.

Finances and Work International students are ineligible for federal aid. A student must not plan on working to help defray the cost of attending college. According to immigration regulations, anyone who

enters the U.S. on a student visa must not accept part-time off campus employment for the first year of U.S. residence.

Resident Alien Admissions Resident aliens are required to submit a valid passport, Resident Alien card, Application for Admission, evidence of English proficiency (see above), and official transcripts of previous education.

MAC does not provide financial aid, housing or transportation for international students. College Park apartments are available for rent.

International students must enroll as full-time students and must maintain a minimum of 12 credit hours per semester during the fall and spring terms.

All international students obtaining an F-1 visa must file Form 8843, Statement for Exempt Individuals. They must also file an income tax return and any related documents before April 15 to report all income. Students are required to complete this process whether they are employed or not.

All submitted documents become the property of the college and cannot be returned or reproduced.

RECORDS AND REGISTRATION

Advanced Placement

MAC accepts advanced placement (AP) scores of 3 or higher for credit. Students who successfully completed the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Students should forward the results of the AP exams through the College Entrance Examination Board to the registrar. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

Advanced Placement Examinations

Test	Score Required	Hours Granted	Institutional Courses Satisfied
American History	3	3	HIS1230 American History I
	4 or 5	6	HIS1230 American History I and HIS1240 American History II
Biology	4 or 5	5	BIO1150 General Biology
Calculus AB	3, 4, or 5	5	MAT1650 Analytic Geometry & Calculus I
Chemistry	3	5	PHS1250 Introductory Chemistry
	4 or 5	5	PHS1350 General Chemistry I
English Language & Composition	3, 4, or 5	3	ENG1330 English Composition I
English Literature & Composition	3, 4, or 5	3	ENG1570 Introduction to Literature: Prose and Poetry
			PHS1420 College Physics I
Physics C - Mechanics	3, 4, or 5	4	PHS1440 College Physics II
Physics C - Electricity/Magnetism	3, 4, or 5	4	MFL1170 Elementary French I
French Language	3, 4, or 5	6	MFL1270 Intermediate French
			MFL1370 Elementary Spanish I
Spanish Language	3, 4, or 5	6	MFL1470 Elementary Spanish II

Change of Major and/or Advisor

Students can change majors, programs of study, and/or their advisor by completing a change of major form online through MyMAC or in person at the Student Services counter.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) evaluates knowledge gained through reading, job experience, non-college training programs, etc. CLEP examinations, designed by the College Entrance Exam Board, are administered by subject. College credit is granted for students earning a minimum score of 50 on select subject exams. Please see our website for a list of CLEP tests accepted by MAC.

A 'CR' grade is assigned for CLEP credit, which does not calculate into the GPA, but is counted toward graduation requirements on the same basis as credits earned in the classroom. A combined maximum of 30 semester hours of credit may be granted for education experiences obtained through nontraditional college

programs such as prior learning credit, credit by examination, and CLEP. Students who already have earned college credit will not be given credit for the equivalent course through CLEP. There is no assurance that credit gained by CLEP will be accepted by another institution of higher learning in transfer. Contact the Registrar's Office for more information.

Credit by Examination and for Educational Experiences

A maximum of 30 semester hours of credit may be granted for educational experiences obtained through nontraditional college programs. Credit may be granted for successful scores on select CLEP subject exams, and educational experiences in business, industry and/or the armed services as recommended by the American Council on Education.

Credit Transfer from Other Colleges

MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following regional accrediting agencies of the Higher Learning Commission: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges. The college may also consider credit from institutions accredited by an agency recognized by the U.S. Department of Education.

Transfer is awarded for courses completed at colleges and universities outside of the U.S. that are accredited or approved by the Ministry of Education or other appropriate government agency of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers and selected other professional organizations and agencies that evaluate foreign educational institutions.

Transfer credit is generally not awarded for courses completed at institutions not accredited or approved by a regional accrediting body. Exceptions may be considered on a course-by-course basis.

Similar transfer courses are equated to MAC courses. Non-equivalent transfer courses may be counted as electives. Students with transfer credit must request an official transcript from each institution attended be sent directly to the Admissions Office. Credit by examination reports should be sent to the Registrar's Office. Only official transcripts will be evaluated by the registrar. Allow two to four weeks for MAC to receive the transcript(s).

All transfer credit with an "F" grade or higher will be transferred and calculated in the cumulative GPA. Quality points and grade points will be transferred and averaged into the student's cumulative career GPA including courses earned at MAC.

The designated transfer articulation officer at MAC is the Dean of Arts & Sciences. Articulation appeals may be directed to the dean.

Students may view their transcripts from other institutions but may not obtain a copy of the record on file at MAC.

Grades

At mid-term (if applicable) and at the end of every semester, grades are available online through MyMAC. Grade reports are not mailed. The official GPA is available only on MAC's official transcript.

Degrees and Certificates

MAC offers programs of study leading to the Associate of Applied Science degree, Associate of Arts degree, Associate of Arts in Teaching degree, Associate of Science degree, Associate of General Studies degree and One-Year Certificate.

Associate of Applied Science Degree (AAS) is awarded to a student completing the requirements of one of the career programs with at least a minimum of 62 semester hours and prepares the graduate for entry-level positions.

Associate of Arts Degree (AA) is awarded to a student completing the requirements of the academic transfer program. This degree parallels the work done in the first two years of a four-year institution. Students are advised to contact their transfer institution or academic advisor for major and elective degree requirements. A student may receive only one AA degree.

Associate of Arts in Teaching Degree (AAT) is awarded to students seeking the first component of a degree in teacher education and is approved by the Missouri Department of Elementary and Secondary

Education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. This AAT is consistent with degree and course offerings at other community colleges in the state and is a transferable degree articulated with all public universities and many private universities in Missouri. While completing the AAT, students should work with the transfer institution regarding additional requirements. Students are required to pass a criminal background check before participating in field experience and must earn a passing score on the MoGEA exam and take the MEP before graduating. Students are encouraged to contact the Teacher Education Department chair at (573) 518-2339 for more information.

Associate of General Studies Degree (AGS) is designed for students wishing to acquire a broad education, rather than pursuing a specific college major or professional/technical program. It can also provide an opportunity to design a program that meets a student's particular needs. College work may include courses selected from a variety of career and technical and arts and science courses. An AGS degree cannot be awarded to a student who has previously received an AA degree.

The Associate of General Studies degree may not transfer; however, the courses may be evaluated for transfer on a course-by-course basis.

Associate of Science Degree (AS) The Associate of Science degree is awarded to students completing the requirements of specifically identified programs (Nursing-RN, Radiologic Technology, and Respiratory Therapy) with at least a minimum of 62 semester hours.

Certificates The Certificate is awarded to a student upon successful completion of the requirements of one of the career and technical education programs.

Certificates (less than one-year) Other Certificates represent a structured sequence of courses that may be completed in a relatively short period of time.

Degree and Certificate Time Limits

Students planning to earn a MAC certificate or degree need to meet requirements of the catalog in effect when first enrolled or of any subsequent catalog. Students who discontinue enrollment for two consecutive semesters, summer excluded, will be required to follow the catalog in effect upon their return to MAC.

General Education Block (42 Credit Hour Block)

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, MAC has identified a 42-hour block of general education classes that is part of the Associate of Arts and Associate of Arts in Teaching degrees. If the student graduates with those associate degrees and then transfers to another participating school in the state, the receiving institution should accept the MAC 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to MAC with certification of a completed 42-hour general education block from another participating institution, the student will not be required to take any additional general education courses at MAC unless they are needed to fulfill a requirement of the student's major or degree. Students who transfer before completing the requirements of an associate's degree but who have completed the 42-hour general education block may petition the registrar to make a notation on their transcript as having completed the 42-hour block. The college's General Education Philosophy and Key Quality Indicators are located in the beginning of this catalog and also in the Degrees & Certificates section.

Military Experience Evaluation

Current or former members of the U.S. Armed Forces, U.S. Reserves, and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education upon submitting his or her form DD-214 or equivalent. In addition, veterans can request an official military transcript be sent to MAC through the joint services transcript service at www.mymilitaryeducation.org. A maximum of 30 semester hours of combined non-traditional (CLEP, CBE, military, etc.) credit may be applied towards a MAC degree. Contact the Registrar's Office for more information.

Records on Hold/ Release of Transcripts and Diplomas

If a student's record has been placed on hold for any reason (i.e., a missing official transcript, a financial obligation, library fines, College Park fines, failure to pay for parking violations, or disciplinary actions), the student will not be allowed to enroll in courses in subsequent semesters, view grades, obtain a transcript,

graduate, receive a diploma or certificate, a letter of recommendation, or access the student information system (MyMAC) until the hold is resolved.

Release of any such security interest prior or subsequent to any default by the debtors shall not be considered a binding precedent or modification of this policy.

Registration

Students are encouraged to register early. Currently enrolled, admitted, and readmitted students who have no indebtedness to MAC and who have a complete admission file may register early. Details are provided in the schedule booklet and online at www.MineralArea.edu.

Students enrolled during the fall semester may register early for spring and summer courses; students enrolled during the spring semester may early register for summer and fall courses. A student who registers early but cannot or will not attend must complete the Withdrawal/Exit form in the Student Services Office, or the student will be liable for tuition and fees, and a punitive grade could be placed on the student's permanent record.

Students cannot attend classes in which they are not enrolled. Students whose names do not appear on the class roster should contact the Registrar's Office.

Right to Privacy and Review of Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain MAC's FERPA policy statement.

Inquiries regarding the FERPA should be directed to the Registrar's Office. MAC makes available to the public this directory information: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

If health and safety concerns can be documented, campus community and law enforcement personnel may also view a student photo. Further, the college releases lists of students who qualify for the dean's list, as well as names of graduates to newspapers which cover the permanent address of record. Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

If the student objects to the release of directory information, the student should contact the Registrar's Office before the end of the second week of classes during the fall and spring semester and by the end of the first week of classes of a summer or interim term. The request to withhold directory information must be renewed each semester. Students should carefully consider the consequences of a decision to withhold directory information. In such cases, MAC will not release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused.

Student Portal — MyMAC

The student portal (MyMAC) is a convenient way for students to access their personal, academic, and financial information online.

Through MyMAC students can search the course catalog and semester course offerings, register and pay for classes, access their student schedule, grades, unofficial MAC transcript, financial aid, and student account information.

The MyMAC system operates in an encrypted and secure environment to ensure privacy of student information. Students must use their MAC student identification number and password to access their personal information. MyMAC is accessed on the homepage of the MAC website at www.MineralArea.edu.

Transfer Library/Crosswalk

The Missouri Department of Higher Education has initiated a transfer library where course equivalencies are identified for common courses transferred between all state-supported two and four-year institutions. MAC has created a transfer crosswalk that includes courses from the state transfer library. The transfer crosswalk is available online at www.MineralArea.edu and through MyMAC. Contact the Registrar's office at (573) 518-2130 for questions regarding transfer equivalencies.

Transcript Services

The Registrar's Office releases transcripts only by written or online authorization from the student. A transcript may be requested online through MyMAC, in person, by fax or U.S. mail through the Registrar's Office. Transcript request forms are available in Student Services or online at www.MineralArea.edu.

Transcripts are \$5 if mailed, \$8 if faxed, and an additional \$10 for same-day service. Transcripts will not be processed until payment is received. Credit card payments are accepted by U.S. mail, fax, online, by phone and in person. Students can also pay by mail or in person with a check or in person with cash.

All transcript requests must include: student's full legal name and any former name(s), Social Security number or student identification number, birth date, current address, phone number, and the complete address for the office or agency to which the transcript is to be mailed. The student's signature must be included or the request will be returned. Please allow two to three working days for processing transcript requests unless same day service is requested and purchased. Additional time is required for processing transcripts at the end of the semester. Transcripts will not be released if the student has holds.

Transferring to Other Colleges

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at MAC will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought by the student. To assure smooth transfer to a four-year institution, students should consult an academic advisor early regarding transferability of credit earned at MAC. The Associate of Arts Degree is designed as the statewide general studies transfer degree.

Although acceptance of credit is at the discretion of the transfer school, MAC has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because these programs are designed for employment preparation rather than transfer.

It is the student's responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at MAC. Students planning to transfer should refer directly to the official website of the institution they plan to attend.

Verification of Enrollment

A student may complete a verification of enrollment form in Student Services or online on the Registrar's forms page. The student's signature is required for enrollment verifications.

Current semester enrollment verifications are processed after classes have been in session for two weeks. Please allow two or three days for processing.

Support Services

Access Office

The Access Office provides and coordinates accommodations for eligible students with documented disabilities. Students who benefit from contacting the office may have physical, visual, hearing, learning or psychiatric disabilities. To apply for services, students must be willing to self-disclose and provide documentation of their disabilities from a qualified professional.

Disability support services can include help with registration, personal advising, classroom adaptations, alternative testing methods, access to audio books, volunteer note-takers, accessible parking, readers, scribes and sign language interpreters. Students are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain their educational goals.

The Access Office also helps students transition from high school to college and works with students to educate them on the different laws regarding access to services at the postsecondary level. The office serves as a resource for instructors, students, parents, and the community.

Students requiring any accommodations in their courses are encouraged to contact the director of the Access Office, (573) 518-2152, before registering for courses. Early contact will allow the office to determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses. More information regarding student responsibilities and documentation can be found at the Disability Support Services link on the college website at www.MineralArea.edu.

Advisement System

Students are assigned a faculty adviser based on their choice of major. Students can change majors or programs of study and/or their advisor by filing a form online or in Student Services.

Academic advisement is an important responsibility of the faculty and Student Services advisers. Academic advisers explain the college's requirements and help students plan a course of study.

Advising is a joint responsibility of advisers and students. Students are expected to read the regulations in this catalog and abide by them. The student is responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Advisers guide the student toward accepting responsibility for academic decision-making.

Assessment

Placement Tests— The preferred test for placement at MAC is the ACT, administered in September, October, December, February, April and June. MAC also offers the Compass examination for students unable to complete the ACT before registration. The Compass test is an un-timed exam taken on the computer; computer skills are not needed to take the test. It is extremely user-friendly and much less stressful than traditional tests. The Compass is designed to measure current skills in reading, writing and math; the results are used to select appropriate levels of English and Math courses. Students may take Compass more than once and they may take the entire battery or any of the three subject area tests. The fee for two or more tests is \$15 and any single test is \$10.

HiSET (High School Equivalency Test-Formerly GED)— To schedule this test at MAC, the student must first register with ETS (Educational Testing Service) and pay the \$60 fee to ETS and the State of Missouri. The student is then eligible to register at MAC and pay the testing fees. A non-refundable \$7 fee per subject area (complete test is all 5 subject areas or a total of \$35) is payable when registering for testing (cash, credit card or money order are accepted). Registration must be completed before the day of testing and a Missouri driver's license or Missouri non-driver ID must be presented to be admitted to the test.

MoGEA (formerly CBASE)— The MoGEA test was adopted by the State Board of Education effective Fall 2013 for all candidates for the AAT (Associate of Arts in Teaching) degree. The student must register with Pearson Vue and pay the \$69 test fee prior to scheduling the test at MAC. Since this test has limited seating, early registration is strongly encouraged.

Exit Exam— All degree-seeking candidates for graduation must complete an exit exam. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment

unless their program requires them to take a licensure examination that is industry-recognized and approved. The exit exam dates will be emailed to the candidates for graduation and posted on the website.

Certification Testing— MAC is now an authorized testing center for professional and technology certification testing through Pearson Vue, Castle Worldwide, Iso-Quality Testing, NOCTI, WorkKeys and ISCET testing services. Fees and testing times are dependent on the type of certification testing.

Proctoring Distant Ed Course Tests— By arrangement, MAC provides proctoring for course exams through distance education courses for various universities for a fee of \$15 per hour.

Bookstore

The bookstore in the Student Center on the Park Hills campus is where textbooks, supplemental reference books, software, and necessary school supplies may be purchased. In addition, a wide variety of convenience items, gifts, and college-related merchandise are available. Hours during the semester are Monday-Thursday, 7:30 a.m.-7 p.m.; Friday, 7:30 a.m.-3 p.m.; Saturday, by notice only.

Breaking Traditions

The college's Breaking Traditions program provides services to those who are considering nontraditional careers, to single parents, to separated, widowed, or divorced students, or to someone who is married to someone with a disability.

Breaking Traditions is a free program providing support for adults facing a career or lifestyle change. It helps people choose a career based on their interests and abilities, find out about financial assistance for career and technical training programs, and learn about the many career opportunities in fields traditionally dominated by members of the opposite gender. The many careers in new and emerging high technology areas are of particular interest to women. Services are provided based on individual needs.

Breaking Traditions also provides professional development seminars for area educators.

Cardinals Nest

Breakfast, lunch and dinner are available in the Cardinals Nest next to the Field House. Check the MAC website for hours of operation. The Cardinals Nest is open for all home volleyball and basketball games.

Career Placement

MAC has contracted with Workforce Employment Solutions to outsource its Career Placement Office and administration of the Work Experience Internship Program. Workforce helps students and alumni with their job search, while working with current students on internship opportunities. Students may stop by to discuss current job openings, solicit advice on interviewing techniques, research companies that are hiring or may be coming to campus, and take that first step to a new career. The office is located in the Arts & Sciences building. Job opportunities may be found at www.MineralArea.edu under "Employment Opportunities" or www.visitworkforce.com.

Career Planning Center

The Career Planning Center offers a wide variety of services to aid the student in gathering information that will help in the career decision-making process. The staff advises and provides resources and the tools needed to research career paths and college majors that match their interests, abilities, and workplace values.

The center offers career courses, assessments, up-to-date job information on online occupational resources, successful interviewing techniques, resume and cover letter development, and college transfer information. Professional career advising, the Career Library, computerized career information programs, and other center resources are free to any MAC student or community member.

Counseling

Confidential personal counseling is available in the Student Services offices by appointment or walk-in Monday through Friday. Certified counselors work together with all faculty members to meet students' needs for counseling on personal, social, and academic issues that may be interfering with their success at MAC. Referrals to outside agencies are also available for more severe concerns.

Counselors are also available for evening appointments Monday through Thursday until 6:30 p.m. (5:30 p.m. during summer semester).

C.H. Cozean Library

The library is a combination of resources that support, extend, and enrich the academic curriculum formulated by the college. The library helps students grow in their ability to search, generate, evaluate, and apply information that lets them continue their education into lifelong learning. Staff members help locate information, develop search strategies for papers and speeches, and teach students how to use the library's resources and the Internet for research.

The library has more than 30,000 volumes in its collection, including books, selected popular fiction and nonfiction books, subscriptions to approximately 100 magazines and journals, as well as DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 for patrons to search for library materials and view their library accounts.

The library belongs to MOBIUS (Missouri Bibliographic Information User System), whose network includes 61 academic libraries, four public libraries and the State of Missouri library. The MOBIUS Union Catalog includes more than 25 million items. Faculty, staff and students can request books from the MOBIUS catalog for delivery to the library within two to four days.

To find articles on a particular topic, patrons can use one of the library's online databases (i.e., EBSCOHost, JSTOR, SIRS Knowledge Source or St. Louis Post Dispatch). These databases provide access to complete articles from more than 5,000 journal and magazine titles; can locate articles in the library's paper magazine collection; and can identify other articles on a topic that are not in the library's collection. The resources can be found at www.MineralArea.edu/library.

A student I.D. card is required for the current semester when checking out material. Books and MOBIUS items may be checked out for three weeks. Magazines and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills are blocked from further check-out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a \$10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of \$100 plus a billing/processing fee of \$20.

All students have library privileges. Non-students who are at least 18 years old may buy a non-refundable community borrower's card for library privileges. The price for residents of the MAC taxing district is \$5; the price for out-of-taxing-district residents is \$10.

Health Services

MAC does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students who have health disabilities impacting the educational experience can contact the Access Office, (573) 518-2152, to discuss academic accommodations. Self-disclosure and documentation of the disability will be needed to determine eligibility.

Learning Center

In the Learning Center in the Arts & Sciences building in Park Hills and at each Outreach Center, students may enroll in one-credit-hour developmental courses designed to help improve English, reading, vocabulary, study skills, and math basic skills. Students proceed at their own rate, beginning at a level at which they function successfully.

Math Lab: Math Lab instructors help students with math ranging from basic skills through calculus.

Writing Lab: Writing Lab instructors help students with grammar or writing papers in any subject area.

Parking

Free parking is provided on several student parking lots. Parking regulations are distributed during orientation and are available at the Student Services counter. Students are responsible for understanding the regulations and abiding by the prescribed rules. Fines are assessed for violating published parking and traffic regulations.

Special parking permits are available for individuals with disabilities who require accessible parking. Those students should contact the Access Office at (573) 518-2152.

Students are not allowed to park in faculty lots or in handicapped parking spaces at any time.

TRIO Programs

TRIO Programs are funded under Title IV of the federal Higher Education Act of 1965. They are

designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance applying for financial aid, encouragement, and support.

Five TRIO programs are on Mineral Area College's campus: Two Upward Bound programs work with high school students, Student Support Services (EXCEL) focuses on college students, and the two Educational Talent Search programs work with middle and high school students.

The first Upward Bound program started at Mineral Area College in November 1995, and a second one was funded in September 2007. Both programs work with qualified high school students to help them prepare for and be successful in college. Weekly meetings at the students' schools help them with career choices, financial aid, and college information. Monthly Saturday programs provide seminars and cultural experiences to prepare them for college. Students attend classes on campus for six weeks during the summer to simulate college living and to prepare for intense academic work. Together, the programs serve more than 105 students in 10 area school districts.

EXCEL/Student Support Services (SSS), the second TRIO program at MAC, was originally funded in 1997. It provides services to 200 qualified students who need academic and other support to graduate from Mineral Area College and transfer to a four year institution. Tutoring, advising, workshops, and cultural activities are the primary components of EXCEL/SSS. Limited financial aid, subject to availability of funds, is available to students who meet federal and EXCEL/SSS eligibility criteria. This aid includes both scholarships and grants. EXCEL/SSS facilities include a computer lab for the exclusive use of its students. In addition, laptops, calculators, tape recorders, and other learning aids are available for short term loans to EXCEL/SSS students.

Educational Talent Search was the third TRIO program to be added to the MAC campus, effective October 2002. The first ETS program serves students in St. Francois and Madison Counties. A second ETS program was started September 1, 2006, to serve students in Washington and Iron Counties. Each Educational Talent Search is designed to serve 562 young people in grades 6 through 12. Participants receive information about college admission requirements, scholarships, and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options by providing academic and career advising, ACT preparation, test taking strategies, tutors, interest inventories, cultural field trips, and visits to college and technical school campuses.

Tuition & Financial Assistance

MAC pursues the idea of equal educational opportunity for all at affordable prices, regardless of residency.

Family circumstances of aid applicants will be evaluated according to all available information, and assistance will be allocated where the greatest need exists. Some income and/or assets might be required to help cover or offset the costs of a MAC education.

Students needing financial help may receive aid through long-term loans, grants, scholarships, and/or part-time employment. All needed assistance may not always be available through one source, but a combination of sources or a “financial aid package” may be achieved to meet the student’s need.

To receive financial assistance, the student must be a U.S. citizen, have a high school diploma or GED certificate, be admitted to MAC as a regular student, be capable of maintaining satisfactory academic progress, be pursuing a certificate or degree at MAC, and have genuine financial need.

TUITION AND FEES

Tuition for Credit Classes:

(Subject to change with notice.)

- **Resident of the Taxing District:** **\$94/semester credit hour**
- **Student from Outside Taxing District:** **\$126/semester credit hour**
- **Out of State and International Tuition:** **\$165/semester credit hour**

Classification for Tuition Purposes

The college uses the student’s residence to determine tuition (taxing district and out-of-taxing district of the Community College District of the Mineral Area). Students may contact Admissions or the Business Office with questions concerning residency classification.

The burden of proof of eligibility for taxing district tuition rests solely with the student.

Resident of the Taxing District of MAC

To qualify for taxing district tuition rates, the student must:

1. Live in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
2. Be a minor whose parents or legal guardian resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
3. Be married to a spouse who resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
4. Has attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at MAC.

Students may appeal the assessed tuition rate by submitting any one of the following documents to the Business Office located in the Technology Building:

1. A real estate property tax receipt;
2. A personal property tax receipt;
3. A renter’s lease;
4. A property deed.

In the event that an additional appeal is necessary, students should follow published procedures for student due process at MAC, available in the Dean of Students Office or online at www.MineralArea.edu.

Students from Outside the Taxing District of MAC

Out-of-district tuition is assessed to students who reside in permanent residences located in Missouri for the immediate past 12 consecutive months, but not within the taxing district.

Out-of-State Student

Out-of-state tuition is assessed to students who reside in permanent residences located outside Missouri, as defined in the Missouri Department of Higher Education residency policy.

International Student

An international student is a citizen or permanent resident of a country other than the U.S., and studying in the U.S. on a temporary visa. (See pg. 15.)

65 Years of Age or Older (Senior Scholar Program)

All residents 65 or older in the college service region may take college-level courses on a not-for-credit, audit basis. Tuition is waived, although students must pay for textbooks, lab fees and other course materials. Students must provide proof of age and residency and meet all entry requirements and course prerequisites. Courses will be taken on an audit basis only, and students must declare their intent to audit when they enroll. All courses are available only when class space is available. Students in this program must follow college policies regarding audit courses and other student policies in the Board Policy Manual. Contact the Registrar's Office for registration and more information.

Penalty for False Information

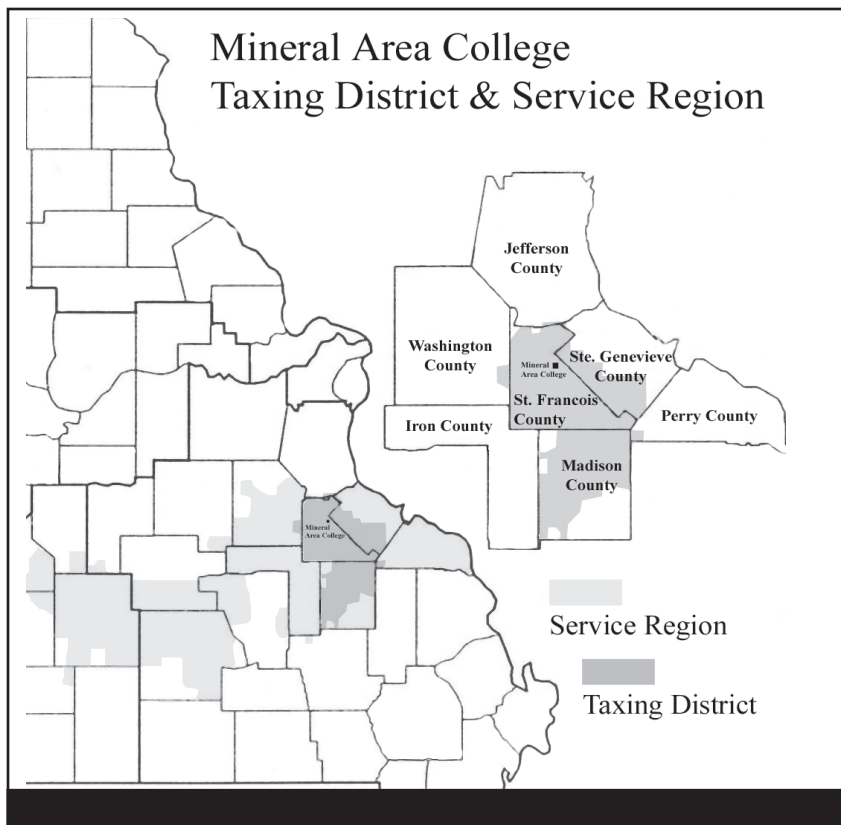
If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address altering his/her residency classification, the student will be subject to the following penalties:

1. Disciplinary action;
2. Academic records which will not be released to any agency or institution until the student has paid MAC the difference between the fees and tuition already paid and the amount that would be owed by a person of the correct residency classification.

Tuition and Course Fees Set by the Board of Trustees

Due to state funding uncertainties, the semester tuition and fee rates per credit hour or per course cannot be accurately printed over the two years this catalog is valid. Tuition and course fees are close approximations and are provided to help in planning the cost of attendance but are not to be considered actual. Current tuition and fee information is always available in the Business Office.

Course and laboratory fees are applied to all courses which include use of specialized equipment or facilities and/or consumable instructional materials and supplies. Correct



course and laboratory fees are reflected in the current semester schedule of courses and are available in the Business Office.

PLEASE NOTE: The tuition and fees schedule is subject to change with prior notice by and at the discretion of the MAC Board of Trustees.

Books and Materials

The student is expected to obtain the books, supplies, and consumable materials needed in his/her studies. In addition, some programs require the purchase of special items such as tools or specialized equipment. A complete listing of special costs is available from the College Bookstore, program coordinator, or specific instructor.

Fees for Non-Credit Classes

A person enrolling in a non-credit course offered through the MAC's Continuing Education or Workforce Development Departments will pay course fees as determined for each course or program.

Payment of Tuition and Fees

Tuition and fees are payable before or on the deadlines published in the semester course schedule book. Students should write their student I.D. number on all payments to ensure that the proper account is credited. All checks and money orders should be made payable to:

Mineral Area College

ATTN: Business Office

P.O. Box 1000

Park Hills, MO 63601-1000

The student's cancelled check serves as a receipt. Checks must be written for the exact total and must be received by the Business Office by the published deadline to avoid late fees and interest charges. No two-party checks will be accepted. A \$25 fee is charged for each check returned by a banking institution. Returned checks not fully paid within 10 days will be turned over to the Prosecuting Attorney's Office.

Tuition and fees may be paid by cash, check, money order, American Express, Visa, MasterCard, or Discover credit cards or debit cards. Payments can be made at the Business Office, by mail, or online through MyMAC.

Payment Deadlines

Upon registration of any fall, spring, or summer session, all students are expected to pay 25 percent of all tuition and fees unless financial aid is on file in the Business Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated.

Payment schedules are published in the course schedule booklets each semester and are available at www.MineralArea.edu.

Current Address

It is imperative that students inform the Business Office of any changes of address. Invalid addresses could delay receiving pertinent correspondence. You may change your address at the Business Office or online at MyMAC. Change of address information cannot be taken over the telephone.

Account Balances

Students will be emailed for unpaid balances around the 25th of each month. All balances may be paid off early. Additional fees may include, but are not limited to, payment plan enrollment fees, late fees of \$15 and monthly service charges of .75 percent per month on unpaid balances (i.e., \$100 x .75% = \$.75). Please read the "Payment Policy Information" section located in the schedule booklet for payment plan information regarding additional fees.

On the next day following the final payment date (consult the appropriate semester's course schedule booklet, "Important Dates" section), students with any remaining unpaid balance will be assessed a one-time, \$25 collection fee and will have their accounts sent to a collection agency. Accounts are also subject to Missouri State Tax Interception.

Third-Party Billing

MAC will permit students to enroll in classes if financial authorization is presented from an agency such as an employer or a sponsor. In circumstances requiring third-party billing, payment arrangements should be made in advance with the Business Office.

Delinquent Accounts

The student must meet all financial obligations each semester by paying all money due to MAC including tuition, fees, rent, fines, charges for unreturned library books, and any other financial obligations by payment deadline. A student with a delinquent account is not permitted to enroll in succeeding terms, is not entitled to obtain transcripts, is not permitted to graduate, and, if currently enrolled, may be withdrawn from classes. Unpaid balances will be sent to a collection agency, and to the Missouri Department of Revenue for interception of the individual's tax refund.

Refunding Tuition and Fees

For credit coursework, once a student officially changes his/her semester schedule of classes or completely withdraws from the college, this action may entitle the student to a tuition and fee refund. The eligibility and amount for a refund is automatically calculated by the date of the withdrawal.

An appeal process exists for the student who feels that individual circumstances warrant exceptions from published policy. A written letter of appeal and documentation must be submitted before the end of the semester in which the refund is to occur to the Vice President, P.O. Box 1000, Park Hills, MO 63601.

Student Liability Insurance Program

Students enrolling in certain health occupations and other programs requiring clinical practice, laboratory, or experiences in providing patient/client care must be covered by a student liability insurance program. The specific policy shall be determined by the college, with the cost to be borne by the student as part of the clinical or class fee.

FINANCIAL ASSISTANCE

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

1. Submit the Free Application for Federal Student Aid (FAFSA). This form may be completed online at www.fafsa.gov. List the school code for MAC: 002486.
2. The FAFSA form will allow the student to apply for federal and state sources of student financial aid and to receive a student aid report to be considered for any combination of the programs available. No fee is charged to apply.
3. The FAFSA should be submitted after Jan. 1 and before April 1 each year, for the student to be considered for the following academic year. Applications submitted at a later date will be processed, but limited funds may affect the amount of assistance available to later applicants for all programs except the Federal Pell Grant.
4. Additional application forms must be completed for the Federal College Work Study, Federal Direct-Loan, and Scholarship Programs.

Return of Title IV Funds Policy

Effective July 1, 2000, MAC adopted a new Return of Title IV Funds Policy as required by Section 668.22 of the Higher Education Amendments of 1998. Withdrawing students (or those withdrawn for excessive absence), who are recipients of Title IV Student Financial Aid Funds will be subject to the Return of Title IV Funds Policy. This policy applies only to students who have withdrawn (or those withdrawn for excessive absence) from 100 percent of their classes. It does not apply to a student who has only withdrawn from selected courses.

Students who have been paid federal financial aid funds are required to earn those funds by attending classes through at least 60 percent of the period of enrollment (ninth week of classes). Students who fail to meet this guideline will be required to repay all or a portion of their financial aid.

The following Title IV Student Financial Aid Programs are affected by this policy:

- Pell Grant

- Supplemental Educational Opportunity Grant (SEOG)
- Direct Subsidized and Unsubsidized Loans
- Parent (PLUS) Loans
- EXCEL SSS Grant

Students who remain in attendance through 60 percent of the period of the semester, but later withdraw from the college, will not be required to repay any portion of their federal financial aid.

MAC policy states that a student may be dropped for non-attendance from a course due to excessive absence. Moreover, it is college policy that the student will be dropped for excessive absence after two weeks of consecutive absence. If a student is not attending classes, he or she is required to complete the official withdrawal process of the college. If a faculty member has confirmed that the last date of attendance was before the student's official withdrawal date from the college, the refund requirement will be based upon the earlier date. If a student enrolls in courses and fails to attend any of them, the student will be responsible for a 100 percent refund of any federal aid disbursements received.

If a refund of federal financial aid is required, the college will make the refund on the student's behalf to the federal government. In turn, the college will charge the student for the amount repaid. Failure to repay the college for the amount of this refund will result in collection action.

Worksheets used to determine the amount of a refund or Return of Title IV Aid are available upon request as well as examples of how the policy is applied.

NOTE: The U.S. Education Amendments of 1986 provide that financial aid payments under any federally funded program must not be made to a student if that student owes a repayment on grants or is in default on a loan previously issued to the student.

Minimum Academic Standards for Financial Aid Eligibility

This policy covers Federal Grant Programs, Federal Student Loan Programs, Federal College Work Study Programs, Missouri Grant and Scholarship Programs.

Qualitative Standard — A minimum cumulative GPA of 2.0 or higher is required.*

Quantitative Standard — A student must successfully complete a minimum of two-thirds of all course-work attempted each semester.**

Students have a maximum number of semesters in which to complete their degree as follows:

ENROLLMENT STATUS	MAXIMUM TIME FRAME***
Full-Time	6 Semesters (or 93 Credit Hours Attempted)
3/4-Time	9 Semesters
1/2-Time	12 Semesters

A student pursuing a certificate that requires 30 or more credit hours for completion may attempt up to a maximum of 45 hours. A student not meeting the above minimum academic standards or maximum timeframe is ineligible for financial aid at MAC.

Financial Aid Warning — A student who fails to meet the above criteria will be placed on financial aid warning for the next semester of enrollment. A student receiving financial aid while on financial aid warning must meet the minimum requirements or become ineligible for future aid at MAC (financial aid suspension).

Appeal Process — A student not meeting the above standards may regain academic eligibility to receive financial assistance if after succeeding semester(s) he or she accumulates 12 or more credit hours with a 2.0 GPA in those 12 or more credit hours.

Under extenuating circumstances, a student may submit an appeal to the financial aid director. The appeal form is available on MyMac under the Financial Aid tab, Financial Aid Forms and is also available on the MAC website under Financial Aid, Financial Aid Forms. A student may also request a copy of this form from the Financial Aid Office. If a student does not agree with the director's decision, he or she may request a hearing with the dean of students.

*Cumulative GPA includes grades of A, B, C, D, and F. A student on financial assistance may repeat a course one time in which a required grade was not attained.

**Total credit hours attempted will be verified at the end of the 10th day of class work each semester. (Withdrawals before the verification date and audit course are not counted in attempted coursework.)

***The maximum time frame includes all terms of enrollment and credit hours attempted, even those for which the student did not receive aid from the federal student aid programs.

Federally Funded Financial Aid Programs Federal Pell Grant

1. The Higher Education Act Amendments of 1972 has authorized a federal program of grants for all eligible students, not just those of exceptional financial need.
2. Federal Pell Grants cannot exceed the difference between the student's family contribution and the actual cost of MAC attendance.

3. In the event federal appropriations are insufficient to meet full entitlement, the Federal Pell Grants will be adjusted downward.

For less than full-time students, the Federal Pell Grant is proportionally reduced. Full-time = 12 or more credit hours course load

3/4 time = 9, 10, 11 credit hours course load

1/2 time = 6, 7, 8 credit hours course load

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant will be awarded to those in greatest financial need with preference given to early date of application.

Federal College Work-Study Program

1. Work is scheduled on a part-time basis with a maximum schedule of 19 hours per week.
2. The job duties are varied and may involve assignment as a typist, maintenance worker, Learning Resources Center assistant, lab assistant, audio-visual equipment operator, etc.
3. Employment is on campus.

Federal Direct Loan

1. Long-term guaranteed loans are available through MAC with funding provided by the U.S. Dept. of Education.
2. Repayment is deferred for six months after the student leaves school or graduates. The government pays the interest before the repayment period for the Subsidized Direct Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs

A+ Schools Program

Under grants made available through the Missouri Department of Elementary and Secondary Education A+ Schools program, qualified graduates from participating high schools are eligible for Missouri community college scholarship grants. Students must fulfill A+ program requirements at the high school before applying for grants. Students should contact high school counselors for eligibility requirements. A+ coordination at MAC is handled by the Financial Aid Office.

In order for eligible A+ graduates to continue to qualify and remain eligible for A+ financial incentives, each student must

- Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school;
- Maintain a minimum GPA of 2.5 on a 4.0 scale and meet satisfactory academic progress requirements;
- Make good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

The A+ Schools financial incentives will directly reimburse Missouri public community colleges and vocational or technical schools for the unpaid balance of the cost of tuition, after the federal postsecondary student financial assistance funds have been applied to these costs.

Bright Flight Scholarship (Missouri Higher Education Academic)

The Bright Flight Program provides scholarship awards of \$2,500 per academic year subject to available funding. To be eligible, a student must

- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri postsecondary school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity. Interested students should contact their high school counselor's office.

Marguerite Ross Barnett Memorial Scholarship

This scholarship was established for students employed while attending school part-time. To be eligible, a student must

- Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- Work and be compensated for at least 20 hours per week;
- Be 18 years of age or older;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Award amounts vary based upon individual financial need but are limited to actual tuition at MAC.

Special Loan Funds, Emergency Loan Fund

Through the benevolence of several civic organizations and individuals, short-term student loans are available to students who need loans to meet immediate costs related to continuing their college program. Applications and further information may be secured from the Financial Aid Office.

Veterans

MAC programs of study are approved for veterans' educational benefits. The Financial Aid Office serves as the college's veterans' representative and provides services to persons who are eligible to receive educational assistance (G.I. Bill) as administered through the U.S. Department of Veterans' Affairs.

Students who are veterans, dependents of veterans, or members of reserve and national guard units must contact the veterans representative to initiate their G.I. Bill.

The college certifies enrollment in terms of the veteran's semester hour course load and subsequently reports changes in student course load. Veterans' attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration and periodically until the expected completion date of the VA approved program or goal. Veteran students must promptly inform the Financial Aid Office of any changes in status which might affect benefits. Failure to report such changes can result in mispayments and other complications in receipt of benefits.

Veterans benefits are available according to the following course-load guidelines:

For Fall and Spring Semesters:

Full time	12 or more hours
Three-fourths time	9-11 hours
Half time	6-8 hours
Less than half time	1-5 hours

(Six hours is considered full time for the summer session.)

The VA may refuse to pay educational benefits to a veteran who fails to make satisfactory progress toward a specified educational goal. All veterans must maintain the academic standards of progress as listed previously for all other federal and state funded financial aid programs.

The VA will not pay for repeat courses for which a passing grade has already been received. The VA will not pay for Learning Center courses, for courses that do not earn credit and/or are not computed into the GPA, and/or for courses that are not necessary for progress toward the specified educational goal.

Servicemembers Opportunity Colleges

MAC is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,300 institutions pledged to be reasonable in working with service members and veterans trying to earn degrees while pursuing demanding, transient careers.

As a SOC member, the college is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and credit learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

Vocational Rehabilitation

MAC is approved by the Department of Elementary and Secondary Education for state-supported

Division of Vocational Rehabilitation Services. The division provides financial aid to eligible students with disabilities. Applications for these benefits are made through the Vocational Rehabilitation Office serving the county in which the student resides. Interested persons may contact the MAC Financial Aid or Access Office for assistance and information regarding vocational rehabilitation and for on-campus services for students with disabilities.

College-Funded Scholarships and Awards

Scholarships are funds that do not require repayment. They range from a specific amount given in a particular semester to a full scholarship of tuition, fees, and books for up to four continuous semesters.

A number of scholarships have been established at MAC and through the local community. The scholarships at MAC include those established through the Board of Trustees, Foundation Office, the Athletic Department, various MAC clubs, organizations, faculty, and staff. These scholarships are based on a wide range of criteria that include academic achievement, career programs being followed, leadership involvement, talent, and athletic ability.

A booklet that lists the college and local community scholarships and provides pertinent information for applying is available at www.MineralArea.edu.

Outside Aid Reporting Requirement

Students who receive outside aid, including loans, grants or scholarships from private individual groups or governmental agencies, must report the source and the amount of such outside assistance. Federal regulations require the college to adjust a student's aid award so as not to exceed the students' needs. Students who knowingly withhold such information from the Financial Aid Office are subject to termination of their financial aid award and repayment of any excess award back to the federal government.

Verification

To curb abuse and fraud in aid programs and to insure funds are being awarded to truly needy students, MAC and the federal government have instituted a program of information verification.

The Financial Aid Office may request verification to substantiate information on the application. Items subject to verification include adjusted gross income, Social Security income, veteran's benefits, nontaxable income, interest income, assets amounts, number in household, and number in postsecondary institutions.

Copies of parents' and students' federal tax transcripts must be submitted to the Financial Aid Office if requested. Students selected for verification must complete all required procedures by the end of the academic year, end of their period of enrollment or June 30, whichever comes first, or aid funds will not be disbursed.

Selective Service Requirement

Selective Service Registration is required to receive Title IV federal aid funds.

On April 11, 1983, the Secretary of Education published regulations amending Subpart B of the Student Assistance General Provisions, 34 CFR Part 688 to implement section 1113 of the fiscal year 1983 Defense Department Authorization Act (Pub. L97-252) 48FR 155 78-84. Section 1113 provides that beginning with the 1983-84 award year, any student required to be registered with Selective Service but fails to register is ineligible for student financial assistance provided through programs established under Title IV of the Higher Education Act.

Financial Aid Confidentiality Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA).

The following statements pertain to confidentiality of records held by the Financial Aid Office. "Educational Records" are records, files, documents, and other materials containing information directly related to a student and are maintained by the college. Under this act, the financial aid records of a student may be inspected by that student with the following exception: In accordance with Public Law 93-380, as amended, the Office of Student Financial Aid will not release to a dependent student the financial records of the student's parents without the written consent of the parents.

Other information contained in the student's file may be reviewed, and if inaccurate information is included, the student may request the expunging of such information. The information will then be expunged upon authorization of the official responsible for the file.

Student Consumer Rights Information

Student Rights and Responsibilities

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis.

The applicant has the right to seek and receive full information and counsel from the director of Financial Aid in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Student Services Office: (a) withdrawal from college, (b) transfer to another college, (c) name change, or (d) address change or parent's address change.

If student loans have been received, an exit interview must be arranged with the Financial Aid Office when graduating or withdrawing from the college. Failure on the aid recipient's part to make satisfactory arrangements for the settlement of the college account by the due date will result in one or both of the following official actions: (1) a hold placed on the student's records, (2) refusal of future financial aid awards.

Special Condition Procedures

If the family's financial circumstances change due to death, disability, or long-term unemployment, the student may become eligible for more assistance. The applicant must take the initiative in notifying the Financial Aid Office of these changes.

Amounts of Awards

Student aid awards vary depending upon the student's eligibility for one or more programs and the student's evaluated financial need.

The process of combining or packaging the different forms of financial aid is the culmination of the total need analysis and aid determination cycle. The entire aid program has been developed to insure fair and equitable treatment of all aid applicants.

Payment of Awards

All college administered student loan and grant disbursements are made by debit card. Payments are usually made during the sixth week of each semester. Federal College Work Study students are paid the tenth of each month.

Student Life

Student clubs and organizations offer a wide variety of opportunities and activities for students outside the classroom. Students are encouraged to participate in extracurricular activities for a well-rounded college experience.

ART CLUB

Students working toward a major or minor in art are eligible for membership. The club encourages creating art, and strives to impress in the hearts and minds of its members and the public a more profound understanding of the meaning and nature of art. Students participate in art shows and other campus activities, and take field trips to view other artists' work.

CHI ALPHA

Chi Alpha is a Christian student organization found at most major universities in America. It communicates the value of leadership and living a healthy lifestyle. Gatherings are informal, charged with music, and deal with everything from relationships to the nature of truth. The goal is to meet among friends and meet real needs. Membership is open to people of all religious backgrounds and nationalities.

CHRISTIAN STUDENT UNION

CSU gives students opportunities for fellowship, Bible study, personal growth, and ministry to others. Membership is open to all denominations.

COZEAN LIBRARY BOOK CLUB

The Cozean Library Book Club strives to enrich students' knowledge of books and literature and promotes literary activities. Students meet monthly and discuss a book the club has been reading. All students are welcome to join the discussion in person or online.

CULTURAL AWARENESS CLUB

This club promotes interaction among students of different cultures and nationalities, encouraging students to broaden their perspectives by understanding and appreciating other languages and societies. The club explores foreign arts, traditions and observations during events throughout the year.

DELTA PSI OMEGA

Delta Psi Omega is a dramatic fraternity, providing a national honor society for those exhibiting a high standard of work in theater. As MAC students and members of the community qualify, they are rewarded by election to membership in the society and initiated in formal ceremonies at the end of the spring semester.

LITTLE THEATRE GUILD

The guild produces 8-12 shows a year, with six main stage shows (two per semester). Three of the shows are musicals. A children's show tours local elementary students each semester. The guild provides quality entertainment while preparing students for four-year education or employment in the performing arts. Students and community members can audition for roles or pursue their interests in directing, designing sets, costuming or other work behind the scenes.

MAC AMBASSADORS

MAC ambassadors represent the student body and campus. They must maintain at least a 2.5 GPA and have good oral communication and leadership skills. They are selected through an application process and receive an hourly rate. Ambassadors help during registration, recruitment, campus tours, student activities and events.

MAC FLIX

MACFlix uses films from the past and present to provide social events and educated discussion on how movies affect today's society, culture and relationships. Open to all students.

MARKETING-MANAGEMENT CLUB

The Marketing-Management Club lets students integrate classroom theory with actual business practices. The club arranges visits to various firms, conferences, and symposiums. Membership is open, there are no dues. Any student interested in Business Management may participate in activities.

MoSALPN

Membership in Missouri State Association of Licensed Practical Nurses Inc. is required of all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain and evaluate nursing's professional standards. Membership benefits include newsletters from the association, updates on legislative proposals and changes affecting the nursing profession, and the opportunity to attend the annual MoSALPN convention. Other activities include attending meetings regarding health promotion, maintenance and new technology and treatment interventions. Graduate nurses are eligible and encouraged to continue membership in this professional organization.

NATIONAL ASSOCIATION FOR MUSIC EDUCATION

The purpose of NAFME collegiate membership is to give students an opportunity for professional orientation and development, and to help students gain an understanding of: the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state, division, and national levels; the music industry's role in support of music education; and the knowledge and practices of the professional music educator as facilitated through chapter activity.

OMEGA LEO

As the collegiate level of the International Lions Club, Omega Leo is open to all MAC students, with the focus on service leaning and giving back to local communities through leadership and projects. The club also participates in fundraising activities, an annual eyeglasses collection drive and occasional field trips. There are no dues or minimum GPA requirements.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization of postsecondary students interested in pursuing a business and business-related career. PBL members develop leadership skills, initiate business ventures, and organize community service projects. PBL encourages students to participate in state and national leadership conferences and competitions each year to better prepare them for careers, continuing their education and life. Membership is open to any MAC student.

PHI THETA KAPPA

Phi Theta Kappa is the international honor society for two-year colleges. Induction into the society requires that a student be enrolled at MAC and have completed 12 credit hours in 1000 level courses or higher with a cumulative GPA of 3.5 on a 4.0 scale. PTK students participate in a number of projects each year that aid the campus and the community. They also travel up to four times a year for various conferences. More than \$37 million in scholarships are offered to PTK students every year. The organization helps students get involved on campus, build a resume, develop personal/professional skills and earn money along the way.

PSI BETA

Psi Beta is the national honor society in psychology for community colleges. It promotes the development of students in psychology and other social science fields through recognition of excellence in scholarship, research, leadership and community service. Students completing 12 semester hours of college credit with an overall GPA of 3.0 and who have taken at least one psychology or social science related course with a grade of "B" may be invited to join the MAC chapter of Psi Beta. A major in psychology is not required for membership.

POSTSECONDARY AGRICULTURAL STUDENT

PAS provides an opportunity for leadership and career preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in career programs such as Ag Education, Ag Sales, Biofuels, Food Science and Safety, Precision Agriculture, Landscaping, Floriculture, Soil Science, Equine Management, Livestock, Dairy and Crop Production. Other competition areas include public speaking, employment interview and career planning and progress. Any student taking an agriculture or horticulture class qualifies for local chapter membership.

REDBIRD REVOLUTION

Redbird Revolution is a pom and dance squad which performs during various athletic events,

participates at pep rallies, and marches in local homecoming parades. It promotes and upholds school spirit, entertains the crowd with dance performances at games, and develops a sense of good sportsmanship among students. Tryouts are held in the spring.

RE-MAC CLUB (Renewable Energy)

RE-MAC provides information, promotes involvement and educates students, individuals, and the community about energy conservation and production.

ROBOTICS, AUTOMATION, DESIGN AND INFORMATION TECHNOLOGY CLUB

RAD-I.T. promotes students' study and involvement in computers, computer science, electronics, computer-aided design, engineering, and other related technical disciplines. It acts as a support group for students in these areas, provides social and educational activities and opportunities. Any student may join. RAD-I.T. holds regular meetings, attracts lecturers and demonstrates with skills knowledge, takes field trips, attends meetings, seminars, and conventions, and collaborates on technology projects and artifacts.

STUDENT ACTIVITIES COUNCIL

Student Activities Council is a student-run club that directs, administers, and executes student activities and social events for the student body to enhance the college experience. SAC also works with campus clubs and organizations to co-sponsor events. The council is composed of representatives from recognized student clubs and organizations and the general student body.

STUDENT GOVERNMENT ASSOCIATION

The official student governing board and policymaking group of the student body, SGA acts as liaison among students, faculty, and administration. Through it, students can express themselves collectively and initiate and execute measures to benefit the student body and college. Full-time students are elected to SGA by their peers during the beginning of fall semester, to staggered two-year terms. Officers are elected from SGA membership.

STUDENT-MISSOURI STATE TEACHERS ASSOCIATION

S-MSTA provides personal and professional growth opportunities for education majors, offering leadership, networking, and ethics and ideals-based learning experiences in schools and communities. Membership also includes subscription to professional publications and liability insurance for student teachers.

STUDENT NURSES ASSOCIATION

ADN Program students are required to belong to a nationally-recognized nursing student organization. Membership in a professional organization enhances leadership skills and continued awareness of professional issues. MAC nursing students can join the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations.

The college sponsors an active local chapter called the MAC Student Nurses Association (MAC SNA). The local chapter focuses on community health awareness. Members are encouraged to participate in the local chapter as well as on the state level, the Missouri Nurses Student Association (MONSA), which focuses on issues affecting Missouri student nurses.

STUDENT RADIOLOGY CLUB

The Student Radiology Club is open to all students accepted and enrolled in the Radiology Program. The organization motivates its members to establish, maintain, and provide awareness for radiology professional standards. Membership promotes lifelong learning and continuing education. Activities include attending the annual MSRT convention, additional meetings on new technology and treatments and student quiz bowl competitions with other radiology schools.

THE CLICK

The Click is a student-driven photography club where members share tips, ideas, and resources. Members also coordinate projects and exhibitions to promote student involvement and enhance the campus aesthetic. Open to the general student body.

DEPARTMENTAL ACTIVITIES

ART DEPARTMENT

The MAC Art Department offers culturally enriching experiences for students able to view a wide variety of art and participate in art exhibits. The college has two different areas for exhibits: a hallway gallery near

the art studio for student work and a gallery in the lobby of the Fine Arts Theatre. The exhibits are changed often to allow maximum exposure to students' art work. The program offers a high-energy exchange of work and ideas with the Music and Theater Departments through several interdisciplinary projects.

The program motivates the student's creative talents while preparing him/her for continuation in other colleges or universities. After completing the program, the art student should have a strong portfolio which could be presented to any Art Department in the country. The student should also have basic skills to complete various art endeavors within the community.

MUSIC DEPARTMENT

The Music Department consists of a variety of performing ensembles:

Chamber Singers— A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. Open to all students through audition only.

Concert Band— Meets for one, two-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed including including all styles from the wind band literature.

Community Singers— The evening version of the MAC Singers, a large choral ensemble (soprano/alto/tenor/bass) made of MAC students and community vocalists. It is open to all.

Jazz Ensemble— Performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballads, rock, bossa novas, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

Jazz Combo— Performing ensemble focusing on the small group sound of jazz, a major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director.

Kicks Band— Community version of the daytime Jazz Ensemble meets for one, two-hour rehearsal throughout the year and is the main performing group at the Jazz Festival. MAC Students welcome to audition, depending on need.

MAC Singers— Performing ensemble focusing on the large choral ensemble repertoire (soprano/alto/tenor/bass). Open to all students with instructor's consent.

Steel Drum Ensemble— A performing ensemble focusing on the popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. The group also uses those who play keyboards, bass, guitar, drums and percussion.

Studio Music— A performing ensemble focusing on creating and producing a large-scale musical-variety show each semester. Open by audition to students who sing or play an instrument.

Other small ensembles, such as brass ensemble, woodwind ensemble, percussion ensemble Broadway/opera scenes are offered when instrumentation and vocalists are available.

All groups within the Music Department perform extensive concerts, recitals, community functions, school functions, theatrical musicals (one each semester including summer), dances, recruiting tours, and professional jobs throughout the school year. Sometimes, these ensembles play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student.

Every spring, the department coordinates an annual Jazz Festival to bring in high school and middle school jazz bands, combos and vocal ensembles from Missouri and Illinois for competition. The Jazz Festival has grown to be one of the largest of its type in the Midwest. At festival's end, a final concert is presented by the MAC Jazz Ensemble and the MAC Kicks Band, featuring world-renowned jazz artists.

THEATRE DEPARTMENT

The Little Theatre Guild is the official producing theater organization on campus. Serving as both a training program for students and a cultural outlet for members of the greater community, shows are open to anyone wishing to participate in theatrical activities. It strives to bring entertainment, social opportunities, and a world view to audiences and those involved in the show.

The guild produces a minimum of six shows on campus and Children's Theatre touring shows each year. Students and community members may direct, design, perform or work backstage on any of the shows based on their level of interest. The plays range from world classics to contemporary, comedy, drama and three musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school children and trips for college students to attend plays outside the area.

Every year the guild inducts worthy students into Delta Psi Omega, the national honor society for students of theater.

ATHLETICS DEPARTMENT

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition for men's basketball, baseball and golf, and women's basketball, softball and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities. There have been seven Academic All-Americans and four All-Americans since the 2011-2012 season.

CHEERLEADERS Men and women are recruited during spring to cheer for all men's basketball games, as well as for designated women's basketball home games. Cheerleaders practice during the summer and attend collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles, and various fund-raisers. Cheerleaders may receive the following: shoes, one hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum GPA of 2.0

MASCOT- KIRBY THE CARDINAL MAC is proud of its mascot, Kirby the Cardinal. A student is recruited in the spring semester to wear Kirby's costume for the following school year. Kirby participates in many of MAC's activities, both on and off campus, including some of the home and away sporting events, summer camps and parades. Kirby was invited to attend the NJCAA National Mascot competition in 2013, where he finished third in the nation.

MEN'S BASEBALL The men's Cardinal baseball teams have also enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The team won 31 games in the 2011 season, 29 games in 2012, and recorded 33 victories in 2013. The MCCAC Conference provides an excellent race every year as well. Scholarships are awarded.

MEN'S BASKETBALL The Cardinals have won more than 70% of their games over the past 25 seasons, including multiple national rankings (#2 in 2006). Program highlights include 13 MCCAC Conference Championships, 5 Region 16 Championships, and two appearances in the NJCAA National Tournament. They won the conference and the region in 2013 and returned to the National Tournament for the first time since 1977. MAC plays a national schedule and hosts multiple nationally-ranked teams each year. In 2012, the men's basketball team captured the MCCAC conference sportsmanship award.

MEN'S GOLF The Cardinals play NJCAA Division 2 golf on home course Crown Pointe. The 2009 team represented Region 16 at the National Championships in Scottsboro, Ala. Scholarships are available.

WOMEN'S BASKETBALL With seven Conference Championships and five Sub-Regional Championships, the women's basketball program has been highly successful. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 15 Academic All-Americans. Scholarships are awarded on a merit basis.

WOMEN'S SOFTBALL The Cardinals play NJCAA Division 2 softball and the home field is the Farmington Sports Complex. Scholarships are available. The team has won three Region 16 Championships since it began in 2009. The team has also won two district J titles, allowing them to play at the national tournament those two seasons. The Lady Cards finished 9th in 2011. There have been three Academic All-Americans to come through the program in its brief history, as well as two All-Americans.

WOMEN'S VOLLEYBALL The women's volleyball program is building a strong winning percentage and tradition. The team plays an excellent schedule and concentrates its recruiting on local athletes. The volleyball team finished with a 35-7 record in 2011. They won a Region 16 title and finished the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. Scholarships are awarded on a merit basis. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students.

Academic & General College Policies

Academic and General Policies

Students are responsible for staying informed of the policies governing their studies at MAC. This section contains information regarding credits, course loads, graduation, academic progress, and other policies.

Academic Integrity

Academic integrity is defined as being honest and responsible in scholarship, which means that all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Academic work completed in any other way is fraudulent.

Level I Violation:

A student commits an act of plagiarism or cheating, as evidenced by the instructor.

Level I Consequences:

1. The student will receive a failing grade for the assignment. Copies of the student's academic integrity report will be forwarded from the dean of students to the appropriate division's dean (either Arts & Sciences or Career & Technical Education), and the department chairperson of the faculty member making the sanction.
2. The student will receive a failing grade for the course.
3. The instructor will determine other appropriate action.

Level II Violation:

A student commits a significant act of plagiarism or cheating, as evidenced by the instructor. In a significant act of plagiarism, the student commits numerous acts of plagiarism with numerous sources within one particular assignment; the student plagiarizes a significant portion of his or her assignment from one source; or, the student borrows, purchases, or steals an entire paper and submits it as his/her own.

In a significant act of cheating, the student gives or receives unauthorized help before, during, or after an examination; the student uses notes, books, or other aids during an examination (unless permitted by the instructor); the student looks on someone else's examination in class; or, the student collaborates with another student(s) enrolled in the same course and shares examination subject matter in advance of testing.

Level II Consequences:

1. The student will receive a failing grade for the course.
2. The student's academic integrity report will be forwarded from the dean of students, the appropriate dean and the department chairperson of the faculty member making the sanction.

Level III Violation:

A student commits multiple acts of plagiarism or cheating as determined by the instructor(s) on assignments and/or examinations at any time during his/her tenure at MAC.

Level III Consequences:

1. The student will receive a failing grade for the course.
2. The student's academic integrity report will be forwarded from the dean of students to the appropriate division's dean (either Arts & Sciences or Career & Technical Education), and the department chairperson of the faculty member making the sanction.
3. The student may be suspended from MAC for one semester upon determination from the appropriate dean.

Student Conduct and Due Process

MAC is dedicated to its pronounced philosophy and objectives. When these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. College discipline will be exercised when student misconduct adversely affects the college's pursuit of its education objectives.

Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, or go to the MAC website under “Publications.”

College Email

College use of email: Email is the primary means for official communication at MAC. The college has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic, student activities and administrative needs of the campus community.

Assignment of student email: Official college email accounts are activated upon students' acceptance. Official email addresses are not considered directory information unless the students request otherwise. For directions on accessing the MAC email account, students should follow the link to “MAC Email” on the MAC website. If further assistance is needed, the student should click on the “HELP” link.

All MAC email addresses are composed using the following form: The first initial of the first name, first initial of the last name and the student ID number + @MineralArea.edu.

For example: Dan Goodperson, ID 68189 would be: dg68189@MineralArea.edu.

If students wish to redirect email from the official MAC address to another email address (e.g., @aol.com, @hotmail.com, etc.), they may do so at their own risk. The college will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her MAC account.

Expectations about the use of MAC email: All students and MAC employees are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-critical.

Privacy: Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence. Students will have an opportunity to request that their email address not be disclosed to others as part of courses using electronic teaching tools.

Educational uses of email: Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This “Official Student Email Policy” will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore assume that students' official MAC email accounts are being accessed, and faculty can use email for their classes accordingly.

Classroom Electronic Use Policy

In an effort to ensure that MAC provides an effective learning environment and maintains a high level of academic integrity, limitations are placed on specific types of electronic devices inside MAC classrooms. It is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructors' course syllabi.

The following devices should not be in view or used inside the classroom without instructor approval:

- Cell phones;
- Tablets;
- Laptop computers;
- Mp3 players and other audio devices;
- PDAs;
- Personal gaming systems;
- Cameras;
- Camcorders;
- Audio recording devices;
- Any other electronic device deemed unnecessary by the instructor.

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting them absent or tardy for the class period;
- Deducting points from current assignments;

- Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy);
- Requiring a student to discuss the infraction with the respective dean before returning to class;
- Dropping a student from the course as a result of multiple infractions.

Instructors may, but are in no way obligated to, make exceptions at their own discretion when:

- Health-related or family circumstances exist and the student requests permission prior to a specific class period;
- The use of the device has educational value;
- A simultaneous MAC Alert is sent.

Students may appeal decisions concerning the above policy by contacting the Dean of Students. Students may obtain information regarding student due process from the Dean of Students, the student planner (handbook), or the college website.

Courses and Registration

Administrative Withdrawal

Faculty may drop a student for “excessive absence” after two weeks of consecutive absences occurring during the first 75 percent of the semester or term. Individual faculty members may define “excessive absences” differently, such as three absences per semester. The student is responsible for learning and adhering to the attendance policy for each course. Students who have not contacted their instructor after the seventh day of a 16-week semester (or by the third day of a summer term) may be administratively withdrawn by their instructor.

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. A student must complete the withdrawal procedure within the refund period of each term in order to receive a full refund or paid tuition or remission of indebtedness if tuition has not been paid. A student cannot drop a course merely by not attending classes.

For absences due to school-related activities such as athletic games, music performances and field trips, an electronic notice will be issued by the appropriate dean’s office stating who is to be excused and for what period of time.

An administrative withdrawal may be processed for a student who fails to meet corequisite or prerequisite requirements for a course.

Auditing a Course

Students who choose to audit a course enroll in the course, but receive no credit for it. Students must declare or enroll as an audit before the first day of the semester. Once registered, students may not change their registration status to credit. An “AU” grade appears on the transcript but does not count in the computation of the GPA. Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisites for other courses. Normally, an auditor attends the course on a regular basis and is not required to take examinations or complete homework assignments. Fees are the same for audited courses and credit courses. Financial assistance does not apply to audited courses and audited courses do not count towards full- or part-time enrollment status.

Change in Class Schedule

Adding a Class

For a regular, 16-week semester, students are allowed to add a class through the second class meeting (once for summer classes). Accelerated classes are on a prorated basis. Restricted classes require a the instructor’s signature. Students may not add a course during the fall or spring terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first three days of a 16-week term (first day for a summer term).

A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class. Students can add classes through MyMAC before classes start or in person through the second day of the 16-week semester.

To add a class in person the student must:

1. Obtain a Request to Add Class form

2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Pay any additional fees required

Dropping a Class

Unless otherwise indicated for specific programs, students may officially drop or withdraw from a 16-week course up to the 13th week of the semester. From the beginning of the 14th week through the end of the 16th week semester, students will not be permitted to withdraw from a class and must accept the grade earned. The date of a drop will determine if there is a refund. Courses that are dropped during the first quarter of a term will not appear on an official academic transcript.

To officially drop or withdraw from a course, the student must:

1. Obtain a Request To Withdraw From Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of official withdrawal

Important course withdrawal dates are published in the Course Schedule Booklet and are available on the college's web site. During a certain period of time, students may also drop or withdraw from a class on the student information system (MyMAC) at www.MineralArea.edu. It is the student's responsibility to drop a course. However, an instructor may drop a student for non-attendance. Any informal arrangements made with the instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course.

If entitled to a refund, students will receive the refund in the form of a debit card. Refunds are processed weekly. Students who receive any type of financial assistance or veterans benefits should notify the Financial Aid Office before withdrawing from courses.

Class Cancellations

The college reserves the right to cancel classes due to unforeseen circumstances such as insufficient class enrollments, the availability of instructors and/or appropriate facilities.

Correspondence Courses

Correspondence courses are not available for students through MAC. A student wishing to enroll in a correspondence course from another institution must have registrar's approval. No more than 12 credit hours of accredited correspondence work will be accepted toward a degree or certificate program at MAC. A correspondence course does not satisfy the requirements for repeating a "D" or "F" grade.

Distance Education

MAC provides a broad selection of distance learning courses that can be taken toward completing a degree. Distance learning courses provide flexibility and convenience to those pursuing educational objectives. The college offers Internet courses, hybrid classes, and telecourses.

Distance learning courses are equivalent to face-to-face classes in terms of content, degree of difficulty and transferability. They require self-discipline, computer literacy, and reading proficiency.

MAC is approved by the Higher Learning Commission of the North Central Association to offer all courses required for the AAS in Criminal Justice online. For more information, please call the director of Public Safety.

In addition, students may take major components of the following degrees online: the AAS in Agribusiness/Horticulture, the AAS in Child Development, the AAS in Business Management with options, the AA, the AGS, and the AAT.

Dual Credit

MAC has agreements with area high schools that permit qualified high school juniors and seniors to earn college credit while satisfying high school graduation requirements, letting students get an early start on meeting college requirements.

Students must meet Missouri Department of Higher Education requirements and MAC course

prerequisites. Interested students should contact their high school counselor or the dual credit coordinator for additional information.

Students are guaranteed the transfer of five dual-credit courses to institutions that have agreed to the Missouri Department of Higher Education dual credit policy. Students taking more than five dual credit classes or students who plan to transfer to private or out-of-state institutions should contact the school to which they plan to transfer for information on the acceptance of dual credit.

English as a Second Language

MAC offers a comprehensive English as a Second Language instructional program for academic, personal or professional purposes. Grammar, composition, reading/ vocabulary and speaking/listening are available at the beginning, intermediate and advanced levels. All non-native speakers of English must take the TOEFL before enrolling in an ESL class. Students will be placed at the appropriate level of ESL instruction based on the results of the test.

Final Examinations

Final exams may be given at the end of a semester, generally covering all of the material in the course.

A final exam may count for a significant percentage of the final grade. Students must take their final exam at the time designated on the final exam schedule.

Prerequisites and Corequisites

A prerequisite is a course that a student must successfully complete before enrolling for another course. Prerequisites and corequisites are listed in the catalog course descriptions. Students will be administratively withdrawn if a prerequisite is not met. Meeting the prerequisite requirement satisfactorily will require a minimum final grade of "C" in the prerequisite coursework.

Certain courses require a corequisite. When registering, a student must simultaneously sign up for both the course and for any required corequisite. If a student later wishes to drop the course, the corequisite must also be dropped. If a student fails one of the courses, the student will be allowed to repeat it without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until both have been successfully completed.

Repeating a Course

If a student received a grade of "C" or lower in any course, he or she may repeat the course. Grades of A and B cannot be repeated. The original grade and all grades for each repeat attempt are recorded on the transcript. MAC will use the latter grade to calculate the cumulative GPA and apply to degree requirements. Some institutions will recalculate the GPA for admissions purposes and include both grades earned.

Students may not repeat a lower level course that serves as a prerequisite for a course already completed with a "C" or better. For example, if a student receives a grade of "C" in MAT1130 and subsequently completes MAT1230 in a following term with a grade of "C", the student is not allowed to repeat MAT1130 in a future semester. Students may not repeat courses no longer offered at MAC.

For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

Unit of Credit and Courseload

One standard unit of measurement for college work is the semester credit hour which is based on 750 minutes of instruction in lecture courses and at least 1,500 minutes of instruction in laboratory activities. Based on this measurement, one unit of credit may be earned in a lecture course which meets for 50 minutes each week during a semester (16 weeks).

In a course having a laboratory component, one credit is normally granted for two or three hours in a lab each week during the semester. For example, a 3 credit-hour course such as English Composition I meets three hours per week for a semester.

Sixteen semester hours constitute a normal courseload for a full-time student in one semester. Students who wish to register for more than 18 credit hours during the fall or spring semester or in more than 8 hours during the summer term should refer to the Overload Policy on page 47.

Students should be aware that, on average, at least two hours of outside preparation are needed for each hour of scheduled classroom work. Therefore, students who plan to enroll for 15 semester hours should plan to spend at least 30 hours per week for study outside of class.

Withdrawal from College

When a student must stop attendance in all classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office. The date the official withdrawal request form is submitted to the Registrar's Office (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and assignment of grades.

Courses dropped during the first 12.5 percent of the semester are not entered on the student's permanent record. After 12.5 percent of a semester has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed. Regardless of whether the student was passing or failing at the time, a "W" (withdrawal) will be entered on the student's record.

Any drop completed after 75 percent of a term has passed may result in a grade of "F".

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an "F" for those classes, as well as a possible financial obligation.

To withdraw from the college the student must:

1. Complete a Withdrawal/Exit Form;
2. Submit the Withdrawal/Exit form to the Registrar's Office for processing;
3. Wait for any refund due you, if entitled, to be returned to your college debit card.

When a student withdraws from a class or from the college, his/her record will show a grade of "W" (withdrawal), whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75 percent of the term.

Withdrawal for Students Mobilized for Military Duty

Normal withdrawal procedures should be followed whenever possible. However, if a student is unable to complete the necessary paperwork by coming into the Registrar's Office or is unable to write a letter of withdrawal, the college shall accept notification from the student or a family member. The Registrar's Office will verify all notifications.

Refunds: The student will be allowed to withdraw without penalty from the college and a 100 percent tuition refund will be granted upon presenting an original copy of his/her military orders to the Registrar's Office. If a student has financial aid, all financial aid will be cancelled by the director of financial aid. Students should contact the director of financial aid for more information. Students withdrawing VA education benefits should contact the VA certifying official of their withdrawal and orders to report to duty.

Alternatively, incomplete ("I") grades with no tuition reimbursement may be more appropriate when the withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the appropriate dean. In the latter case, the student will be allowed to complete the coursework according to a written agreement submitted to the Registrar's Office by the instructor with the final grade sheet for each course.

The student shall receive a full refund for textbooks purchased at the MAC Bookstore. The College Park housing meal plan refund will be prorated based on the actual number of days room and board were used.

Grading

Dean's List

The Dean's List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each semester. Students meeting the following requirements qualify for the Dean's List:

- Academic course load of 12 semester hours or more for credit.
- Grade point average of 3.25 or higher.
- No grade below a "C" received during the semester.
- No "I" (incomplete) grades received during the semester.

Grade Appeal Process

Concerns about final grades must be expressed by the end of the next regular semester. Students with concerns about current course requirements, class procedures, teaching styles, or grades should whenever possible first approach the instructor for clarification/resolution. If concerns exist after consulting with the instructor, students should then contact the appropriate program coordinator, director, or department chair. Individual departments may establish their own internal procedures for handling student concerns.

If the department is unable to remedy the situation, students may then appeal in writing to the respective dean. The dean will try to informally resolve the problem or refer the matter to the Student Welfare and Conduct Committee. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be handled. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

If a student believes there is an inaccuracy in his or her official record (transcript), he or she must immediately notify the Registrar's Office. After the student's registration records are destroyed, the official academic transcript cannot be changed. The transcript is the final, accurate record of academic accomplishment.

Grade Point Average

The semester GPA is calculated by:

1. Multiplying the credit hours of a course by the grade points earned for the course grade;
2. Adding the grade points earned for each course;
3. Dividing the total grade points by the number of credit hours attempted.

Courses with grades of a "P, W, AU" and "I" are excluded from the GPA.

Grading System

Students officially enrolled in classes are graded according to the following system:

A – Superior. The student has demonstrated outstanding proficiency in mastering course objectives.

B – Above average. The student has demonstrated above-average proficiency in mastering course objectives.

C – Average. The student has demonstrated average proficiency in mastering course objectives.

D – Below average. The student has demonstrated below average proficiency in mastering course objectives. A grade of "D" may be considered unsatisfactory in some programs.

F – Failing. Work done is undeserving of credit. The student has not demonstrated a minimum passing proficiency in mastering course objectives.

W – Withdrew from course.

I – Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances.

AU – Audit. Students attend class meetings but do not receive credit or a grade for the course.

P – Passing. This mark indicates the student has completed the coursework satisfactorily.

College credit is valued in grade points as follows:

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = No grade points

W = No grade points

I = No grade points

AU = No grade points

P = No grade points

Once a grade is recorded in the Registrar's Office, it is a permanent grade. Grades will not be changed

unless the instructor has made an error in calculating the grade. All grade changes must be approved by the dean of the respective division.

Honors Program

An Honors Program is offered for students wishing to further participate in their education and gain an increased understanding of the subject matter. Honors classes offer an opportunity to meet peers of comparable abilities and experience greater teacher-student interaction. Coursework emphasizes individuality, originality, and participative learning. Critical thinking, analytical writing, and/or oral expression may also be required in honors classes.

First time students must meet any one of the requirements to qualify for the program:

- High School GPA of 3.0 or above on a 4.0 scale;
- ACT composite score of 21 or above;
- Minimum Compass reading score of 89.

Returning students must maintain a cumulative GPA of 3.0 or above on a 4.0 scale to remain eligible for honors courses.

To successfully complete the Honors Program and receive recognition at commencement, students must complete 12 credit hours of honors credit, earn no grade below a 'B' in any honors course (a 'C' or below will disqualify a student from the program), have a final cumulative GPA of 3.0, and complete an exit interview with the honors director.

Incomplete Policy

Assigning an "I" grade is a faculty prerogative and is issued when a student who has completed the majority of the course requirements is unable to complete the remainder, due to unusual or extenuating circumstances. A grade of "I" may not be assigned merely to give a student more time to complete the course or to improve a grade. In no case may an "I" be agreed upon before the last day to drop the course. Students may not re-enroll in courses in which they have received an "I" grade.

Both the student and the instructor must fill out the Incomplete Grade Request form and file the form with the appropriate dean. Requirements for completing the course to receive a grade are specified in detail by the instructor on the Incomplete Grade Request form.

The deadline for removing an incomplete grade is one year from the first day of the term in which the incomplete grade was recorded, unless the instructor specifies a shorter period of time. The instructor must indicate the deadline on the Incomplete Grade Request form, available in the Registrar's Office. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an "I" grade is not cleared within the specified time period, the grade will automatically convert to an "F".

Pass-Fail Grading

A maximum of six credit hours on a "pass-fail" basis may be applied to the requirements of the Associate of Science, Associate of Applied Science or an Associate of General Studies degree. A maximum of three credit hours on a "pass-fail" basis may be applied toward the requirements of a one-year career and technical education certificate. A student must enroll on a pass-fail basis at registration and will not be allowed to change registration after the class has met. A student must have a minimum 2.1 GPA for all other credit hours presented for graduation requirements.

Graduation

The requirements for graduation are specified in the course catalog of the first semester in which a student enters MAC. However, any student may elect to meet the requirements stated in a future catalog. Students who discontinue enrollment for two consecutive semesters (summers excluded) must follow the catalog in effect upon their return. Course prerequisites/corequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary to complete a college degree or certificate program. The student must satisfy course prerequisites/corequisites as specified in the current college catalog even if graduating under the provisions of an earlier catalog.

To graduate with honors, a student must earn a cumulative GPA of 3.5 in his or her major or program of study.

Applying for Graduation

At MAC, degrees are conferred three times a year. MAC does not automatically confer certificates or degrees upon completion of curriculum requirements. Students must apply for graduation by the published deadlines. Meeting graduation requirements is the student's responsibility. Students should become familiar with the catalog, degree requirements, and meet regularly with their academic advisor.

To be considered a candidate for graduation a student must:

1. Submit an Application for Graduation Candidacy with a completed degree plan to the Registrar's Office by the following deadlines:

Fall Semester (December graduate) – end of second week of 16-week semester

Spring Semester (May graduate) – end of second week of 16-week semester

Summer Session (July or August graduate) – end of first week of 8-week term

2. Submit the nonrefundable \$50 graduation fee (charged one time per degree) with the application.
3. Complete the degree requirements per the college catalog, earning the last 15 credit hours at MAC.
4. Earn a cumulative GPA of at least 2.0 or higher (2.75 for AAT students).
5. Complete an exit exam.
6. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. Candidates will be notified by email of the exam dates which will also be posted on the website.
7. Resolve all financial obligations to the college and return all library and college materials.

Applying for More Than One Degree

A separate application must be filed for each degree or certificate earned during the same or different semesters. The requirements for each degree or certificate must be completed. If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, an additional \$50 graduation processing fee applies.

Commencement and Conferring Degrees

1. Candidates for graduation are required to attend a graduation seminar. Seminar dates will be emailed to potential graduates and posted to the MAC website.
2. A commencement ceremony is held in May for students completing the AA, AAT, AGS, AAS and AS degrees. At the ceremony, faculty, staff, family and friends gather to recognize and honor academic achievements. Students who want to participate in the ceremony must complete the Intent to Participate form (in addition to the Graduation Application) and turn it in at the Bookstore or Student Services counter before spring break. Participants will receive an email with details regarding the ceremony. The cost of the cap and gown is included in the graduation fee.
3. Once the registrar verifies that a student has completed all degree requirements, degrees and certificates will be conferred and the appropriate designation will be posted to the transcript. Diplomas and certificates will be mailed 2-4 weeks after the end of the semester.
4. If a student does not graduate in the semester for which he or she has applied, the graduation processing fee is transferrable to a future semester. However, the student must submit a reapplication for graduation for the semester in which he or she intends to graduate.

Reverse Transfer

Per the State of Missouri's Reverse Transfer initiative, MAC offers students who separated from MAC before graduating an opportunity to transfer hours back to MAC to complete an associates degree. Please contact the Registrar's Office at (573) 518-2119 for more information.

Videotaping and Photography

MAC faculty, staff and students are the college's best resources for marketing the college to its constituencies, and involvement in these activities is welcomed and encouraged.

Being a publicly-funded institution, MAC often takes photographs or shoots video in order to inform the public and promote its many services, events and programs. As such, it is understood that any photographs or videotapes taken by the college of any of its staff, faculty, students or visitors may be used in printed and electronic public relations and informational material, unless the faculty, staff, students or visitors indicate in writing that they would rather not participate. This indication may be made by contacting (in writing) the communications director.

Every effort will be made by the photographer to notify individuals within the shoot area that photographs and/or video are being taken for promotional use. Individuals may then choose to exclude themselves from the photograph.

Any photographer or videographer on the community college's premises should notify his or her subjects that their images may be used in college-related print and electronic media.

Degree & Certificate Programs

Arts & Sciences

Division

Associate of Arts

Fields of Study

Art, Biology, Business Administration,
Chemistry, Computer Science, Earth
Science, English, Foreign Language, General
Studies, History, Information Systems, Mass
Communications, Mathematics, Music,
Physical Education, Physics, Political
Science, Psychology, Social Studies, Social
Work, Speech, Theatre Arts,
Pre-Architecture, Pre-Engineering,
Pre-Forestry, Pre-Journalism, Pre-Law,
Pre-Medicine, Pre-Pharmacy,
Pre-Physical Therapy

Associate of Arts in Teaching

Areas of Concentration

Early Childhood, Elementary, Secondary, and
Special Education

Associate of General Studies

General Studies

Certificate

Global Studies

ASSOCIATE OF ARTS DEGREE (62 Hours)

A Transferrable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written 3 hrs	English Comp I	ENG1330
	Written 3 hrs	English Comp II	ENG1340
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670
Humanities	Total 9 hours from at least 2 disciplines 3 hours must be cultural diversity course(*)	Art	ART1490*,1500*,1510*,1530
		Foreign Language	Any MFL prefix*
		History	HIS1100*,1130*,1140*,1190,1360*,1500*,1520*
		Literature	ENG1570,2020,2120*,2130*,2330,2340,2430,2440,2460,2490,2492,2500*,2530*,2560*,2580
		Mass Comm.	COM1060*
		Music <i>(Studio and ensemble courses do not count as a humanity)</i>	MSC1201,1202,2203,2204,1641,1801*,1811,1821,1831
		Philosophy	PHI1400,1410*,1420
		Social	SOC1540*,1600*,1620*
History/Political Science	Total 6 hours	Amer. Pol. Systems	POS1180 <i>and</i>
		Amer. History I or II	HIS1230 <i>or</i> 1240
Mathematics	Total 3 hours	College Algebra	MAT1230
Physical & Biological Sciences	Total 8–10 hrs. One from each discipline One with lab included	Physical Science	PHS1130,1200,1210,1230,1250,1270,1350,1380,1390,1420,1440,2230,2240,2250,2300,2350,2360,2400,2410,2420,2430
		Biological Science	BIO1100,1150,1250,1330,1340,1350,1430,1500,2240,2430,2540,2600,2620,2700
Social & Behavioral Sciences	Total 3 hours	Business	BUS2930,2940
		Psychology	PSY1130,1140,1160,1250,2000
		Sociology	SOC1130,1230,1240,1540,1600,1620
Computer Information Systems	Total 3 hours	Computer	CIS1050,1100,1700,1750,2000,2100,2110,2200,2210,2320,2330,2350,2400,2930,2940
		Computer Science	CSC1300,1500,2400,2420,2440,2500
Physical Education	Total 2 hours <i>Activity course</i>	Physical Education	PED1360,1420,2130,2132,2180,2650,2700,2710,2720,2730,2760 PHY1120 <i>(with physician excuse only)</i>
		Dance	DAN1002,1004,1006,2004,2006
TOTAL GENERAL EDUCATION 42-44 HOURS			
Electives	Total 18 – 20 hours	ART, BIO, BUS, CIS, CSC, DAN, EDU, ENG, GEO, GUI, HIS, MAT, MFL, MSC, PED, PHI, PHS, POS, PSY, SOC, SWK, THE	
			ELECTIVES 18-20 HOURS
			TOTAL 62 HOURS

Please see the general requirements for the AA degree for more information.

ASSOCIATE OF ARTS IN TEACHING (62 Hours) A Transferrable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written	English Comp I	ENG1330
	Written	English Comp II	ENG1340
	Oral	Public Speaking	ENG1440
Humanities <i>Total 9 hours</i> from at least 2 disciplines 3 hours must be cultural diversity course(*)	Elementary, Special, and Early Childhood must take one class with asterisk (+) All education majors need one class with check (√) See advisor for other humanities	+ Art	ART1490*,1500*,1510*
		Foreign Language	Any MFL prefix*
		History	HIS1100*,1130*,1140*,1190,1360*,1520*
		√ Literature (ENG 2020 required for Elementary, Special, and Early Childhood)	ENG1570,2020,2120*,2130*,2330,2340, 2430,2440,2460,2490,2492,2500*,2530*, 2560,2580
		Mass Comm.	COM1060*
		+ Music	MSC1801*
		Philosophy	PHI1400,1410*,1420
		Social	SOC1540*,1600*,1620*
History/Pol. Science	<i>Total 6 hours</i>	Amer. Political Systems	POS1180 <i>and</i>
		Amer. History I or II	HIS1230 <i>or</i> 1240
Mathematics	<i>Total 3 hours</i>	College Algebra	MAT1230 (<i>Secondary & Special Ed. Majors</i>)
		Foundations of Math	MAT1530 (<i>Early Childhood & Elementary Majors only</i>)
Physical & Biological Sciences	<i>Total 8 – 10 hours</i> One from each discipline.	Physical Science <i>3 hrs – Secondary Ed. Majors</i> <i>5 hrs – Elementary Ed. Majors</i>	PHS1130,1200,1210,1230,1250,1270, 1350,1380,1390,1420,1440,2230,2240, 2250,2300,2350,2360,2400,2400,2410, 2412,2420,2430
		Biological Science	BIO1150
Social & Behavioral Sciences	<i>Total 6 - 9 hours</i>	Business (<i>Elem. Only</i>)	BUS1330
		Psychology	PSY1130
		Sociology	SOC1130
Teacher Education Courses	<i>Total 13 hours</i>	Foundations of Educ.	EDU 2040
		Field Experience	EDU 2100
		Tech for Teachers	EDU2200
		Education Psychology	EDU2320
		Portfolio Assessment	EDU2600
Physical Education	<i>Total 2 hours</i> <i>Activity Course</i>	Physical Education	PED1360,1420,2080,2130,2132,2650, 2700,2710,2720,2730
			PHY1120 (<i>with physician excuse only</i>)
Electives	SEE EDUCATON PROGRAM ADVISOR FOR APPROPRIATE ELECTIVES		
TOTAL OF 62 HOURS MINIMUM			

Please see the general requirements for the AAT degree.

ASSOCIATE OF GENERAL STUDIES

A Non-Transferrable Degree (Course by Course Transfer)

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written 3 hrs	English Comp I	ENG1330
	Written 3 hrs	English Comp II	ENG1340
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670
Physical Science or Biological Science	<i>Total 3 - 5 hours</i>	Physical Science	PHS1130,1200,1210,1230,1250,1270,1350 1380,1390,1420,1440,2230,2240,2250, 2300,2350,2360,2400,2410,2420,2430
		Biological Science	BIO1100,1150,1250,1330,1340,1350,1430 ,1500,2240,2300,2540,2600,2620,2700
Humanities and/or Behavioral Science	<i>Humanities Courses</i> Total 9 hours <i>From Humanities and Behavioral Sciences</i> <i>3 hours must be a cultural diversity course(*)</i>	Art	ART1490*,1500*,1510*,1530
		Foreign Language	Any MFL prefix*
		History	HIS1100*,1130*,1140*,1190,1360*,1500, 1520*
		Literature	ENG1570,2020,2120*,2130*,2330,2340, 2430,2440,2460,2490,2492,2500*,2530*, 2560,2580
		Mass Comm.	COM1060*
		Music <i>(Studio and ensemble courses do not count as a humanity)</i>	MSC1201,1202,1801*,1811,1821,1831, 2203,2204
		Philosophy	PHI1400,1410*,1420
	<i>Behavioral Science Courses</i>	Social	SOC1540*,1600*,1620*
		Theatre	THE1000,1200,2120,2140*,2200*
		Business	BUS2930,2940
History/Political Science	Total 6 hours	Amer. Political Systems	POS1180 <i>and</i>
		Amer. History I or II	HIS1230 <i>or</i> 1240
Mathematics	Total 3 hours	Math	MAT1130,1230, MGT1800, TEC1800,1900
Computer Information Systems	Total 3 hours	Computer	CIS1050,1100,1700,1750,2000,2100,2110, 2200,2210,2320,2330,2350,2400,2930, 2940
		Computer Science	CSC1500,2400,2420,2440,2500
Recommended but NOT required	GUI 1000 Principles of College Success (3)		
	PAW 1060 Prep for Employment (1)		
	PAW 1096 Career Planning (1)		
Electives	Total 18 – 20 hours	ART,BIO,BUS,CIS,CSC,EDU,ENG,GEO,GUI,HIS,MAT,MFL, MSC,PED,PHI,PHS,POS,PSY,SOC,SWK,THE	
TOTAL GENERAL EDUCATION 60 HOURS			
Physical Education	Total 2 hours <i>Activity course</i>	Physical Education	PED1360,1420,2080,2130,2132,2180,265 0,2700,2710,2730; PHY1120 <i>(with physician's excuse only)</i>
		Dance	DAN 1002,1004,1006,2004,2006
TOTAL 62 HOURS			

Please see the general requirements for the AGS degree for more information.

Arts & Sciences Division

The Arts & Sciences Division offers the Associate of Arts, Associate of Arts in Teaching, and the Associate of General Studies degrees.

The Associate of Arts degree is awarded to students completing the requirements of the academic program with minimum of 62 credit hours including 42 hours of general education. The AA degree is the most appropriate for the majority of transfer students because it parallels the work required in the first two years of a baccalaureate degree at a four-year institution.

The Associate of Arts in Teaching degree is awarded to students seeking the first component of a degree in teacher education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. The AAT is transferable, articulated with all public universities and many private universities in Missouri. While completing the AAT, students should also work with the transfer institution for additional requirements.

The Associate of General Studies is offered to provide learners an opportunity to design a degree program. Because the AGS may not be accepted in its entirety by four-year colleges and universities, students are subject to a course-by-course evaluation.

The college transfer program allows students to take the same freshman and sophomore courses that they would take anywhere else at a much lower cost. The transfer program is built around a comprehensive blend of traditional and contemporary subjects that are intended for transfer to most four-year institutions.

At MAC, students can fulfill the general education requirements needed for a baccalaureate degree and take the prerequisite foundation courses for the intended major. Undecided students may explore different fields before making a final decision about a major field of study and spend considerably less money while doing so.

General Education Philosophy

MAC believes that all college students should participate in a core group of learning experiences commonly called general education. General education provides students a foundation for future learning experiences and also serves to enrich the lives of students outside the classroom.

Through the general education program, students should grow intellectually, both in their knowledge base and in intellectual curiosity. In addition, students are encouraged to gain an

understanding of themselves and the world in which they live, become better problem solvers, and become productive and successful citizens.

General Education Key Quality Indicators/Competency Statements

MAC has defined 10 Key Quality Indicators in which students should be competent by the time of graduation from a comprehensive community college with an Associate of Arts degree. The 42-hour state-wide general education curriculum outlined in the General Catalog is designed to help students become competent in these areas. When all of these competencies are achieved, the college believes graduates will have a great likelihood to be successful in the complex world of the 21st century.

These indicators include:

1. **Communications** - To thrive in the fast-changing technological environment of today, graduates must be able to communicate effectively by writing and speaking properly and persuasively. Therefore, MAC not only requires students to take courses in English Composition and in Public Speaking, but expects all students to write and speak extensively in most classes.
2. **Problem Solving** - No single college in the 21st Century can prepare students with all of the information and all of the solutions to the problems and challenges encountered in typical professional career fields. However, in order to be better prepared for society, students will have to learn not just to memorize information, but know how to analyze problems and explore possible solutions. Courses at MAC are designed to apply problem solving skills and improve problem solving abilities.
3. **Critical/Creative Thinking** - In addition to memorizing facts and figures and other "concrete-sequential" problem solving activities, students should be challenged to apply what they have learned to the real world, including thinking "outside the box" while solving real world issues. MAC graduates will be prepared to apply what they have learned to the real world.
4. **Computer** - The electronic world is increasing exponentially. Graduates who are not familiar with typical microcomputer applications simply have fewer chances for success in the business environment of today. A MAC education helps students develop skills in these areas because most classes and instructional resources will require the use of computer knowledge and electronic research abilities.
5. **Self-Directed Learning** - A knowledgeable, in-

formed person is one who actively participates in life-long learning activities and takes ownership in individual learning situations. No matter which instructional medium students choose (traditional class, online, telecourse), MAC faculty use student-teacher interactive techniques, critical thinking exercises, small group activities, and other related assignments in order to create a learning curiosity and to prevent students from just memorizing material.

6. **Personal/Social Development** - At MAC, education not only involves academic achievement, but also life-management skills as well. A MAC graduate should be mature and considerate, with self-confidence and the ability to interact with others in a successful, ethical way.
7. **Teamwork/Team Leading** - Many employers and four-year universities are looking for people who have the ability to work with others on a team. In fact, the higher a professional or employee rises in most fields, the more important teamwork and leadership abilities will become. At MAC, students will find many curricular and extra-curricular activities to apply these skills and develop their proficiency at working in and leading teams.
8. **Multicultural Experiences** - Recognizing diversity is one of the stated values of the overall mission and vision of MAC. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts and every Associate of Arts in Teaching student is required to complete one course that is "culturally diverse." The college recognizes diversity as a value to be upheld by faculty, staff and students so that a learning environment can be maintained that encourages inclusiveness and discourages acts of thoughtlessness and disrespect.
9. **Cultural Enrichment** - Part of being knowledgeable is having an admiration for the most meaningful accomplishments of human society. Whether it is listening to steel drums or vocal ensembles, visiting the campus art gallery, attending a play or watching the Cozean Lecture Series or a visiting scholar from another country, experiencing cultural events is essential to broaden one's perspectives.
10. **Wellness and Health** - An educated, successful person involves the whole person, including mental and physical health, well-being, and fitness. A MAC graduate should understand the value of a healthy diet, exercise, physical fitness, and a variety of activities to help a person understand and develop a pattern of life-long health and fitness.

General Education State Level Skill Areas

1. **Communicating** - To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world, students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
2. **Higher Order Thinking** - To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
3. **Managing Information** - To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
4. **Valuing** - To develop students' abilities to understand moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
5. **Social and Behavioral Sciences**- To develop students' understanding of themselves and the world around them through study of content the processes used by historians and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)
6. **Humanities**- To develop students' understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. **Mathematics**- To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems

and which could serve as a basis for continued learning.

8. **Life and Physical Sciences** To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs their imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

General Requirements for AA Degree

1. Complete 60 semester hours minimum plus two semester hours of physical education activity classes. School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC; the last 15 in residency. Students may petition the registrar for a home rule waiver.
3. Earn a 2.0 or higher cumulative GPA.
4. Schedule and take MAC's exit exam. Students may petition for a waiver if previously received a degree from MAC.
5. Apply by the published deadlines.
6. A maximum of six credit hours from the Division of Career & Technical Education may be applied toward the AA degree.
7. A maximum of six hours may be fulfilled through participation in ensembles.
8. All courses, including electives, must be 1000 level or higher.

General Requirements for AAT Degree

1. Complete 60 semester hours minimum plus two semester hours of physical education activity classes. School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC; the last 15 in residency. Students may petition the registrar for a home rule waiver.
3. Earn a 2.75 or better cumulative GPA (effective Fall 2013) with no grade less than a 'B' in all education coursework and content area and no grade less than a 'C' in all other courses.
4. Complete all program applications, complete 15 credit hours with a 2.5 GPA or higher, undergo a background screening, and possess a clear record prior to being admitted to the

program and participating in field experience. (See detailed background check policy.)

5. Complete the Missouri Educator Profile (MEP).
6. Schedule and take MAC's exit exam. Students may petition for a waiver if previously received a degree from MAC.
7. Pass mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.
8. A maximum of six credit hours from the Division of Career & Technical Education may be applied toward the AAT degree.
9. A maximum of six hours may be fulfilled through participation in ensembles.
10. All courses, including electives, must be 1000 level or higher.

General Requirements for AGS Degree

1. Complete 60 semester hours minimum plus two semester hours of physical education activity classes. School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC; the last 15 in residency. Students may petition the registrar for a home rule waiver.
3. Earn a 2.0 or higher cumulative GPA.
4. Schedule and take MAC's exit exam. Students may petition for a waiver if previously received a degree from MAC.
5. Apply by the published deadlines.
6. Credit hours from the Division of Career & Technical Education may be applied toward the AGS degree.
7. A maximum of six hours may be fulfilled through participation in ensembles.
8. All courses, including electives, must be 1000 level or higher.

General Requirements for Global Studies Certificate

1. Complete 28 or more hours of prescribed courses as described in the Global Studies brochure and at www.MineralArea.edu;
2. Complete the requirements for any one of the associate degrees;
3. Earn a 2.0 or higher cumulative GPA;
4. Complete the process of graduation, including applying for graduation, taking the Exit Exam, and completing all course work for the appropriate degree.

Degrees & Certificates Career & Technical Education Division

Associate of Applied Science

Associate of Science

Certificates

(one year and less than one year)

*Degree program offerings are outlined
on the following pages.*

Career & Technical Education Division Degree Plans: Main Campus

Program Titles	AAS	AS	Certificate 1-Yr	Certificate Less Than 1-Yr
Agribusiness	x			
Basic Law Enforcement Academy 640 hours			x	
Basic Law Enforcement Academy 1,000 hours			x	
Business Computer Programming	x			
Business Management	x			
Business Management – Accounting	x			
Business Management – Banking and Finance	x			
Business Management – Microcomputers	x			
Child Development	x		x	
Child Development Associate Plan				x
Civil Construction Technology			x	
Computer Aided Design and Drafting			x	
Computer Networking	x		x	
Criminal Justice – Correctional Administration	x			
Criminal Justice – Forensic Investigation	x			
Criminal Justice – Judicial Administration	x			
Criminal Justice – Law Enforcement	x		x	
Criminal Justice – Security Management	x			
Electrical/Electronics Technology	x		x	
EMT – Emergency Medical Technician				x
Engineering Technology – Civil Architecture	x			
Engineering Technology – Design Drafting	x			
Engineering Technology – Manufacturing	x			
Fire Science Technology	x		x	
Horticulture			x	
-Landscape Design/Greenhouse Nursery Mgt.	x			
-Ornamental Horticulture	x			
-Turfgrass Management	x			
Industrial Maintenance	x		x	
Manufacturing Technology	x		x	
Nursing – Advanced Placement - RN		x		
Nursing – Advanced Placement Nursing Hybrid		x		
Nursing – Practical Nursing - LPN			x	
Nursing – Registered Nursing - RN		x		
Office Systems Technology – Administrative Assistant	x		x	
Office Systems Technology – Medical Coding	x		x	
Paramedic Technology	x		x	
Paramedic To RN Bridge		x		
Radiologic Technology		x		
Renewable Energy Technology	x		x	
Skilled Trades Technology	x			
General Requirements for Diplomas and Certificates				
1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.				
2. All degree applicants are required to complete the TSA Exam.				
3. All applicants are required to complete a graduation interview with the Career Placement Office.				
4. A cumulative 2.0 grade point average is required for graduation. (For Allied Health requirement of a 'C' or better require				
5. Last 15 hours must be earned at Mineral Area College.				

**Career & Technical Education Associate Degree Programs
Articulated with Area Career and Technology Centers
Adult Student Program**

	- School -	Arcadia Valley	Cape Girardeau	Perryville	UniTec
<i>Program and Major Code</i>					
Automotive Collision Technology (AS)		x	x	x	x
Automotive Technology (AO)		x	x	x	x
Business Management (MG)			x		
Business Management – Microcomputers (MM)		x	x		
Child Development (CD)			x		
Computer Networking (CN)		x	x		
Construction/Building Technology (CU)		x	x	x	x
Digital Media Technology (RT)			x	x	
Electrical/Electronics (AL)			x		
Electrical Technology (EW)			x		
Graphic Arts/Printing Technology (GR)		x	x	x	x
Heating, Air Conditioning & Refrigeration Technology (HE)			x	x	
Horticulture (HL)			x		
Industrial Maintenance (IM) Southeast Regional Industrial Training Group			x		
Machine Tool Technology (MO)			x		x
Office Systems Technology (OS)		x	x		
Welding Technology (WE)		x	x	x	x
Wood Manufacturing Technology (CK)			x		
Mineral Area College Career and Technical Education Associate Degree Programs Located at Cape Career and Technology Center Adult Student Program					
Physical Therapy Assistant (PT)			x		
Respiratory Therapy (RE)			x		

Career & Technical Education Division

The Career & Technical Education Division's mission provides programs designed to give the technical knowledge, manipulative skills, and general background necessary for achievement in technical and semiprofessional employment. This is accomplished in two ways.

The first way provides education for those who wish to prepare for initial employment. The program of studies is designed to provide select courses that prepare a student for entry level job skills. Some programs require a year of instruction leading toward a certificate. Other programs require two years of instruction leading to an Associate of Science or Associate of Applied Science Degree.

The second way provides education for those who desire to improve job skills. It is often necessary to schedule times and places for these experiences that are convenient to the working student.

In addition to the two broad categories discussed, it is essential that the courses and programs of career and technical education provide three basic opportunities:

1. to develop skills necessary in a chosen field;
2. to develop a background of related information, including both theory and practice, necessary for success; and
3. to develop personal and social traits necessary for employment and continuing success and advancement.

An integral part of most Career and Technical programs is the inclusion of related work or clinical experience specifically selected to correspond with classroom experiences. In addition, all graduates of this division must successfully complete a one-credit-hour course, Preparation for Employment, designed to refine job search skills. This division is also committed to general education. In addition to the specialized and specialized-related courses, from one-fifth to one-fourth of the credits in the two-year Career and Technical curricula are in the area of general education.

Some Career and Technical certificate and degree programs are offered in cooperation with UniTec Career Center, Arcadia Valley Career Center, Perryville Area Career Center and the Cape Girardeau Area Career Center. Students should check with an adviser or the Career and Technical dean's office for more information.

The Career & Technical Education Division recognizes that not all students come to the

college with the same backgrounds, interests and capabilities. Certain services are provided to more nearly provide all potential students an equal opportunity of success. In the past five years, programs have been developed to meet the special needs of many students. These programs have been very successful in recruiting and retaining students with special needs and, as a result, have received statewide recognition.

Career & Technical Education Assessments

Candidates for graduation in the Career & Technical Education Division must take two assessments before graduation. All candidates for a certificate, associate of science or associate of applied science degree must take the WorkKeys Career Readiness Assessment and will be awarded a nationally-recognized Career Readiness Certificate upon successful completion. Students who successfully complete the Career Readiness Certificate will be recognized at the Bronze, Silver, Gold or Platinum levels. The certificate is earned by taking the WorkKeys assessments for applied mathematics, locating information and reading for information. More information about the assessments can be found at <http://www.act.org/certificate/about.html>.

Candidates for graduation in the Career & Technical Education Division will also complete a technical skills assessment in their final semester of attendance. The technical skills assessments are required by the Carl Perkins Vocational Education Act and must be completed by all career and technical students. Students should ask their advisor about the specific assessment that will be required for their degree or certificate.

Allied Health Related

The MAC Allied Health Department offers nursing programs leading to an Associate Degree in Nursing and a Certificate in Practical Nursing. The nursing education programs are organized around three areas of learning: knowledge (theoretical concepts and ideas), skills, and attitudes. Faculty members for all programs are experienced Registered Nurses (RNs) with collegiate preparation. These instructors provide quality education for all nursing students within the Allied Health Department.

The nursing programs are fully-approved

by the Missouri State Board of Nursing and offer a variety of nursing experiences within the college community, including providing care for all age groups in a variety of health settings: medical, surgical, obstetric, pediatric, psychiatric, gerontological and home health.

Practical Nursing Certificate

The Practical Nursing program is a three-semester curriculum leading to a Certificate in Practical Nursing. Two entry options in the program are:

OPTION A (“Generic Track”):

Upon successful completion of Option A, students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

OPTION B (“Fast Track”):

Upon successful completion of Option B, students are eligible to apply to take the NCLEX-PN. Option B students have the opportunity to take two additional courses within the PN curriculum. Graduates desiring career-ladder articulation to obtain an Associate Degree in Nursing may then apply for the Advanced Placement (LPN to RN) Program or the Advanced Placement Hybrid (LPN to RN) Program. The Advanced Placement Programs allow students to further their education without repeating many successfully completed courses. MAC Practical Nursing students or Licensed Practical Nurse (LPN) graduates of MAC since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing program or the Advanced Placement Hybrid (LPN to RN) Program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the ADN program. Students accepted into the Advanced Placement Program enter the second year of the Associate Degree Nursing Program and require only two additional semesters to be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students accepted into the Advanced Placement Hybrid (LPN to RN) Program also complete two semesters, but in an alternate format utilizing web-based instruction, and day, evening, and/or weekend clinicals. Acceptance into either of the Advanced Placement Programs is based on space availability and selection by the ADN Selection and Retention Committee. (See side-by-side comparison of Option A and Option B and Advanced Placement options.)

Graduates of both Practical Nursing program options are prepared to: assess the health status

of individuals with common health problems and predictable outcomes; participate in the development and modification of client care; implement appropriate aspects of client care under the direction of a registered nurse or licensed physician; and participate in the evaluation of client care. The practical nurse can provide care in acute and chronic care settings, rehabilitation facilities, and health care settings promoting preventive care. LPNs are practicing in a changing environment of expanding roles within the health care setting and practice extends into specialized nursing services. LPNs are well prepared to provide direct client bedside care and serve as client advocates. The Allied Health Department of MAC believes that Practical Nursing composes the common core of nursing and is a valid entry level into the nursing profession.

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of “C” or above:
 - a. Elementary Algebra
 - b. English Composition I
 - c. Introductory Chemistry (Option B only and must be completed by the end of summer semester)
 - d. Equivalent high school courses may be substituted if completed in the past five years with a “C” grade or above:
 - 1.) English Comp I — for college credit
 - 2.) Math — Algebra I and Algebra II
 - 3.) Chemistry
4. American College Test (ACT) or Compass Test: Applicants must be scheduled to take the ACT test on or before the December test date, and have the following minimum scores:
 - a. ACT:
 - 1.) English — 18*
 - 2.) Math — 19*
 - 3.) Composite — 19
 - b. Compass (must be taken by Dec. 15:
 - 1.) Writing — 68
 - 2.) Algebra — 36
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a nursing career as determined by MAC.
7. Applications will be accepted from February

*See adviser for comparison scores on the Compass

1 until December 15 of each school year. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.

8. It is the student's responsibility to assure the following documents are on file in the Allied Health Department prior to selection.
 - a. Application form with \$20 fee.
 - b. High school transcripts or GED scores.
 - c. ACT or Compass scores.
 - d. Official college or university transcripts.
 - e. Complete names and addresses for references on application (a college form letter will be sent).
 - f. Handwritten autobiography (3-5 pages).
9. All applicants accepted into the program are on

conditional status, pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious diseases, passing the drug screen, passing the background check and successfully completing all prerequisites.

10. Those who do not meet the above requirements should contact the Allied Health Department or a counselor.
11. No classes may be added after the first three days of fall and spring classes without permission of the dean.
12. A personal interview may be required.

NOTE: Substitute courses must be approved.

ONE-YEAR CERTIFICATE IN PRACTICAL NURSING CURRICULUM (Side-by-side comparison)

OPTION A

Program Prerequisites

MAT0950 Elem Algebra* or higher.....	3
ENG1330 English Comp I*	3
Subtotal	6

1st Trimester

NUR1290 Fund of Nursing*	6
NUR1300 Therapeutic Nutrition*	3
NUR1310 Personal/Voc Concepts*	1
NUR1370 Basic Pharmacology*	2
BIO2600 Human Anatomy*	5
PSY1130 General Psychology I.....	3
Subtotal	20

2nd Trimester

NUR1320 Geriatric Nursing*	2
NUR1350 Maternity Nursing*	4
NUR1420 Pediatric Nursing*	3
NUR1430 Mental Health Nursing*	4
PSY1250 Human Growth & Dev	3
Subtotal	16

3rd Trimester

NUR1270 Body Function*	2
NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
HLT2400 Intravenous Therapy*	3
Subtotal	18

Total Cr Hrs (including program prerequisites): 60

*Course has prerequisite. See MAC Catalog.

OPTION B

Program Prerequisites

MAT0950 Elem Algebra* or higher.....	3
ENG1330 English Comp I*	3
PHS1250 Intro Chemistry*	5
Subtotal	11

1st Trimester

NUR1290 Fund of Nursing*	6
NUR1300 Therapeutic Nutrition*	3
NUR1310 Personal/Voc Concepts*	1
NUR1370 Basic Pharmacology*	2
BIO2600 Human Anatomy*	5
PSY1130 General Psychology I.....	3
Subtotal	20

2nd Trimester

NUR1320 Geriatric Nursing*	2
NUR1350 Maternity Nursing*	4
NUR1420 Pediatric Nursing*	3
NUR1430 Mental Health Nursing*	4
BIO2620 Human Physiology*	5
PSY1250 Human Growth & Dev	3
Subtotal	21

3rd Trimester

NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
ENG1340 English Comp II*+	3
HLT2400 Intravenous Therapy*	3
Subtotal	19

Total Cr Hrs (including program prerequisites):71

+ If English Comp II is already completed, students could take other general education courses for ADN program such as American Political Systems or Sociology.

Associate Degree-Nursing Advanced Placement (LPN to RN) Program

The Advanced Placement (LPN to RN) Program lets PN students and LPNs, who wish to become RNs, further their education without repeating many successfully completed courses. There are two separate entrance requirements: 1. The MAC Practical Nursing graduate from 1991 to present and 2. The MAC Practical Nursing graduate prior to 1991 or Practical Nursing graduates of another school. MAC graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (26 credit hours). MAC graduates prior to 1991 or graduates of another school may be eligible to enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (39 credit hours).

Entrance Requirements For Advanced Placement

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges, and/or Career and Technical schools attended, with proof of graduation from high school or GED.
4. If requested, provide copies of final record, performance evaluations, and course outlines from program in Practical Nursing from which the student graduated.
5. Provide references from PN Program director and one instructor, employer and personal references.
6. Entrance requirements must be met by the end of Spring Semester with a grade of "C" or above:

Prerequisite Courses	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1340 English Composition II	3
PSY1130 General Psychology I.....	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
Total	27

Equivalent high school courses in Chemistry, and Algebra I and II may be substituted if completed in the past 5 years with a grade of "C" or above.

7. American College Test (ACT) or Compass
 - a. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
 - 1.) English – 20*
 - 2.) Math – 19*
 - 3.) Composite – 20
 - b. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
 - 1.) Writing - 81
 - 2.) Algebra - 36
8. Have a GPA of 2.5 or above.
9. LPN-STEP or similar exam required. A score at or above the national average percentile is required to be considered for placement in the ADN Program. MAC revised PN curriculum for 1997 graduates forward, exempt from LPN/STEP requirements.
10. A high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student's grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
 - a. Students articulating from the PN Program must have a grade of "B" or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate. Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.
 - b. The nursing faculty, utilizing their professional judgment, will determine if the student's clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.
13. Applications will be accepted from Feb. 1 until Dec. 15 of each school year. Application deadline may be extended.
14. It is the student's responsibility to assure the following documents are on file in the Allied Health Department before selection.

*See adviser for comparison scores on the Compass.

- a. Application form with \$20 fee.
 - b. High School transcripts or GED scores c. ACT or Compass scores
 - d. College or university transcripts
 - e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages).
15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
16. Persons who do not meet the above requirements should contact the director or an adviser.
17. No classes may be added after the first three days of fall and spring classes without permission of the dean.
18. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
19. A personal interview may be required.

Entrance Requirements for LPN Graduates of MAC since 1991 (Grade of “C” or above required on all prerequisites):

Courses	Credit Hours
MAT0950 Elementary Algebra*	3
PHS1250 Introductory Chemistry*	5
ENG1340 English Composition II*	3
PSY1130 General Psychology I*	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy*	5
BIO2620 Human Physiology*	5
Subtotal	27

PN or LPN Graduates of MAC since 1991 Fall Semester (Fourth Semester) Credit Hours

ADN1490 Medical-Surgical Nursing I*	5
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
Subtotal	10

*NOTE: 5 credit hours articulate from PN Program

Spring Semester (Fifth Semester) Credit Hours

ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II*	4

POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
Subtotal	16

*NOTE: 2 credit hours articulate from PN Program
* Based on grades and clinical skills (see policy).

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1330 English Composition I	3
PSY1130 General Psychology I	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
Subtotal	27

* Must have a grade of C or above for all prerequisites.

Summer Semester (Third Semester) Credit Hours

ENG1340 English Composition II	3
ADN1420 Bridge Course	3
Subtotal	6

Fall Semester (Fourth Semester) Credit Hours

ADN1490 Medical-Surgical Nursing I	10
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
Subtotal	15

Spring Semester (Fifth Semester) Credit Hours

ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II	6
POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
Subtotal	18

Associate Degree-Nursing Advanced Placement Hybrid (LPN to RN Program)

The Advanced Placement Hybrid Program provides the opportunity for LPNs desiring to become RNs to further their education without repeating many successfully completed courses. Classroom learning is done off-campus through online courses. Students complete skills labs and simulations labs at the college. Clinical rotations are completed in hospital settings. The schedule may include day, evening and/or weekend rotations. Classes for the two (2) semester program begin in January and are completed in October.

To be a candidate for acceptance, applicants must be a graduate of an approved program in Practical Nursing, have completed all required prerequisite courses, obtain a score at or above the National Average Percentile on the LPN-STEP test

or other similar required exam (if not a MAC LPN graduate), and successfully complete all entrance requirements.

The Advanced Placement Hybrid program offers two paths of study. LPN Graduates of MAC since 1991 who earned a “B” or above in Medical-Surgical Nursing (NUR 1380) may qualify for the fast track. This path allows the student to articulate five (5) credit hours toward Medical-Surgical Nursing I and two (2) credit hours toward Medical-Surgical Nursing II in the hybrid program and complete the two (2) semester program (22 credit hours). The Bridge track requires LPNs from another school or MAC LPNs prior to 1991 to take all required hours of Medical-Surgical Nursing I & II, pass the LPN-STEP or other similar exam, complete the Bridge course prior to beginning of the program and complete the two (2) semester program (32 credit hours).

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation for a state approved program of Practical Nursing, hold a license in good standing with IV certification, and have at least 300 hours working as an LPN (MAC will verify through recent employer). If requested, provide copies of final record, performance evaluations, and course outline from program in Practical Nursing from which the student graduated.
4. Provide references from PN Program director, one instructor, employer, and personal references.
5. Entrance requirements must be completed by the end of the spring semester with a grade of ‘C’ or above.

Courses	Credit Hours
Elementary Algebra*	3
Introductory Chemistry*	5
English Composition I.....	3
English Composition II.....	3
General Psychology	3
Human Growth and Development.....	3
Human Anatomy.....	5
Human Physiology	5
Microbiology	4
Total	34

*NOTE: Equivalent high school courses in Chemistry and Algebra I and II may be substituted if completed in the past 5 years with a “C” or above.

6. American College Test (ACT) or COMPASS Test
 - a. ACT- Applicants must have taken the ACT or be scheduled to take the test on or before

the April test date, and have the following minimum scores:

- 1.) English – 20*
- 2.) Math- 19 and a grade of C or above in Elementary Algebra*
- 3.) Composite- 20

*NOTE: See adviser for comparison scores on the Compass.

- b. COMPASS – Applicants must have taken the COMPASS test and have the following minimum scores:

- 1.) Writing – 81
- 2.) Algebra – 36

The deadline for taking the COMPASS test is June 1 and can be scheduled in the Student Services Office, by calling (573) 518-2202 or at www.MineralArea.edu.

7. Have a Grade Point Average (GPA) of 2.5 or above.
8. LPN-STEP or similar exam: For LPN graduates from another school, a score at or above the National Average Percentile is required to be considered for placement in the Advanced Placement Program.
9. A high school or college computer course.
10. Acceptance will be based on space availability and selection by the Associate Degree Selection Committee.
11. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
 - a. Students articulating from the PN Program must have a grade of “B” or above in Medical Surgical Nursing (NUR-1380) course or complete the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular advanced placement adjusted fee rate. All students must take all exams in Medical-Surgical Nursing I and Medical-Surgical Nursing II.
 - b. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.
12. Applications will be accepted through June 1. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.
13. The following credentials must be on file in

the Allied Health Department prior to selection. It is the student's responsibility to ensure these documents are on file.

- a. Application form with \$20 fee.
 - b. High school transcript or GED scores.
 - c. ACT (American College Test) or ACT COM-PASS scores.
 - d. College/University and Vocational school transcripts.
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3 to 5 pages)
14. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisite courses.
15. No classes may be added after the first three days of classes without the permission of the dean.
16. A personal interview may be requested.

**Fast-Track Students
(MAC LPN Graduates since 1991)**

First Semester	Credit Hours
ADN1490 Medical-Surgical Nursing I (5 cr. hrs. articulate from PN program)*	5
ADN1510 Clinical Pharmacology.....	1
POS1180 American Political Systems or POS1130 American National Government or HIS1230 American History I or HIS1240 American History II	3
Subtotal	9
Second Semester	
ADN1480 Contemporary Nursing	1
ADN1610 Nursing of Children	5
SOC1130 General Sociology	3
Subtotal	9
Third Semester	
ADN1500 Medical-Surgical Nursing II (2 cr. hrs. articulate from PN program)*	4
TSA0000 Technical Skills Assessment.....	0
Subtotal	4

*Based on grades and clinical skills. See policy.

**Bridge Students
(LPN's from another school or MAC LPN's prior to 1991)**

LPN Graduates from another school	
ADN1420 Bridge Course	3

First Semester

ADN1490 Medical-Surgical Nursing I	10
ADN1510 Clinical Pharmacology.....	1
POS1180 American Political Systems or POS1130 American National Government or HIS1230 American History I or HIS1240 American History II	3
Subtotal	14

Second Semester

ADN1610 Nursing of Children	5
ADN1480 Contemporary Nursing	1
SOC1130 General Sociology	3
Subtotal	9

Third Semester

ADN1500 Medical-Surgical Nursing II	6
TSA0000 Technical Skills Assessment.....	0
Subtotal	6

Associate Degree-Nursing

The Associate Degree Nursing program is comprised of a five-semester curriculum leading to an Associate of Science degree. Upon successful completion, the student may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify graduates for licensure as an RN (refer to Missouri Statute chapter 335). These Associate Degree Nursing graduates may be readily accepted as juniors into Baccalaureate of Science Degree in Nursing (BSN) programs in institutions of higher education. The college has an on-campus 2+2 BSN completion program in cooperation with Central Methodist University.

Graduates of the Associate Degree Nursing program may perform nursing services as a beginning practitioner inclusive of assessing the health status of individuals with more complex health problems, develop, modify, and set goals for client care, delegate nursing responsibilities as team leaders, evaluate and write revisions in the plan of care for clients with preventive health problems and commonly occurring actual or potential health problems.

The college's Allied Health Advisory Committee (consisting of a variety of health care professionals that may include directors of nursing and administrators of both nursing homes and hospitals, physicians, pharmacists, practical nurses, high school counselors, and student representatives) ensures that the curriculum of both programs keep pace with the employment needs in the field of nursing.

Career Opportunities

Employment opportunities are available in hospitals, clinics, nursing homes, physician's offices, schools, industries, home health, and other health care agencies for both Associate Degree Nursing and Certificate in Practical Nursing graduates.

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
 - a. A high school computer course or
 - b. A college computer course,
3. Prerequisite courses must be completed by end of Fall Semester in the following order.*
 - a. Elementary Algebra (or above) with a grade of "C" or above.
 - b. Followed by Introductory Chemistry (5 cr. hrs.) with a grade of "C" or above.
 - c. Equivalent high school courses may be substituted if completed in the past five years with a grade of "C" or above (substitution does not mean that college credit is granted. These courses for college credit will be required for a baccalaureate degree.)
 - 1.) Chemistry
 - 2.) Algebra I and Algebra II
4. American College Test (ACT) or Compass
 - a. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
 - 1.) English - 22*
 - 2.) Math - 21*
 - 3.) Composite – 21
 - b. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
 - 1.) Writing - 89
 - 2.) Algebra - 49
5. Have a GPA of 3.0 or above.
6. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so reference letters are returned before selection.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.

*See adviser for comparison scores on the Compass.

- b. High school transcript or GED scores (official, not hand carried)
 - c. ACT or Compass scores
 - d. College or University transcripts (official, not hand carried)
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages)
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
 10. Persons who do not meet the above requirements should contact the Allied Health Department or an adviser.
 11. No classes may be added after the first three days of fall & spring classes without permission of the dean.
 12. A personal interview may be required.

Curriculum Plan for Associate Degree Nursing Program

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
Subtotal	8

* Must have a grade of C or above for all prerequisites.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I	3
BIO2600 Human Anatomy	5
NUR1450 Fundamentals of Nursing	6
NUR1570 Basic Pharmacology	1
PSY1250 General Psychology I	3
Subtotal	18

Spring Semester	Credit Hours
ADN1460 Maternity Nursing.....	4
ADN1630 Mental Health Nursing	4
BIO2620 Human Physiology	5
ADN1640 Therapeutic Nutrition	3
Subtotal	16

Summer Semester	Credit Hours
ENG1340 English Comp II	3
PSY1250 Human Growth & Development.....	3
Subtotal	6

NOTE: PSY1250 Human Growth & Development is a prerequisite for ADN1610 Nursing of Children.

Second Year	Credit Hours
Fall Semester	
ADN1490 Medical-Surgical Nursing I	10

BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
Subtotal	15

Spring Semester	Credit Hours
ADN1610 Nursing of Children	5
ADN1480 Contemporary Nursing	1
ADN1500 Medical-Surgical Nursing II	6
POS1180 American Political Systems	3
SOC1130 General Sociology	3
Subtotal	18

Prerequisites - 8 credit hours

Total Credit Hours – 73

(32 Academic + 41 Nursing)

Associate Degree-Nursing Paramedic to RN Bridge

The Paramedic to RN Bridge Program provides the opportunity for paramedics desiring to become an RN to complete their education in a timely manner. Applicants must be a graduate of an approved paramedic program, have completed all required prerequisite courses, and successfully completed all entrance requirements to be a candidate for acceptance into the Paramedic to RN Bridge Program. There are two separate entrance requirements to be a candidate for acceptance into the ADN Program, (1) The MAC Paramedic Program graduate and (2) Paramedics graduating from another college. MAC paramedic graduates will be required to complete 35 credit hours in the ADN Program. Paramedic graduates from another school will be required to complete 44 credit hours in the ADN Program.

Graduates of the ADN program are prepared to perform nursing services as a beginning practitioner inclusive of assessing the health status of individuals with more complex health problems, develop, modify, and set goals for client care, delegate nursing responsibilities as team leaders, and evaluate and write revisions in the plan of care for clients with preventative health problems and commonly occurring actual or potential health problems in hospitals and other health care agencies.

Upon successful completion of the program, the student is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the program does not guarantee eligibility to take the licensure exam. Satisfactory achievement on the examination will qualify graduates for licensure as a Registered Nurse (RN) (Refer to Missouri Nurse Practice Act, Chapter 335 RSMO).

Entrance Requirements

1. Be a graduate of an approved high school or

the equivalent as determined by appropriate accrediting agencies.

2. Provide proof of graduation from a state accredited paramedic program and provide documentation of 2000 hours and/or 2 years full-time paramedic experience within the last three years from their employer.
3. Provide references from Director of the Paramedic Program, employer, and personal references.
4. Preference for admission will be given to Mineral Area College Paramedic graduates.
5. Applicants are required to have basic computer knowledge as evidenced by a high school or college computer course.
6. American College Test (ACT) or Compass
 - a. ACT -Applicants must have taken the ACT and have the following minimum scores:
 - 1.) English – 20
 - 2.) Math – 19
 - b. Compass - Applicants must have taken the Compass and have the following minimum scores:
 - 1.) Writing - 81
 - 2.) Algebra – 36
7. A grade point average of 3.0 or above.
8. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
9. Applications for the program will be accepted from January 1 until April 1 every other year. Classes begin every 2 years. Application deadline may be extended.
10. The following credentials must be on file in the Allied Health Department prior to Selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED scores. (official copies, not hand-carried)
 - c. Paramedic license, BLS, ACLS, PALS, ITLS, or PHTLS.
 - d. ACT or Compass scores.
 - e. College or University transcripts (official copies, not hand-carried).
 - f. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - g. Handwritten autobiography (3-5 pages)
11. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious,

and/or contagious disease, passing the drug screen, background check, and successfully completing all prerequisite courses.

12. Persons who do not meet the above requirements should contact the director of the Allied Health Department or the vocational counselor.
13. No classes may be added after the first three days of fall and spring classes without permission of the dean.
14. A personal interview may be required.
15. Prerequisite courses: Must be completed with a grade of "C" or above by the end of spring semester.

PARAMEDIC to ASSOCIATE DEGREE NURSING

Entrance Requirements for Graduates of the MAC Paramedic Program

A grade of "C" or above required on all prerequisite courses.

Prerequisites	Credit Hours
MAT0950 Elementary Algebra **	3
PHS1250 Introductory Chemistry**	5
ENG1330 English Comp I	3
ENG1340 English Comp II	3
PSY1130 General Psychology I*	3
PSY1250 Human Growth & Development*	3
POS1180 American Political Systems*	3
SOC1130 General Sociology*	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
BIO2700 Microbiology	4
Total	40

*Courses may be completed during program.

**Courses have a prerequisite.

Fall Semester	Credit Hours
ADN1450 Fundamentals of Nursing	6
ADN1570 Basic Pharmacology	1
(May test out or take course.)	
Subtotal	7

Spring Semester - Second	Credit Hours
ADN1460 Maternity Nursing	4
(8 week course)	
ADN1630 Mental Health Nursing	4
(8 week course)	
ADN1640 Therapeutic. Nutrition	3
(Possibly in summer)	
(May take as a Web course)	
Subtotal	11

Fall Semester – Third	Credit Hours
ADN1490 Medical-Surgical Nursing I	6
ADN1510 Clinical Pharmacology	1
(May take or test out of course)	
Subtotal	7

Spring Semester - Fourth	Credit Hours
ADN1610 Nursing Children	3
(First 8 weeks)	
ADN1480 Contemporary Nursing	1
(First 8 weeks)	
ADN1500 Medical-Surgical Nsg. II	6
(Second 8 weeks)	
Subtotal	10

Total Academic Prerequisite Credit Hours..... 40
Total Nursing Course Credit Hours 35
Total Credit Hours..... 75

PARAMEDIC GRADUATES FROM ANOTHER SCHOOL

Prerequisites	Credit Hours
MAT0950 Elementary Algebra**	3
PHS1250 Introductory Chemistry**	5
ENG1330 English Comp I	3
ENG1340 English Comp II	3
PSY1130 General Psychology I*	3
PSY1250 Human Growth & Development*	3
POS1180 American Political Systems*	3
SOC1130 General Sociology*	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
BIO2700 Microbiology	4
ADN1422 Paramedic to RN Transition	3
Subtotal	43

*Courses may be completed during program.

**Courses have a prerequisite.

Fall Semester - First	Credit Hours
ADN1450 Fundamentals of Nursing	6
ADN1570 Basic Pharmacology	1
Subtotal	7

Spring Semester - Second	Credit Hours
ADN1460 Maternity Nursing	4
(8 week course)	
ADN1630 Mental Health Nursing	4
(8 week course)	
ADN1640 Therapeutic. Nutrition	3
(May take as a Hybrid course)	
Subtotal	11

Fall Semester - Third	Credit Hours
ADN1490 Medical-Surgical Nursing I	10
ADN1510 Clinical Pharmacology	1
Subtotal	11

Spring Semester - Fourth	Credit Hours
ADN1610 Nursing Children	5
(First 8 weeks)	
ADN1480 Contemporary Nursing	1
(First 8 weeks)	

ADN1500 Medical-Surgical Nursing II	6
(Second 8 weeks)	
Subtotal	12
Total Academic Prerequisite Credit Hours	40
Total Nursing Course Credit Hours	44
Total Credit Hours	84

Emergency Medical Technician (EMT)

Certificate - 12 credit hours

MAC offers a one semester course (HLT1762) which provides the basic instruction for health care professionals responsible for the delivery of emergency medical services (EMS) as an Emergency Medical technician (EMT). This course provides initial instruction in the following: foundations of professional EMS practice, roles and responsibilities of the EMT, the EMS agenda, workforce safety and wellness, ethics and legal issues, public health, illness and injury prevention, principles of pathophysiology, review of anatomy and physiology, medical terminology, patient assessment, therapeutic communication, history taking, physical exam techniques, communications, documentation, patients of diverse cultures, basic airway and ventilatory management, resuscitation of the medical and trauma patient, common medical emergencies, trauma care and trauma systems, HAZMAT awareness, older patients, pediatrics, OB/GYN emergencies, environmental emergencies, terrorism and disaster response, and multiple-casualty incidents. In addition to the 210 hours of classroom instruction, three twelve (12) hour emergency department rotations, and three twelve (12) hour ambulance rotations are required for a total of 72 clinical/field internship hours. Successful completion of a comprehensive written and practical exam will allow the student to be enrolled in the National Registry of EMTs (NREMT - www.nremt.org) and apply for a Missouri State EMT license. Extensive preparation for the NREMT EMT Practical examination is required in this course. Student are required to demonstrate 100% competency with regards to the mandatory procedure list and required NEMT psychomotor skills. The course meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS licensure requirements. American Heart Association (AHA) Basic Life Support for Health Care Providers is required for the Certificate in Paramedic Technology or the Associate of Applied Science in Paramedic Technology.

Paramedic Technology

MAC offers a Certificate in Paramedic Technology and an Associate of Applied Science Degree in Paramedic Technology. The certificate program is an extended three semester curriculum consisting of 58 credit hours and the Associate of Applied Science degree consists of an additional 34 credit hours.

Graduates of the Paramedic Technology program are licensed pre-hospital professionals recognized as vital members of the health care team. Training consists of classroom instruction, simulation and laboratory practicum, field internship experience, hospital rotations. Paramedics are trained to provide advanced life support to the acutely ill and injured. They are skilled in patient assessment and recognition of diagnostic signs and symptoms of injury and illness. Through an advanced, evidence-based curriculum, students are trained to evaluate patients and deliver treatment rapidly and efficiently, thereby reducing morbidity and mortality. Paramedics are employed by ambulance services, fire departments, hospitals, emergency communications centers, and industrial medical and safety departments.

Upon successful completion of the Certificate program or Associate of Applied Science Degree program, the student is eligible to apply to take the National Registry Exam. Satisfactory achievement on the examination will qualify graduates for licensure as a paramedic.

Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
 - a. EMT license, or expect to have EMT license by Aug. 1 of each year.
 - b. At least 100 hours of patient care experience (preferred). Students without at least 100 hours experience will be required to complete an additional 100 hours of field internship during first semester.
 - c. Must be at least 18 years of age.
 - d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
 - a. Must hold current Missouri EMT license.
 - b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
 - c. Medical Terminology/Intro to Pathology (HLT2350), 3 credit hours with a grade of "C" or better.

4. American College Test (ACT) or Compass
 - a. ACT -Applicants must have taken the ACT and have the minimum score of :
 - 1.) English - 18
 - 2.) Math - 19
 - 3.) Composite – 19
 - b. Compass - Applicants must have taken the Compass and have the following minimum scores:
 - 1.) Writing - 68
 - 2.) Algebra - 36
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted from Jan. 1 - May 30 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED scores (official copies, not hand-carried).
 - c. ACT or Compass scores.
 - d. College or university transcripts (official copies, not hand-carried).
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Typed questionnaire.
 - g. Personal interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the director of EMS education.

Upon successful completion of the Certificate program or Associate of Applied Science Degree program, the student is eligible to apply to take the National Registry Exam. Satisfactory achievement on the examination will qualify graduates for licensure as a Paramedic.

1. Program admission is based on a selection process. Applications will be accepted from Jan. 1 - May 30.

2. All courses must be completed with a grade of "C" or above.
3. Last 15 credit hours must be earned at MAC.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam and Graduation Interview must be completed during the final semester.

**One-Year Certificate
— Paramedic Technology**

Prerequisites	Credit Hours
Must hold EMT Certification	
PAR2100 Paramedic Anatomy & Physiology	4
HLT2350 Medical Terminology/Introduction to Pathology	3
Subtotal	7

Semester 1	Credit Hours
PAR2000 Princ of Paramedic Tech I.....	8
PAR2142 Paramedic Laboratory I.....	3
PAR2200 Paramedic Clinical I.....	1
PAR2082 Pharmacology for Paramedics.....	5
PAR2300 Paramedic Internship I.....	1
Subtotal	18

Semester 2	Credit Hours
PAR2020 Princ of Paramedic Tech II.....	8
PAR2042 Princ of Paramedic Tech III.....	5
PAR2220 Paramedic Clinical II.....	2
PAR2162 Paramedic Laboratory II.....	2
PAR2322 Paramedic Internship II.....	2
Subtotal	19

Semester 3	Credit Hours
PAR2062 Princ of Paramedic Tech IV	6
PAR 2240 Paramedic Clinical III	1
PAR2330 Paramedic Laboratory III	2
PAR2340 Paramedic Internship III.....	5
Subtotal	14

Total	58
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**Associate of Applied Science
—Paramedic Technology**

Required General Education Courses	Credit Hours
ENG1330 English Composition I*	3
ENG1340 English Composition II*	3
MAT1130 Intermediate Algebra*.....	3
PHS1250 Introductory Chemistry*	5
BIO2600 Human Anatomy* ++.....	5
BIO2620 Human Physiology*+.....	5
BIO2700 Microbiology*+	4
POS1180 American Political Systems.....	3
PSY1130 General Psychology I.....	3
Total Gen Ed Credit Hrs.	34
Paramedic Tech Certificate Credit Hrs<.....	58

Total AAS Credit Hours < 92

* Course has prerequisite(s).
 + Course has restricted enrollment.
 < Credit hours may vary depending on certificate program.

Respiratory Therapy

Cooperating Institution:

Cape Girardeau Career & Technology Center

MAC has an established articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Science degree in Respiratory Therapy. Students apply for the degree after successfully completing both the general education courses offered by MAC and the technical course component offered by Cape Girardeau CTC. Students must apply and be accepted into the Respiratory Therapy program before enrolling in the technical component courses.

For more information, contact Cape Girardeau CTC at (573) 334-0826 or MAC Dual Credit Office at (573) 518-2155.

General Education Courses	Credit Hours
CIS 1050 Introduction to Computers or higher	3
⊛▲ ENG 1330 English Composition I	3
⊛ ENG 1340 English Composition II	3
⊛▲● HLT 2350 Medical Terminology/Intro Path ...	3
⊛▲ MAT 1130 Intermediate Algebra or higher	3
POS 1180 American Political Systems	3
PSY 1130 General Psychology I	3
PSY 1250 Human Growth and Development	3
Total	24

Please refer to the MAC Respiratory Therapy Associate of Science Degree Plan for degree requirements.

⊛ Course has prerequisite(s). Refer to the College Catalog for prerequisite information.
 ▲ Required for admission into CGCTC Program.
 ● This requirement may be waived upon request to the Dean of Career and Technical Education, and documentation of adequate preparation and recommendation by the Director of the CGCTC Respiratory Therapy Program.

Physical Therapist Assistant

Cooperating Institution:

Cape Girardeau Career and Technology Center

Please Note: Cape Girardeau Career & Technology Center/MAC has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

MAC has established an articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science degree in Physical Therapist Assistant. Students apply for the degree after successfully completing both the general education courses offered by MAC and the technical course component offered by Cape Girardeau CTC.

Students must apply and be accepted into the PTA program before enrolling in the technical component courses.

For additional program information contact: Cape Girardeau Career and Technology Center at (573) 334-0826 or MAC Dual Credit Office at (573) 518-2155.

General Education Courses	Credit Hours
Biology:	
▲ General Biology Course with Lab	3 – 5
Health:	
▲⊛ HLT 2350 Medical Terminology/Intro Path	3
Communications:	
2 courses – 1 Written ▲⊛, and One (1) Oral	6
Human Development Elective:	
1 Course	3
History/Political Science Elective:	
1 Course	3
Mathematics Elective:	
1 Course ▲⊛	3
Computer Literacy Elective:	
1 Course	3
Total	24 - 26

Please refer to the MAC Physical Therapist Assistant Associate of Applied Science Degree Plan for degree requirements.

⊛ Course has prerequisite (s). Refer to the College Catalog for prerequisite information.
 ▲ Required for admission into CGCTC Program.

Radiologic Technology

The school of Radiologic Technology offers an educational program that leads to an Associate of Science degree. Students are provided with skills, techniques, and professional abilities to become a registered Radiologic Technologist (RT). The program includes academic classroom presentations with a supervised clinical education experience.

Clinical participation begins by first observing an RT in the execution of duties in the radiology field. This participation moves from a passive role of observation to a more active role of assisting the RT. The student's participation then moves into the active mode of performing exams under the supervision of a radiologic technologist.

Upon successful completion of the accredited course of study, the student is eligible for the American Registry of Radiologic Technologists exam (ARRT).

Students often choose to advance their education and enter fields such as: Radiation Therapy, Nuclear Medicine, Ultrasound, Magnetic Resonance Imaging (MRI), Computed Tomography (CT), and Mammography.

The Radiologic Technology program is accredited by The Joint Review Committee on

Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, or www.jrcert.org.

Program Prerequisites	Credit Hours
BIO2540 Human Anatomy & Physiology*	5
CIS1050 Introduction to Computers	3
ENG1330 English Composition I*	3
ENG1440 Public Speaking	3
HLT2350 Medical Term/Intro to Pathology*	3
MAT1130 Intermediate Algebra*	3
POS1180 American Political Systems	3
PSY1130 General Psychology I	3
SOC1620 Human Diversity	3
Total	29

* Course has a prerequisite. See MAC Catalog.
 Note: All program prerequisite courses must be completed by the end of the spring semester to be considered for admission. No summer classes will be accepted during the same year of application.

Entrance Requirements

1. Applications will be accepted from Jan. 15 to May 1 of each year.
2. A \$50 non-refundable application fee payable to MAC should accompany the application.
3. Official high school transcript or GED mailed to MAC.
4. Official college or university transcripts mailed to MAC (official copies, not hand-carried).
5. Cumulative GPA must be 2.5 or above.
6. ACT or Compass Test:
 - a. ACT – Must be taken within the last three years with the following minimum scores:
 - 1.) English – 18
 - 2.) Math – 19
 - 3.) Science – 18
 - 4.) Reading – 18
 - 5.) Composite – 19
 - b. Compass – Must be taken within the last three years with the following minimum scores:
 - 1.) Writing – 70
 - 2.) Algebra – 40
 - 3.) Reading – 81
7. Completed reference forms
8. The Health Education Services, Inc. (HESI) Admissions Assessment Exam will be scheduled after all requirements are met.
9. Completed Health Form with record of immunization.
10. Health Standards: A health statement from a physician for verification in the clinical phase the student will be able to: operate radiographic equipment including mobile units; lift patients to and from wheelchairs, carts and radiographic tables; be capable to do other duties without

injury to themselves or others; communicate effectively in the surgery suite with staff during procedures; and have the ability to communicate clearly to instruct patients is required.

Associate of Science Degree

Freshman Year, Fall Semester	Credit Hours
RDL1022 Radiation Protection & Biology	3
RDL1040 Radiographic Anatomy I	3
RDL1060 Radiographic Procedures I	3
RDL1082 Intro to Radiology & Patient Care	3
RDL1102 Clinical I	6

Freshman Year, Spring Semester	Credit Hours
RDL1220 Radiographic Exposure I	3
RDL1240 Radiographic Procedures II	3
RDL1260 Radiographic Physics I	3
RDL2240 Cross Sectional Anatomy	3
RDL1300 Clinical II	6

Freshman Year, Summer Semester	Credit Hours
RDL1400 Clinical III	5

Sophomore Year, Fall Semester	Credit Hours
RDL1270 Image Acquisition	3
RDL2040 Radiographic Procedures III	3
RDL2080 Radiographic Exposure II	3
RDL2100 Clinical IV	6

Sophomore Year, Fall Semester	Credit Hours
RDL2022 Radiographic Equipment	3
RDL2260 Radiographic Anatomy II	3
RDL2280 Clinical V	6
RDL2400 Radiology Registry Review	1

Total Credit Hours 72

Associate of Applied Science Degrees & Certificate Programs

Associate of Applied Science degrees are designed primarily for the student who wishes to seek employment immediately after completing the two-year program.

Associate of Applied Science degrees require a general education component which generally consist of college-level coursework or its equivalent, including all relevant prerequisites, in each of the following curricular areas:

Communications 6 hours

- Choose two courses, from English and Communications.
- Choose one written and one oral communication course.
- Choose from the following communications courses:
 - ENG1330 English Composition I*+ (written)
 - ENG1440 Public Speaking+ (oral)
 - ENG1670 Interpersonal Communication (oral)
 - TEC1040 Technical Writing* (written)

Human Development 3 hours

Choose from the following human development courses:
 SOC1130 General Sociology
 SOC1400 Human Relations*
 PSY1130 General Psychology I+
 PSY1160 Applied Psychology

Employment..... 2 hours

The following two courses must be completed for most AAS degrees:
 PAW1060 Preparation for Employment
 MGT1940 Management Seminar, Work Place and Life Skills

History and Political Science..... 3 hours

Choose from the following history and political science courses:
 HIS1230 American History I
 HIS1240 American History II
 POS1180 American Political Systems

Mathematics 6-7 hours

Choose two from the following mathematics courses:
 MAT1130 Intermediate Algebra*
 MAT1230 College Algebra*+
 MAT1330 Trigonometry*+
 MAT1600 Calculus for Business/Soc. Sciences*+
 MAT1650 Analytic Geometry and Calculus I*
 MAT2150 Analytic Geometry and Calculus II*
 TEC1900 Technical Math I*
 TEC1910 Technical Math II*

Biological/Physical Sciences 3-5 hours

Choose from the following science courses:
 BIO1100 Intro to Bio Science
 BIO1150 General Biology
 BIO1250 General Botany
 BIO1350 General Zoology
 BIO1430 Environmental Science
 PHS1130 Physical Science*
 PHS1200 Introductory Astronomy
 PHS1230 Introductory Oceanography
 PHS1250 Introductory Chemistry*
 PHS1350 General Chemistry I
 PHS1420 College Physics I*
 PHS2230 General Physics I*+
 PHS2400 Earth Science
 PHS2420 Earth Science I
 TEC1070 Unified Technical Concepts I*+
 TEC1080 Unified Technical Concepts II*+

Computer Literacy 3 hours

**Total General Education
 for Most AAS Degrees..... 23-25 Hours**
**Recommended Major
 Courses and Electives 44-51 Hours**
**Total Credit Hours
 for Most AAS Degrees..... 67-70 Hours**

*Designates courses with prerequisites.
 +Designates recommended courses for students planning to transfer to another institution or another program in the future.

Agribusiness

Recognizing agribusiness as a principal industry in Missouri, MAC's agribusiness program offers students an opportunity to prepare for a career in this diverse and progressive industry. The Associate of Applied Science Degree prepares students to enter jobs in agribusiness following

graduation. Typical positions include sales and management in seed, feed, chemical, fertilizer and livestock pharmaceuticals industries, as well as production management and financing.

Program Core	Credit Hours
AGR1120 Animal Science	5
AGR1230 Plant Science.....	5
AGR1770 Contemporary Ag Issues I*.....	1
AGR1790 Contemporary Ag Issues II*.....	1
AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar*	1
AGR2200 Ag Internship I*	3
AGR2250 Ag Internship II* OR	
AGR2260 Problems in Agriculture	3
AGR2420 Soil Science and Mgt.....	3
AGR2430 Soil Science and Mgt Lab (optional).....	1
BUS2000 Principles of Accounting I* OR	
OST1500 Applied Accounting I AND	
OST1520 Applied Accounting II	3
BUS2330 Marketing	3
Business Elective	3
Agriculture Electives.....	6-8
TSA0000 Technical Skills Assessment.....	0
Subtotal	38-42

General Education	
Communication	6
Human Development.....	3
History/Political Science.....	3
Mathematics	6-10
Science.....	3-5
Computer Literacy	6
Subtotal	27-33

Total Credit Hours 65-75

*Designates courses with prerequisites.
 +Designates recommended courses for transfer students.

Business Related

MAC offers an extensive array of degree and certificate programs related to the business world. These programs provide students with multiple options to specialized careers in business.

Business Computer Programming

Employers in the area have indicated an increasing demand for employees with skills including office technology, communications, computer skills, computer networking skills, and telecommunications. These are all directly or indirectly related to the skills that will be gained in the Business and Computer Programming degree.

In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
CIS1050 Introduction to Computers or CIS1750 Microcomputer Applications*	3
Math Elective	3
Political Science/History Elective	3
CSC1500 Basic Programming*	3
CSC1100 Intro to Logic	3
Subtotal	18

Spring Semester	Credit Hours
ENG1340 English Comp II*	3
Math Elective	3
CIS1610 IT Fundamentals	3
CSC2400 C++ Programming*	3
Human Development Elective	3
CSC2980 Bus Comp Prog Capstone.....	1
Subtotal	16

Second Year

Fall Semester	
ENG1670 Interpersonal Comm. or ENG1440 Public Speaking	3
CIS2100 Micro Database Management*	3
CSC2420 Java Script Programming*	3
CIS1870 Internetworking I*	3
CSC2440 Perl/CGI/Linux*	3
Subtotal	15

Spring Semester	
CIS2110 Adv. Database Management*	3
CIS1900 Fund. Of Unix* or CIS2080 Linux	3
CIS2400 Web Page Development*	3
PAW1060 Prep for Employment.....	1
Science Elective	3
Elective	3
Subtotal	16

General Education Credit Hours	24-30
Major & Elective Credit Hours	41
Total Program Credit Hours	68-71

*Designates courses with prerequisites.

Business Management

Whether managing a small business or administering business activities and policies in a large firm, managerial personnel must understand various procedures in accounting, economics, finance, law, marketing, and computers. College-level training is increasingly important for entry to, and success in, this occupational area. A wide range of employment opportunities exist in fields such as retail stores, manufacturing firms, insurance offices, finance companies, banks, computer facilities, hospitals, small business firms, and many others.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3

Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
OST2200 Introduction to Business	3
Accounting Elective	3
Computer Elective	3
BUS/MGT Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
MGT1300 Org Analysis & Management or MGT2660 Super Mid Management.....	3
BUS/MGT Elective	3
Computer Elective	3
Political Science/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Subtotal	18

Spring Semester	Credit Hours
MGT1710 Human Resource Management	3
BUS/MGT Elective	3
BUS/MGT Elective	3
MGT2200 Business Internship*.....	3
Science Elective	3-5
PAW1060 Prep for Employment.....	1
MGT2980 Bus Mgt Capstone.....	1
Subtotal	17-19

General Education Credit Hours	18-22
Major & Elective Credit Hours	53
Total Program Credit Hours	71-75

*Designates courses with prerequisites.

One-Year Certificate in Business Management

The Certificate in Business Management is designed to provide the student with basic skills in business and computers essential for entry into the business world.

Fall Semester	Credit Hours
ENG1330 English Composition I*	3
Accounting Elective	3
MGT1800 Business Math	3
OST1400 Business Communications I*	3
MGT1300 Org Analysis & Management or MGT2660 Supervision-Mid Mgt.....	3
CIS1050 Introduction to Computers or CIS1750 Microcomputer Applications	3
Subtotal	18

Spring Semester	Credit Hours
Accounting Elective	3
OST2200 Introduction to Business	3
MGT1710 Human Resource Management*	3
Computer Elective	3
BUS/MGT Elective	3
PAW1060 Prep for Employment.....	1
MGT2980 Bus Mgt Capstone.....	1
Subtotal	17
Total Credit Hours	35

*Designates courses with prerequisites.

Business Management — Accounting

This program will prepare students for an entry-level management position as an accounting paraprofessional. Strategically selected courses in the degree plan provide students with the knowledge and skills necessary to compete in today's competitive environment of business. Possible areas of employment include positions as accounting clerks, entry-level management positions in both the public and the private sector in computerized accounting, tax accounting, and other related areas of accounting and finance.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
MGT1590 Personal Finance.....	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
Accounting Elective	3
OST2200 Introduction to Business	3
BUS/MGT Elective	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
MGT1300 Org. Analysis & Management	
MGT2660 Super Mid Management.....	3
BUS/MGT Elective	3
Political Science/History Elective	3
CIS1650 Accounting on Microcomputers*	3
MGT2062 Managerial Accounting.....	3
CIS1030 Information Technology for Business	3
Subtotal	18

Spring Semester	Credit Hours
MGT1710 Human Res Management	3
Science Elective	3-5

MGT2200 Business Internship*	3
MGT2980 Bus Mgt Capstone.....	1
PAW1060 Prep for Employment.....	1
MGT2064 Cost Accounting	3
BUS/MGT Elective	3
Subtotal	17-19

General Education Credit Hours..... 18-20

Major & Elective Credit Hours..... 53

Total Program Credit Hours

*Designates courses with prerequisites.

Business Management — Microcomputers

Computers have become a vital part of industry and business today. The Business Management-Microcomputer curriculum was developed to meet the emerging need for businesses who require individuals with training on microcomputers. Students follow a well-rounded program of business courses along with computer courses. Applications courses will be emphasized with extensive work on personal computers.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective.....	3
Accounting Elective	3
OST2200 Introduction to Business	3
BUS/MGT Elective	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
MGT1300 Org Analysis & Management	
MGT2660 Super Mid Management.....	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Political Science/History Elective	3
Computer Elective	3
Computer Elective	3
Subtotal	18

Spring Semester	Credit Hours
MGT1710 Human Res Management	3
BUS/MGT Elective	3
Computer Elective	3
MGT2200 Business Internship*	3
Science Elective	3-5

PAW1060 Prep for Employment.....	1
MGT2980 Bus Mgt Capstone.....	1
Subtotal	17-19
General Education Credit Hours	18-20
Major & Elective Credit Hours	53
Total Program Credit Hours	71-73

*Designates courses with prerequisites.

Computer Networking

Computer network technician and engineering fields are consistently exhibiting shortages. The AAS in Computer Networking was developed to address these shortages. Students will gain skills in network administration and be given opportunities to study for examinations, which if passed, will certify them in specific networking specialty areas.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
CIS1870 Internetworking I*	3
Math Elective	3
CIS1750 Micro Applications*	3
Political Science/History Elective	3
Subtotal	15

Spring Semester	Credit Hours
CIS1840 Microsoft Network Admin*	3
CIS1890 Internetworking II*	3
Math Elective	3
Management Elective	3
CIS1610 IT Fundamentals	3
CIS1900 Fundamentals of Unix or CIS2080 Fundamentals of Linux*	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
CIS2670 Internetworking III*	3
ENG1440 Public Speaking	3
Science Elective	3
CIS1620 A+ Computer Repair/Maint	3
CIS1670 Fund Of Networking.....	3
Subtotal	15

Spring Semester	Credit Hours
CIS2690 Internetworking IV*	3
CSC1500 Basic Programming*	3
Human Development Elective	3
PAW1060 Prep for Employment.....	1
CIS2980 Computer Networking Capstone.....	1
Elective	3
CIS1680 Fundamentals of Network Security	3
Subtotal	17

General Education Credit Hours	21-27
Major & Elective Credit Hours	44
Total Program Credit Hours	65-71

*Designates courses with prerequisites.

Computer Networking Certificate

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
CIS1870 Internetworking I*	3
Math Elective	3
CIS1750 Microcomputer Applications*	3
CIS1620 A+ Computer Repair*	3
CIS1610 IT Fundamentals	3
Subtotal	18

Spring Semester

Spring Semester	Credit Hours
CIS1840 Microsoft Network Admin*	3
CIS2670 Internetworking II*	3
CSC1500 Basic Programming	3
Human Development Elective	3
PAW1060 Prep for Employment.....	1
CIS1670 Fund Of Networking.....	3
CIS2980 Computer Networking Capstone.....	1
Subtotal	17

Total Credit Hours	35
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*Designates courses with prerequisites.

Office Systems Technology

Modern offices have a totally different appearance than just a few years ago. Many offices are essentially "paperless" and virtually all use computers. Many offices do their own graphic layouts. The need for highly-trained workers has never been greater.

The Office Systems Technology program has been designed to train workers in this exciting field. After extensive consultation with business people and business educators from many institutions, a degree plan was devised that allows students to gain expertise in the skills required of today's administrative assistants. This plan is open to all students.

In addition to receiving instruction in areas considered "traditional" for office personnel, the students receive a great deal of instruction in computer applications as well as accounting and related business subjects.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
OST1300 Office Procedures I*	3
OST1500 Applied Accounting I	3
MGT1160 Customer Relations	3
OST1020 Keyboarding II*	3
Subtotal	18

Spring Semester

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
MGT1800 Business Math	3

OST1520 Applied Accounting II*	3
OST2200 Introduction to Business	3
OST1320 Office Procedures II*	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
OST1400 Business Communications I*	3
Math Elective	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Records Management*	2
Political Science/History Elective	3
MGT1710 Human Resource Management	3
Computer Elective	3
Subtotal	18

Spring Semester	Credit Hours
OST2000 Transcription Skills*	3
OST2080 Business Applications *	3
OST2300 Business Communications II*	3
OST2400 Business Internship I*	3
Science Elective	3-5
PAW1060 Prep for Employment	1
OST2980 Office Systems Capstone	1
Subtotal	17-19

General Education Credit Hours 18-22

Major & Elective Credit Hours 53

Total Program Credit Hours 71-75

*Designates courses with prerequisites.

Office Systems Technology**Test-Out Policy**

Students should make arrangements with the instructor during registration and take the test during the first week of class.

OST1000 Keyboarding I — 3 credit hours

1. Key 40 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

OST1020 Keyboarding II — 3 credit hours

1. Key 50 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

OST1100 Filing Systems and Records Mgt — 2 credit hours

1. Pass a comprehensive objective exam with 80 percent accuracy.

2. Pass a practical filing exam with 80 percent accuracy.

OST1500 Applied Accounting I — 3 credit hours

Score 80 percent on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

OST2000 Transcription Skills — 3 credit hours

Pass a comprehensive exam with 80 percent accuracy.

OST2400 Business Internship — 3 credit hours

1. Three years full-time, verifiable office experience
2. Sophomore status with 2.0 GPA in administrative office assistant subjects
3. The student must present a letter (resume) to the instructor of the class stating this experience. A conference will be held with the student. Two members of the department will evaluate the students' experience and consult with the dean for approval of the student's request.

Office Technology Certificate

The Certificate in Office Technology is designed to provide the student with basic skills in general office procedures and computers essential for entry into the business world.

Fall Semester	Credit Hours
CIS1050 Intro to Computers or	
CIS1750 Microcomputer Applications*	3
OST1020 Keyboarding II*	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Records Management*	2
OST1300 Office Procedures I*	3
OST1400 Business Communications I	3
Subtotal	15

Spring Semester	Credit Hours
CIS2350 Microsoft Word*	3
Communications Elective	3
OST1320 Office Procedures II*	3
OST1500 Applied Accounting I	3
OST2200 Introduction to Business	3
PAW1060 Prep for Employment	1
OST2980 Office Systems Capstone	1
Subtotal	17
Total Credit Hours	32

Medical Coding

When a patient receives health care, a record of the observations, medical or surgical interventions, and treatment outcomes is maintained. The record includes information the

patient provides concerning his or her symptoms and medical history, examination results, x-ray reports and laboratory tests, diagnoses, and treatment plans.

Accurate medical coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Associate of Applied Science Degree in Medical Coding has been designed to provide the student with the knowledge and understanding needed to analyze medical records and assign codes that classify diagnoses and procedures, while applying the principles of professional and ethical conduct.

Students completing the AAS Degree in Medical Coding are prepared for an entry level position in one of the fastest-growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. Medical Coding graduates typically work in physicians' offices, clinics, hospitals, insurance companies, medical billing agencies, and consulting firms.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
OST1602 Intro to Coding*	3
OST1622 Essentials of A & P for Coders	3
HLT2350 Medical Terminology & Intro to Pathology	3
OST1300 Office Procedures I*	3
OST1000 Keyboarding I	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
MGT1800 Business Math	3
OST1020 Keyboarding II*	3
OST1608 Diagnosis and Proced Coding I*	3
OST1320 Office Procedures II	3
HLT2360 Medical Terminology II*	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
OST1400 Business Communication I*	3
Math Elective	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Record Mgt*	2
Political Science/History Elective	3
OST2602 Diagnosis and Proced coding II*	3
OST1620 Medical Office Procedure	1
OST1640 Medical Software/Elec. Billing	2
Subtotal	18

Spring Semester	Credit Hours
OST2610 Medical Transcription Skills*	3
OST2604 Diagnosis and Proced Coding III	3

OST2400 Business Internship I*	3
Human Development Elective	3
PAW1060 Prep for Employment	1
OST2980 Office Systems Capstone	1
Computer Literacy	3
Subtotal	17

Medical Coding Certificate

The Certificate in Medical Coding is designed to provide the student with the knowledge and understanding needed to analyze medical records and assign codes that classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program should prepare the student for an entry-level position as a medical coder in a hospital, clinic, or other health care facility.

Core Classes **Credit Hours**

HLT2350 Medical Terminology & Intro to Pathology	3
HLT2360 Medical Terminology II*	3
OST1000 Keyboarding I	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems & Records Mgt*	2
OST1300 Office Procedures I*	3
OST1400 Business Communications I*	3
OST1602 Intro to Coding*	3
OST1608 Diagnosis and Coding I*	3
OST1620 Medical Office Procedures	1
OST1622 Essentials of A & P for Coders	3
OST1640 Medical Software/Electronic Billing	2
OST2602 Diagnosis and Coding II*	3
OST2604 Diagnosis and Coding III*	3
PAW1060 Preparation for Employment	1
OST2980 Office Systems Capstone	1

Elective Classes

Communications (Choose 1 course)	3
ENG1330 English Composition I*	
ENG1440 Public Speaking	
ENG1670 Interpersonal Communications I	
Computers (Choose 1 course)	3
CIS1050 Introduction to Computers	
CIS1750 Microcomputer Applications*	

Total Credit Hours **44**

* Designates courses with prerequisites.

Child Development

Mineral Area College provides a seamless career pathway for a career in working with young children (age birth to five years). The Child Development program includes a two-tiered approach in training and education. Both tiers are designed to move the student from the One-Year Certificate to the Associate of Applied Science in Child Development.

Note: Preparation for the nationally recognized

Child Development Associate credential (CDA) is available in four, three-hour, consecutive eight-week courses beginning each fall semester. All 12 hours transfer into the one-year certificate and/or the AAS degree.

Associate of Applied Science	Credit Hours
ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children 3	

ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
ECE2020 Emerging Language and Literacy	
ECE2040 Home, School and Family	3
EDU1300 Child Development.....	3
EDU2400 Infant/Toddler Methods and Materials*..	3
EDU2420 Organization and Management of EC Programs*	3
MGT1710 Human Resource Management	3
PAW1060 Prep for Employment.....	1
ECE2300 Professional Portfolio Assessment.....	1
TSA000 Technical Skills Assessment.....	0
Course Specific Electives (choose 2 courses-see degree plan)	6

General Education Requirements

English (1 oral and 1 written communication course)	6
Human Development (1 social and 1 psychology course).....	6
History/Political Science	3
Mathematics (MAT1130 or higher OR MGT 1800 Business Math.....	3
Physical/Biological Science w/lab	5
Total Credit Hours	65

*Designates course with a prerequisite.

Child Development Certificate (one-year)

ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children 3	
ECE1040 Early Childhood Health, Safety, and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
EDU1300 Child Development.....	3
EDU2400 Infant/Toddler Methods and Materials*..	3
EDU2420 Organization and Management of Early Childhood Programs*	3
MGT1710 Human Resource Management	3
PAW1060 Prep for Employment.....	1

General Education Requirements

English (one oral)	3
Human Development (1 social or 1 psychology).....	3
Computer (CIS1050, Introduction to Computers, or higher)	3
Total Credit Hours	35

*Designates course with a prerequisite.

Child Development Associate (national) credential

ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children 3	
ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE1060 CDA Credential Prep.....	3
Total Credit Hours	12

Note: Nine hours of child-related college credit hours provide training and education in working with young Children in a developmentally appropriate child care program. The ECE1060 course prepares students for the final assessment process required by Washington D.C. Council for Professional Recognition. The student must be working with children in a child care setting or conduct a minimum of five hours per week in an accredited child care program during the acquisition of the CDA.

Criminal Justice — Missouri Department of Corrections

Missouri Department of Corrections Custody and Non-Custody staff may receive college credit from MAC for training completed with the Department of Corrections. Credits earned through the Department of Corrections training will apply to the college's AAS degree program in Criminal Justice. For information regarding eligibility, please contact the Eastern Region Training Center at (573) 218-6171 or the MAC Career & Technical Education dean's office at (573) 518-2157.

Criminal Justice — Correctional Administration

This program is designed for students who plan to complete an Associate of Applied Science degree in Correctional Administration and work in a correctional institution.

A four-year degree is strongly advised for students interested in working in the administration area of corrections. Students are offered two options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Correctional Administration or
2. Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Associate of Applied Science Degree	Credit Hours
CRJ1010 Criminal Justice Internship*	3
CRJ1100 Intro to Criminal Justice.....	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ1600 Juvenile Justice System	3

CRJ1800 Intro to Corrections.....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1
CRJ2320 Admin of Correctional Services.....	3
CRJ2340 Concepts of Community Corrections	3
CRJ2360 Correctional Pops & Special Needs.....	3
CRJ2380 Probation & Parole in America.....	3
Program Electives	6

General Education

Communications (1 written & 1 oral).....	6
Computer Literacy	3
Human Development.....	3
History/Political Science.....	6
Math	6-10
Science.....	3-5
TSA.....	0

Total Credit Hours 66-70

Criminal Justice —Forensic Investigation

This program is designed for students who plan to complete an Associate of Applied Science degree in Forensic Investigations and work in investigations, both in law enforcement and the private sector.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Forensic Investigation or
2. Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Associate of**Applied Science Degree** **Credit Hours**

CRJ1010 Criminal Justice Internship*	3
CRJ1100 Intro to Criminal Justice	3
CRJ1130 Intro to Forensics	3
CRJ1200 Criminal Investigations I	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ1520 Criminology.....	3
CRJ2120 Police Photography	3
CRJ2140 Forensic Crime Scene Investigation*	3
CRJ2160 Crime Scene Analysis*	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1
Program Electives	6

General Education**Credit Hours**

Communications (1 written & 1 oral).....	6
Human Development.....	3
History/Political Science.....	6

Math	6-10
PHS1250 Introductory Chemistry.....	5
Computer Literacy	3
TSA.....	0

Total Credit Hours 66-70

Criminal Justice — Judicial Administration

This program is designed for students who plan to complete an Associate of Applied Science degree in Judicial Administration and work in a Court Administration, Court Clerk, or related services field.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Judicial Administration or
2. Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Associate of**Applied Science Degree** **Credit Hours**

CRJ1100 Intro to Criminal Justice	3
CRJ1170 Intro to Courts	3
CRJ1400 Criminal Law*	3
CRJ1440 Criminal Court Process & Issues*	3
CRJ1500 Criminal Evidence	3
CRJ1540 Criminal Procedures.....	3
CRJ 2200 Ethics for Legal Professionals.....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1
CRJ2800 Criminal Justice Capstone	1
CIS1150 Technology for the Law Office.....	3
MGT1350 Business Info System for Court Admin..	3
MGT1710 Human Resource Mgt.....	3
MGT2660 Supervision:Mid-Mgt.....	3
OST1500 Applied Accounting I	3
OST1520 Applied Accounting II*	3
Program Elective	3

General Education**Credit Hours**

Communications (1 written & 1 oral).....	6
Human Development.....	3
History/Political Science.....	6
Math	3-5
Science.....	3-5
TSA.....	0

Total Credit Hours 65-69

Criminal Justice —Law Enforcement

This program is designed for students who plan to complete an Associate of Applied Science degree in Law Enforcement and work in a Police,

Deputy Sheriff, Corrections or related services field.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered three options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Criminal Justice or
2. Take a 1000-hour police academy certification course inside of this degree plan for an AAS in Criminal Justice and become Peace Officer Standards Training (POST) certified in Missouri or
3. Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Associate of

Applied Science Degree **Credit Hours**

CRJ1010 Criminal Justice Internship*	3
CRJ1100 Introduction to Criminal Justice	3
CRJ1200 Criminal Investigations I	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ1600 Juvenile Justice System	3
CRJ1710 Community Policing OR	
CRJ1700 Patrol & Traffic Law	3
CRJ1720 Comparative Crim Just Studies* OR	
CRJ1300 Criminal Investigations II	3
CRJ1800 Introduction to Corrections	3
CRJ1900 Police Administration*	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment	1
Program Electives	6

General Education **Credit Hours**

Communications	6
Human Development	3
History/Political Science	6
Math	6
Science	3-5
Computer Literacy	3
TSA	0

Total Credit Hours **64-70**

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

Criminal Justice —Security Management

This program is designed for students who plan to complete an Associate of Applied Science degree in Security Management and work in a security management field. A four-year degree is strongly advised for students interested in working

in the management area of security. Students are offered two options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Corrections Management or
2. Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Associate of

Applied Science Degree **Credit Hours**

CRJ1010 Criminal Justice Internship*	3
CRJ1100 Introduction to Criminal Justice	3
CRJ1200 Criminal Investigations I	3
CRJ1260 Intro to Security Management	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ2220 Principles of Homeland Security	3
CRJ2240 Security Management & Operations	3
CRJ2260 Private Security & Public Safety	3
CRJ2280 Emergency & Crisis Management	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment	1
Program Electives	6

General Education **Credit Hours**

Communications	6
Human Development	3
History/Political Science	6
Math	6
Science	3-5
Computer Literacy	3
TSA	0

Total Credit Hours **64-70**

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

Electronics Technology

One of the reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many of the new industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe efficient installations in accordance with the

National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at MAC gain practical "hands-on" experience along with a solid background of theory. Job opportunities include, but are not limited to:

- Electrical Estimating
- Hospital Instrumentation Maintenance
 - Manufacturing — automobile
 - electronics Municipal — facilities
 - maintenance
- Small Appliance Repair Aerospace
 - Applications Biomedical
 - Instrumentation Computer
 - Maintenance Electronics Drafting
 - Process Instrumentation Robotics
 - Telecommunications

Major and Electives	Credit Hours
TEC1730 Problem Analysis	1
TEC1780 Blueprint Reading	3
EEE1500 Basic Electronics	3
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I.....	3
EEE1600 Practical Electronics II.....	3
EEE1910 Electronic Servicing	3
EEE2000 Solid State Electronics.....	3
EEE2020 Basic Soldering Techniques.....	2
EEE2040 Digital Electronics I	3
EEE2060 Digital Instrument Electronics	3
TEC1300 Computer Aided Design/Drafting	3
TEC Elective (EEE,RET,orTEC)	3
PAW1060 Preparation for Employment.....	1

General Education	Credit Hours
Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics.....	6-10
Physical Science	8-10
Total Credit Hours	63-69

Engineering Technology —Civil Architecture

Technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. They also work with architects and engineers doing design and drafting work, preparing cost estimates, working as on-site project managers, conducting materials testing and either working for or becoming independent contractors. Job opportunities include, but are not limited to: soil conservation, surveyor's assistant, architectural design/drafting/estimating, structural design/drafting/estimating, and highway design and planning.

Major and Electives	Credit Hours
AGR1430 Introduction To Soils.....	3
PAW1060 Preparation for Employment.....	1
TEC1260 Topographic & Map Drafting	3
TEC1300 Computer Aided Design / Drafting	3

TEC1330 CAD/D-Special Problems.....	3
TEC1520 Construction Methods & Estimating	3
TEC1540 Surveying I	3
TEC1550 Surveying II	3
TEC1630 Principles of Engineering	3
TEC1680 Civil Engineering/Architecture	3
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading	3
TEC1930 Mfg Safety OSAH30 & HAZCOM.....	3
TEC2050 Engineering Design & Development*	3
TEC/RET Elective	3
TSA0000 Technical Skills Assessment.....	0

General Education	Credit Hours
Computer Literacy	3
Communications Electives	6
Hum Dev/History/Political Science Elective	3
Mathematics Electives.....	6-10
Physical Science Elective.....	8-10
Total Credit Hours	67-73

Engineering Technology —Design Drafting

Computer usage in design drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in design drafting may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics, and structural among others. Job opportunities include, but are not limited to: soil conservation technician, field surveys, lab testing; State Highway Department draftsman; manufacturing, drafting; lumber yards, preparation of drawings/estimating; municipal facilities, drafting; surveyor's office, map preparation/drafting; architectural design/drafting/estimating; structural design/drafting/estimating; aerospace design/drafting/estimating; heating/air conditioning design/drafting; map and topographic drafting; electrical utilities, drafting; highway design and planning; and product development.

Major and Electives	Credit Hours
PAW1060 Preparation for Employment.....	1
TEC1260 Topographic & Map Drafting	3
TEC1300 Computer Aided Design / Drafting	3
TEC1320 Advanced Computer Aided Design	3
TEC1330 CADD-Special Problems.....	3
TEC1530 Three-Dimensional Modeling	3
TEC1630 Principles of Engineering	3
TEC1680 Civil Engineering/Architecture	3
TEC1690 Intro to Geographic Info Systems.....	3

TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading.....	3
TEC1930 Mfg Safety OSAH30 & HAZCOM.....	3
TEC2050 Engineering Design & Development*.....	3
TSA0000 Technical Skills Assessment.....	0

General Education	Credit Hours
Computer Literacy	3
Communications Electives	6
Hum Dev/History/Political Science Elective	3
Mathematics Electives.....	6-10
Physical Science Elective.....	8-10
Total Credit Hours	64-70

Engineering Technology —Manufacturing

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production, and personnel. Management is concerned with the planning, organization, and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement, and, particularly today, the retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production, and estimating costs. In addition, new advances in robotics, computer-aided manufacturing, and process control systems are integrated into both “hands-on” and theory classes. Job opportunities include, but are not limited to: quality control technician; safety specialist; time measure analyst; plant layout technician ; industrial maintenance; robotic programmer; production supervisor; plant engineering technician; methods analyst; process instrumentation; product development, and CADD/CAM.

Major and Electives	Credit Hours
PAW1060 Preparation for Employment.....	1
TEC1300 Computer Aided Design/Drafting	3
TEC1320 Adv. Computer Aided Design*.....	3
TEC1530 Three-Dimensional Modeling.....	3
TEC1560 Mfg. Process & Estimating.....	3
TEC1580 QC & Testing Fundamentals	3
TEC1600 Materials Analysis	3
TEC1630 Principles of Engineering	3
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading.....	3
TEC1930 Mfg Safety OSAH30 & HAZCOM.....	3
TEC2050 Engineering Design & Development*.....	3
TEC ____ Computer Integrated Manufacturing	3
TSA0000 Technical Skills Assessment.....	0

General Education	Credit Hours
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Computer Literacy	3
Communications Electives	6
Hum Dev/History/Political Science Elective	3
Mathematics Electives.....	6-10
Physical Science Elective.....	8-10
Total Credit Hours	65-71

*Designates courses with prerequisites.

Fire Science Technology

Since 1999, MAC, through its Fire and Rescue Academy, has offered an Associate of Applied Science Degree and One-Year Certificate in Fire Science Technology. This degree or certificate program makes use of classroom instruction and practical skill demonstrations conducted at the Multi-Use Training Site on the Park Hills campus. This state-of-the-art facility lets students participate in training that requires them to connect academic instruction to real-world situations, to develop critical problem-solving skills.

Associate of Applied Science Degree

	Credit Hours
FST1050 Firefighter Technology	12
FST1330 Ropes and Rappelling	1
FST1390 Natural Cover Fires.....	1
FST1520 Vehicle Extrication-Passenger.....	1
FST2130 Intro to Fire Inspection	2
FST2140 Tech Principles Fire Prevention	3
FST2320 Incident Command System Basic.....	1
FST2330 Incident Command System Intern	1
FST2350 Incident Command System Adv	1
FST2400 Hazardous Materials Operations.....	2
FST2420 Hazardous Materials Awareness.....	1
FST2520 Fire Officer I*	3
HLT1770 First Responder.....	3
MGT1940 Management Seminar	1
PAW1060 Preparation for Employment.....	1

General Education & Electives

	Credit Hours
CIS1050 Intro to Computers* or Higher	3
ENG1330 English Comp I*	3
ENG1440 Public Speaking	3
Math Elective.....	3
Physical Education Elective	1
POS1180 Political Systems	3
SOC1130 General Sociology	3
Additional Electives	11
TSA.....	0
Total Credit Hours	64

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

*Designates courses with prerequisites
•Additional course options available.

Horticulture

The need for horticulture operations technicians has been indicated by employers within the region. Concern has further been expressed regarding the lack of local educational services and training in this field. MAC is now offering the Horticulture Services Operation Technology AAS degree with options for specialized training and certificates to aid in developing employees for this field.

Associate of Applied Science with Options

Program Core

HRT1010 Introduction to Horticulture	5
HRT1030 Math for Horticulture	3
HRT1070 Plant Propagation	3
HRT2170 Horticulture Maintenance*	3
HRT1150 Applied Plant Pest Management	3
AGR2420 Soil Science and Mgt.....	3
AGR2430 Soil Science and Mgt Lab (optional).....	1
HRT2510 Hort Internship I*	3
HRT2530 Hort Internship II*	3
HRT2540 Problems in Horticulture*	3
AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar*	1
Total Core Hours	31

General Education Requirements

Communications.....	6
Human Development.....	3
History/ Political Science	3
Mathematics	3-5
Science (BIO1250 Gen Botany)	5
Computer Literacy	3
Total Gen Ed Hours	23-25

Horticulture Electives

(Select desired option below):

Landscape Design/Greenhouse Nursery Management Option –

HRT1050 Herbaceous Landscape Plants	3
HRT1092 Woody Plants	3
HRT1210 Intro to Turfgrass Management	3
HRT2092 Landscape Design	3
HRT2210 Greenhouse/Nursery Management*	3
HRT/BUS Elective	3
Total Elective Hours.....	18

Turfgrass Management Option –

HRT1050 Herbaceous Landscape Plants	3
HRT1092 Woody Plants	3
HRT1210 Intro to Turfgrass Management	3
HRT2310 Golf Course Management*	3
HRT2350 Turfgrass Equipment*	3
HRT/BUS Elective	3
Total Elective Hours.....	18

Ornamental Horticulture Option –

Choose 6 additional Horticulture Courses 18

Horticulture Services Operations

Technology Certificate

AGR1430 Introduction to Soils	3
AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar	1
HRT1010 Introduction to Horticulture	5
HRT1030 Math for Horticulture	3
HRT1050 Herbaceous Landscape Plants	3
HRT1070 Plant Propagation*	3
HRT1330 Plants for Interior Design.....	3
HRT2210 Greenhouse/Nursery Mgt*	3
Bus/Mgt Elective.....	3
Communications.....	3
Computer Literacy	3

Total Certificate Credit Hours **34**

*Designates courses with prerequisites.

Industrial Maintenance

To meet the increasing need for maintenance technicians in industry, the AAS in Industrial Maintenance was developed. Students graduating with this degree can become competent employees in high demand maintenance fields. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

Mechanical/Thermal	9
TEC1720 Mechanisms*	3
TEC1780 Blueprint Reading	3
AHR1006 Thermal/Environmental Science	3

Electrical & Elective.....	9
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I.....	3
TEC Elective.....	3

Automation & Elective	9
TEC 1350 Introduction to Robotics	3
EEE1970 Programmable Logic Controllers	3
TEC Elective.....	3

Power & Elective	6
TEC 2030 Basic Fluid Power.....	3
TEC Elective.....	3

Manufacturing & Elective	9
MFG 1060 MFG. Equipment & Operations	3
TEC 1560 Man. Processes & Estimating	3
TEC Elective.....	3

Additional Courses & Elective.....	5-7
TEC 1930 Mfg. Safety OSHA 30/HAZCOM.....	3
PAW 1060 Prep for Employment.....	1
TEC Elective.....	1-3

General Education & Electives

Computer Literacy Course	3
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Communications-1 written/1 oral.....	6
Human Dev or History/Pol Science Course	3
Mathematics	6-10
Science.....	4-5
Total Credit Hours	70-77

Industrial Maintenance Certificate

Mechanical/Thermal	10
TEC1720 Mechanisms	3
TEC1780 Blueprint Reading	3
AHR 1006 Thermal Environmental Science	4
Electrical	6
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I	3
Automation	6
TEC 1350 Introduction to Robotics.....	3
EEE1970 Programmable Logic Controllers.....	3
Power.....	3
TEC 2030 Basic Fluid Power.....	3
Manufacturing	6
MFG 1060 MFG. Equipment & Operations	3
TEC 1560 Man. Processes & Estimating	3
Additional.....	4
TEC 1930 Mfg. Safety OSHA 30/HAZCOM	3
PAW 1060 Prep for Employment.....	1
Total Credit Hours.....	35

Machine Tool Technology

Survey data collected by the Regional Technical Education Council indicated there would be an increased demand for employees with computer, automation and robotics, CNC, and PLC skills in the future. These are all skills that will be acquired through the AAS in Machine Tool Technology. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

Associate of

Applied Science Degree	Credit Hours
TEC1000 Machine Shop I	6
TEC1100 Technical Internship *	3
TEC1160 Machine Shop II*	6
TEC1300 Computer Aided Design/Drafting	3
TEC1320 Advanced Computer Aided Design/Drafting*	3
TEC1390 Machine Shop III*	6
TEC1430 Machine Shop IV*	6
TEC1770 Computer Numerical Control*	3
TEC1790 Basic Numerical Control Programming..	3
TEC1800 Advanced Computer Numerical Control*	3

TEC1810 Numerical Control Planning & Tooling* ..	2
MGT1940 Management Seminar	1
PAW1060 Preparation for Employment.....	1
Major and Support Areas for AAS Degree	43
General Education for AAS Degree	24-30
Total Hours for AAS Degree.....	67-73

Machine Tool Technology Certificate

TEC1000 Machine Shop I	6
TEC1160 Machine Shop II*	6
TEC1300 Computer Aided Design/Drafting	3
TEC1320 Adv Computer Aided Design/Drafting*	3
TEC1790 Basic Numerical Control Programming....	3
Major and Support Courses.....	21
General Education	15-19
Total Hours for Certificate.....	36-40

Renewable Energy Technology

This program was designed for students who plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. Recent accelerated expansion of these three disciplines has increased demand for qualified technicians to install, operate, and maintain the equipment. Graduates in the Renewable Energy field may enter a wide variety of industries and careers. These careers include Renewable Energy Technician, Sustainability Specialist, Weatherization Technician, Green Diesel Technician, Solar/ Photovoltaic Installer, Wind Turbine Maintenance Technician, or Bioprocessing Technician.

Major	Credit Hours
AGR1230 Plant Science	
or HRT1010 Intro to Horticulture	5
AGR1800 Ag Leadership	
or PAW 1060 Prep for Employment.....	1
EEE1550 Electrical Systems*.....	3
PHS 1210 Chemistry of Alternative Energy*	5
RET1000 Introduction to Renewable Energy Technology.....	3
RET1020 Instrumentation Principles	3
TEC1930 Man. Safety OSHA30/HAZCOM	3
RET2000 Bioprocess Practices*.....	3
RET2020 Solar Energy Systems*	3
RET2040 Wind Energy Systems*	3
TEC1780 Blueprint Reading	3
Total Credit Hours	35
Electives: (any 12 hours)	Credit Hours
AGR2200 Agriculture Internship I.....	3
EEE 1970 Programmable Logic Controllers*	3
HRT2172 Crop Science.....	3
HRT2174 Biomass and Feedstock	3
HRT2510 Horticulture Internship I	3

MGT 2660 Supervision Mid-Management	3
MFG 1060 Man. Equip. Maint./Operations	3
TEC1100 Technology Internship I	3
TEC1220 Mechanical Design*	3
TEC1720 Mechanisms*	3
TEC2030 Basic Fluid Power	3
Total Credit Hours	12

General Education	Credit Hours
Communications (1 written, 1 oral).....	6
Computer.....	3
History/Political Science.....	3
Mathematics.....	3
BIO 1430 Environmental Science	3
Total Credit Hours	18
Total Credit Hours for AAS	65

Renewable Energy Technology Certificate

This certificate program was designed for students who do not plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. This certificate was designed for someone already in the Renewable Energy field but needed additional training or certification to enhance their careers.

Major	Credit Hours
RET1000 Intro to Renewable Energy Tech.....	3
RET1020 Instrumentation Principles.....	3
TEC1930 Man. Safety OSHA30/HAZCOM.....	3
RET2000 Bioprocess Practices*.....	3
Total Credit Hours	12

Computer Literacy	Credit Hours
CIS 1050 Intro to Computers or	
CIS 1750 Microcomputer Applications	3
Total Credit Hours for Certificate	15

Skilled Trades

The Associate of Applied Science in Skilled Trades Technology is specifically designed for the student already in the workforce, accepted into an approved DOL apprenticeship program, and making progress toward earning a journeyman's license. This degree provides an important link in assisting employers in the technician preparation delivery system.

In addition to the general education requirements of the AAS, students will complete courses in the following areas.

Skilled Trades Technology37 Hours

Up to 37 hours of credit can be earned through completion of different Department of Labor and Bureau of Apprenticeship and Training programs.

The apprenticeship programs must consist of at least the equivalent of 37 credit hours total. These 37 total credit hours can be made up of a combination of classroom and on-the-job training. Each credit hour of classroom credit must consist of at least 750 minutes of instruction; each credit hour of on-the-job or laboratory training must consist of at least 1500 minutes of training.

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17 college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 57 hours of credit at the college level. MAC agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant MAC credit for other DOL approved trade apprenticeship programs.

Career Center Partnerships: Associate of Applied Science Degrees & Certificates

MAC has partnered with four area career and technology centers to offer associate of applied science degree and certificate programs. Technical courses for these degrees are delivered at the Arcadia Valley Career Technology Center, Cape Girardeau Career and Technology Center, Perryville Area Career and Technology Center, and UniTec Career Center in Bonne Terre. Students will receive general education courses on the MAC campus or any of the satellite campuses. Please contact the Dual Credit office at (573) 518-2155 for more information on these degrees.

Career & Technical Dual Credit

Career & Technical Dual Credit is a partnership between MAC and service area career and technology centers and comprehensive high schools. Secondary students have the opportunity to earn college course credit and begin an associate of applied science degree while still in high school. This unique local program lets students receive college credit through their secondary career and technical education program. College course credit is earned

and grades are transcribed as students proceed through their competency-based courses.

Participation in Career & Technical Dual Credit is open to qualifying high school juniors and seniors. More information on applying for admission can be found by contacting high school or career and technology center counselors.

Career & Technical Dual Credit Associate of Applied Science Degrees currently available:

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management – Microcomputers
- Cabinetmaking
- Child Development
- Computer Aided Design/Drafting Technology
- Computer Networking
- Construction/Building Technology
- Electrical Technology
- Electrical/Electronics Technology
- Graphic Arts/Printing Technology
- Heating, Air Conditioning, and Refrigeration Technology
- Horticulture
- Machine Tool Technology
- Office Systems Technology – Administrative Assistant Radio/
- TV Broadcasting
- Production Technology
- Welding Technology

Students planning to pursue a baccalaureate degree upon completion of a MAC AAS degree should contact appropriate college/university officials upon high school graduation to outline a course of study which meets the student's individual needs and best provides for future course transfer. For additional program information, contact the MAC's Career & Technical Dual Credit office at (573) 518-2155.

Course Descriptions

The letters in the course abbreviations indicate subject areas. The courses are listed in alphabetical order by subject area prefix.

Academic Transfer Courses

Abbreviations	Subject Area	Page Number
ART	Art	90
BIO	Biological Sciences	91
BUS	Business Administration & Economics	92
CIS	Computer Information Systems	93
COM	Communications	94
CSC	Computer Science	96
DAN	Dance	97
EDU	Education	98
EGN	Engineering	99
ENG	English/Communications	99
GEO	Geography	102
GUI	Guidance	102
HIS	History	102
IDS	Interdisciplinary Studies	104
MAT	Mathematics	104
MFL	Modern Foreign Language	105
MSC	Music	107
PED	Physical Education	113
PHI	Philosophy	114
PHS	Physical Science	115
PHY	Physiology & Health	115
POS	Political Science	116
PSY	Psychology	116
RDG	Reading	124
SOC	Sociology	119
SWK	Social Work	119
THE	Theatre	122

Career & Technical Courses

Abbreviations	Subject Area	Page Number
ADN	Associate Degree Nursing	89
AGR	Agri-Business	89
AHR	Air, Heating & Refrigeration	90
CIS	Computer Information Systems	93
CRJ	Criminal Justice	94
DCS	Deaf Communication Studies	97
ECE	Early Childhood Education	97
EEE	Electrical/Electronics Technology	99
FST	Fire Science Technology	100

HLT	Health Related Technology	102
HRT	Horticulture	103
MFG	Manufacturing	105
MGT	Management	106
NUR	Practical Nursing	109
OST	Office Systems Technology	111
PAR	Paramedic Technology	112
PAW	Personal Awareness	113
PTA	Physical Therapy Assistant	116
RDL	Radiology	117
RET	Renewable Energy Technology	118
RST	Respiratory Therapy	118
TEC	Technology	120

So that students may plan ahead, the semester(s) in which some courses are normally offered has been indicated after the course title or at the end of the course description. If no semesters are indicated, the course is normally offered during the regular academic year. A course description stating "offered on demand" means these classes will not be offered for one or two students; there must be sufficient interest to warrant a class on a regular schedule.

Students should contact the appropriate division dean for a projected schedule of their course offering. Please check the prerequisites for the advanced courses. Courses in this catalog are subject to change without notice.

Course Levels

0010-0990 —

Remedial/developmental courses

1000-2990 —

Freshman/Sophomore level courses

Lecture/Laboratory Hours

Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

Honors

Readings in Honors and Research in Honors may be offered in a department. Consult the Honors Director for current offerings.

ASSOCIATE DEGREE NURSING

ADN1420 _____ (Arranged) 3 cr. hrs. LPN-ADN Transition (Bridge)

Prerequisite: Valid LPN license and acceptance into Advanced Placement Program or successfully passing the NCLEX-PN on the first attempt.

Offered in the summer and fall semesters. Addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients. Other topics addressed in the course include therapeutic communications, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment.

ADN1422 _____ (3-0) 3 cr. hrs. Paramedic to RN Transition

Prerequisite: CIS1050 or CIS1750 is strongly recommended and access to high-speed internet is mandatory (MAC offers computer access). Student must have basic computer and internet skills. Must hold a current Missouri or NREMT Paramedic license and be accepted into the Paramedic to RN Bridge Program. Instructor approval required.

Nursing knowledge, skills, and abilities are enhanced and developed at each practice level. The bridge course addresses the transition from the Paramedic role to the RN role. Some of the role concepts examined include: care provider, manager of care, and membership in the discipline of nursing.

ADN1450 _____ (Arranged) 6 cr. hrs. Fundamentals of Nursing

Prerequisite: Acceptance into the ADN Program.

Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Eight clinical hours are scheduled weekly in the last half of the semester.

ADN1460 _____ (Arranged) 4 cr. hrs. Maternity Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

Provides instruction and clinical practice in meeting the physiologic, psychologic and adaptation of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal

growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

ADN1480 _____ (1-0) 1 cr. hrs. Contemporary Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political and on-the-job issues confronting today's nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

ADN1490 _____ (Arranged) 10 cr. hrs. Medical-Surgical Nursing I

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

Provides the nursing student opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1500 _____ (Arranged) 6 cr. hrs. Medical-Surgical Nursing II

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

A continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. Integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN1510 _____ (1-0) 1 cr. hrs. Clinical Pharmacology

Prerequisite: Grade of "C" or above in sequential nursing and science courses.

Designed to introduce the student to common characteristics of various drug classifications and a prototype drug within the group. Presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, respiratory system, and the central nervous system.

ADN1570 _____ (1-0) 1 cr. hrs. Basic Pharmacology

Prerequisite: Acceptance into the ADN Program.

An introduction to the administration of medicine. Basic information concerning the various pharmaceutical names and preparations, their administration techniques and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. Medication practicum required prior to clinicals. Must be taken concurrently with Fundamentals of Nursing.

ADN1610 _____ (Arranged) 5 cr. hrs. Nursing of Children

Prerequisite: Grade of "C" or above in

sequential nursing and science courses and Human Growth and Development.

Designed to provide instruction and clinical practice in meeting the needs of the child and family from infancy through adolescence. Principles and theories of child development as well as culture, experience and nutritional influences are integrated. Focus is placed on acute and chronic illness, hospitalization effects, congenital abnormalities, and nursing care specific to particular age groups and health problems.

ADN1630 _____ (Arranged) 4 cr. hrs. Mental Health Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. Intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client's family are emphasized to give the student a better understanding of behavior and provide a useful framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ADN1640 _____ (3-0) 3 cr. hrs. Therapeutic Nutrition

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

Provides students with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

AGRI-BUSINESS

AGR1120 _____ (3-2) 5 cr. hrs. Animal Science (Fall)

An overview of the biological principles of animal science including reproduction, genetics, nutrition, and lactation. Processing animal products, along with current issues in animal science is covered. Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of the anatomy, physiology, and endocrinology of common farm animals is included.

AGR1230 _____ (5-2) 5 cr. hrs. Plant Science (Spring)

A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants. Manipulation of plants by various techniques of propagation, both sexual and asexual, including various grafting methods are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

AGR1320 _____ (3-0) 3 cr. hrs. Introduction to Agricultural Economics

An introduction to the basic concepts and issues in economics as they relate to the agricultural industry.

**AGR1460 _____ (3-0) 3 cr. hrs.
Equine Science & Management (Spring)**

An introductory course to equine science and management designed to provide a basic core of information necessary for success in equine-related occupations. Prepares students for managing small one- or two horse facilities, as well as provide them with a sound foundation for advanced equine education programs.

**AGR1480 _____ (3-0) 3 cr. hrs.
Advance Equine Science & Management (Spring)**

Prerequisite: AGR1460 or instructor consent.

An advanced course to AGR1460, designed to provide students with a greater understanding of how to successfully manage and care for an equine business with a large number of horses. Provides instruction in successful breeding, marketing, raising and caring for horses, and will prepare students for a career in the equine industry. Students are expected to possess basic skills and conceptual techniques of equine science and management.

**AGR1550 _____ (3-0) 3 cr. hrs.
Livestock Production (Fall)**

Designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine, sheep and goats are covered. Basic management of equine and poultry facilities and operations is included.

**AGR1650 _____ (3-0) 3 cr. hrs.
Agriculture Credit & Finance (Spring)**

Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or successful completion of RDG0900. Sophomore standing or instructor consent. Recommend BUS 2430, Intro to Statistics.

A survey of the principles, concepts and functions of credit and finance as related to agriculture.

**AGR1700 _____ (3-0) 3 cr. hrs.
Farm Management (Spring)**

Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900. Sophomore standing or instructor consent. Recommended BUS 2940 Microeconomics.

Principles and decision making tools applied to practical farm problems. Budgeting, break-even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

**AGR1720 _____ (3-0) 3 cr. hrs.
Agriculture Chemicals (Spring)**

Prerequisite: Sophomore standing or instructor consent.

Designed to develop a thorough understanding of agricultural chemicals, including fertilizers and pesticides. Disease and insect control will be introduced. Proper application methods and safety will be stressed.

**AGR1770 _____ (1-0) 1 cr. hrs.
Contemporary Agriculture Issues I**

Prerequisite: Sophomore standing or instructor consent.

Designed to explore current agricultural issues, policies, legislation, or programs. Provides a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1790 _____ (1-0) 1 cr. hrs.
Contemporary Agriculture Issues II**

Prerequisite: AGR1770.

A continuation of AGR 1770, explores current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1800 _____ (1-0) 1 cr. hrs.
Agriculture Leadership & Employment (Fall)**

Designed to provide agriculture students with opportunities for individual growth, leadership and career preparation. Students will survey individuals currently working in an area of agriculture in which the student is interested in pursuing a career. From the survey the students will prepare a career plan including long- and short-term goals, training and work experience, and leadership and human relations skills. Requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview.

**AGR2100 _____ (1-0) 1 cr. hrs.
Agriculture Industry Seminar (Fall)**

Prerequisite: AGR1800

Designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.

**AGR2200 _____ (Arranged) 3 cr. hrs.
Agriculture Internship I**

Prerequisite: Sophomore standing or instructor consent.

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at an internship site. Periodic visits may be made by instructor for conferences with the student and employer.

**AGR2250 _____ (Arranged) 3 cr. hrs.
Agriculture Internship II**

Prerequisite: AGR 2200

A continuation of AGR 2200. Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at a internship site. Periodic visits may be made by instructor for conferences with the student and employer.

**AGR2260 _____ (3-0) 3 cr. hrs.
Problems in Agriculture**

Prerequisite: Instructor consent. May be substituted for AGR 2250 Ag Intern II only.

Provides for supervised training in an instructor-approved problem area at an agri-business industry or education site coordinated by Mineral Area College. Student will complete 90 clock hours within the problem area.

**AGR2320 _____ (3-0) 3 cr. hrs.
Agriculture Economics**

Deals with how producers, consumers, and societies use scarce resources in the production, processing, marketing, and consumption of food and fiber products. Students will study basic economic concepts with applications to agriculture.

**AGR2420 _____ (3-0) 3 cr. hrs.
Soil Science & Management**

Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900. Sophomore standing. Agribusiness, Horticulture, or Civil/ Construction Technology student, or instructor consent. Recommend PHS1250 Introduction to Chemistry for transfer students.

Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

**AGR2430 _____ (0-1) 1 cr. hrs.
Soil Science & Management Lab**

A one (1) hour optional lab provides further application of key concepts, and is recommended for students transferring into programs of study emphasizing agronomy, natural resources management, or other related agricultural sciences.

**AIR CONDITIONING, HEATING,
REFRIGERATION****AHR1016 _____ (3-0) 3 cr. hrs.
Thermal and Environmental Science**

Environmental applications course applies the knowledge of the principals and theories of thermal systems incorporating it with real world applications such as heating and cooling systems, system performance, insulation, and humidity. Learners will gain a better understanding of how these items, which are a part of everyday life, can be modified to improve human comfort conditions. Learners will learn to calculate the efficiency of a thermal system. Students will become familiar with heat loads and how they affect system components. They will learn to use insulation to improve efficiency and learn how psychrometrics is vital to conditions inside buildings.

**AHR1604 _____ (3-0) 3 cr. hrs.
Pump Systems**

Focuses on centrifugal, turbine, diaphragm, peristaltic, piston, gear and magnetic pumping systems. Designed to help the student understand the function, construction and installation of each style of pump. Students will demonstrate how to match a pump to a specific application and install it. Students will use the lab to acquire the hands on portion of installing and troubleshooting pump systems.

**AHR1612 _____ (3-0) 3 cr. hrs.
Thermal Troubleshooting**

Introduces students to theory and problems with thermal transfer. Temperature and pressure relationships, units of measure, enthalpy and the gas laws will be covered. Definition of regions of a phase change in relationship to sensible and latent heat will be explored. Lab experiments will help students to understand system applications.

ART**ART1130 _____ (2-4) 3 cr. hrs.
Drawing I (Spring, Fall)**

An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. A basic course in drawing fundamentals desired by all transfer colleges. Various media are introduced so that the student gains an awareness of the potential of each. Much of this material has never been presented to an incoming freshman art student.

ART1140 _____ (2-4) 3 cr. hrs.
Drawing II (Spring, Summer)*Prerequisite:* ART 1130.

An extension of Drawing I with additional emphasis on elements of drawing. Anatomy of the human figure is explored through drawings from scale models and an artist anatomy handbook. After the first three weeks there will be a clothed model posing in quick poses to develop gesture and proportion, then the model will take longer poses for more developed drawings. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. There will be a focus placed on figurative art and some copying of earlier artists. Introduces working from the imagination as a personal art form.

ART1160 _____ (2-4) 3 cr. hrs.
Painting I (Spring, Fall)*Prerequisite:* ART1130 or instructor consent.

An introduction to painting with the emphasis placed on the basic study of still lifes emphasizing composition, depiction of objects, and color theory utilizing oil paint and the problems it presents.

ART1230 _____ (2-4) 3 cr. hrs.
Ceramics I (Spring, Summer)

An introductory course which explores and emphasizes the basic elements and techniques of ceramics. Will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.

ART1400 _____ (2-2) 2 cr. hrs.
History of Western Art

Designed to introduce the student to the visual masterpieces of a particular western civilization. Stresses the style, function and historical context of art. Offered in conjunction with student tours and will vary depending on the country to be visited.

ART1490 _____ (3-0) 3 cr. hrs.
History of Art I

History of ancient art from prehistoric to medieval time. Meets cultural diversity requirement.

ART1500 _____ (3-0) 3 cr. hrs.
History of Art II

The study of Renaissance and Baroque art. Meets cultural diversity requirement.

ART1510 _____ (3-0) 3 cr. hrs.
History of Art III

History of the major developments in the art of the 19th and 20th Centuries. Meets cultural diversity requirement.

ART1530 _____ (3-0) 3 cr. hrs.
Introduction to Humanities

An introduction into the nature of the humanities. Dominant themes of human self-expression and the key ideas and values of western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film. Meets cultural diversity requirement.

ART1550 _____ (2-4) 3 cr. hrs.
Beginning Photography

An elective course introducing the basics of photography, concentrating on an understanding of camera systems and the techniques of black and white film developing and printing.

ART1640 _____ (1-3) 3 cr. hrs.
Printmaking*Prerequisite:* ART1130 or instructor consent.

An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. Will stress the expressive potentialities of the wood block and etching.

ART1740 _____ (1-3) 3 cr. hrs.
Watercolor*Prerequisite:* ART1130 or instructor consent.

An introduction to the theory and practice of painting in watercolor with emphasis on experimentation with techniques as well as creative expression. Offered on demand.

ART1830 _____ (2-4) 3 cr. hrs.
Two-Dimensional Design (Fall)

An exploration of the two-dimensional surface as related to the visual elements of shape, color, form, line, space and texture. Emphasis on problems in applying principles of design in various media.

ART1880 _____ (1-3) 3 cr. hrs.
Color Theory

A course in the theory and application of color. Lecture and studio problems will emphasize the interaction of color as it applies to two-dimensional art. Students will be introduced to water based paint, construction paper, and other media. Focuses on colors and their effect on each other and teaches the ability to see color in all its complexity and simplicity as well as understand decoration, painting conception, and basic diversions into imagination. Will explore Persian, Indian, Expressionist, and Impressionist artwork.

ART1930 _____ (1-3) 3 cr. hrs.
Sculpture I (Spring)*Prerequisite:* ART 1130 or instructor consent.

An investigation and employment of various materials and methods of sculpting including clay modeling of the head and the figure. Students will explore a variety of media, including paper mache, wire mesh, and found object sculpture. Some attempts to work on a large aggressive scale will occur.

ART1950 _____ (3-0) 3 cr. hrs.
Contemporary Metalsmithing I

Students will explore a variety of techniques relating to the forming of steel into sculptural forms. Students will learn the basics of operating forges and welding equipment with an emphasis on non-functional three-dimensional forms.

ART2160 _____ (2-4) 3 cr. hrs.
Painting II*Prerequisite:* ART1160 or instructor consent.

An expansion of Painting I, with an emphasis on developing painting techniques to more advanced state. The student's own ideas become important in this class. Landscape painting, still life, abstract, and personal expression is presented and completed. More attention is placed on painting materials and mediums.

ART2162 _____ (2-4) 3 cr. hrs.
Sculpture II*Prerequisite:* ART1930.

Advanced three dimensional projects in clay, wood and found objects. A personal large scale work is imperative.

ART2172 _____ (2-4) 3 cr. hrs.
Ceramics II*Prerequisite:* ART1230.

Expands on the techniques learned in Ceramics I. Continuing the methods of pottery making learned in Ceramics I: hand-building, wheel throwing, and glazing. The students are expected to emphasize their preferred technique and original formations.

ART2174 _____ (2-4) 3 cr. hrs.
Printmaking II*Prerequisite:* ART1130 and ART1640 or instructor consent.

A deeper exploration into the basic graphing processes, materials, and equipment used in relief and intaglio printing. Will stress the potential of the student to express themselves through the wood block and etching.

ART2176 _____ (2-4) 3 cr. hrs.
Painting III*Prerequisite:* ART1160 and ART2160, or instructor consent.

Expands on Painting I and Painting II. There is an emphasis on the student creating their own style and developing themselves as an artist. Advanced techniques in painterly expression is a basic focus. A portfolio of a consistent set of paintings ready for four year college presentations is one of the basic functions of this course.

ART2180 _____ (2-4) 3 cr. hrs.
Ceramics III*Prerequisites:* ART1230 & ART 2172.

Advanced three dimensional projects in ceramic wheel bowl making, slab pot construction, and figure construction with clay.

ART2202 _____ (3-0) 3 cr. hrs.
Printmaking III*Prerequisite:* ART2174, Printmaking II

Single and multi-colored etching techniques using line, aquatint, soft ground, and editions of prints that include five consistent prints. This includes two that are an edition of ten equal prints of the same blackness and print quality. One set will be in block printing and one set in the etching or intaglio process.

BIOLOGICAL SCIENCE**BIO1100 _____ (3-0) 3 cr. hrs.**
Introduction to Biological Science

An introductory biology class which teaches the fundamentals of biology as well as how biology is applied in the real world. This course examines the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. This class is designed to meet general education requirements and is intended for the non-science major.

BIO1150 _____ (3-4) 5 cr. hrs.
General Biology

Presents selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems. The nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things may be presented. Meets the general education biological science requirement.

BIO1330 _____ (2-3) 3 cr. hrs.
Local Flora (Spring, Odd Year)

Designed to acquaint students with local plants by actual collection, identification,

preservation and mounting of such plants. Students may choose an area of specialization dealing with fungi, lichens, ferns or flowering plants.

BIO1340 _____ (Arranged) 3 cr. hrs.
Local Fauna (On Demand)

Prerequisite: Instructor consent.

This independent study course involves exploration of some vertebrate group or topic chosen by the student and instructor. Information may come from literature reviews, interviews with experts, field work and/or field trips. Information gathered will then be compiled in a research paper of appropriate length.

BIO1430 _____ (3-0) 3 cr. hrs.
Environmental Science

A general introductory course in human ecology. The general concepts of ecology will be covered in early chapters. The remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

BIO1500 _____ (3-0) 3 cr. hrs.
Essentials of Microbiology

A course that may be a science elective for the non-science major. The student will learn about the cause of selected infectious diseases and methods used to control the spread of human pathogens. The history of microbiology, as well as microbe anatomy, growth requirements, means of observation, and mechanisms of pathogenicity.

BIO2112 _____ (3-4) 5 cr. hrs.
General Botany

Prerequisite: BIO1150 or instructor consent.

Emphasizes biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. Meets the general education biological science requirement.

BIO2122 _____ (3-4) 5 cr. hrs.
General Zoology

Prerequisite: BIO1150 or instructor consent.

An introduction to the important principles and concepts of zoology. Emphasizes cell biology, genetics, reproduction, and the major animal phyla. Meets for three lectures and two double laboratory periods per week. Meets the general education biological science requirement.

BIO2240 _____ (2-4) 4 cr. hrs.
Field Biology (Alternate Spring)

Prerequisite: A grade of "C" or better in BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122, or instructor consent.

Designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

BIO2430 _____ (3-2) 4 cr. hrs.
General Genetics

Prerequisite: A grade of "C" or better in BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122, or instructor consent.

An introductory genetics course, covering the principles of Mendelian genetics, gene function and regulation in bacteria, plants, and animals. Includes the discussion of genetics as a therapeutic tool, hereditary mechanisms for disease, the role of genetics in cancer diagnosis and treatment, population genetics, and recombinant DNA technology. Students will use basic biotechnology tools to understand the roles that genetics plays in science.

BIO2540 _____ (3-4) 5 cr. hrs.
Human Anatomy and Physiology (Spring)

Prerequisite: A grade of "C" or better in BIO1150, BIO1250, BIO1350, BIO2112, BIO2122 or PHS1250 or higher.

Designed to provide the student with an understanding of the structure and function of the human body. Includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular, digestive, neural and cardiovascular systems. Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO2600 Human Anatomy and the BIO2620 Human Physiology, for a total of 10 hours, are required for the nursing program. BIO2540 is considered as Anatomy and Physiology I for many transferring institutions.

BIO2600 _____ (3-4) 5 cr. hrs.
Human Anatomy (Fall)

Prerequisite: Acceptance into ADN or PN nursing program or instructor consent.

The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620). This is a required class in the nursing program.

BIO2620 _____ (3-4) 5 cr. hrs.
Human Physiology (Spring)

Prerequisite: A grade of "C" or better in BIO2600 and PHS1250, or instructor consent.

A continuation of BIO2600. Focuses on the biochemical, cellular and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. Required for the ADN nursing program.

BIO2700 _____ (3-2) 4 cr. hrs.
Microbiology (Fall)

Prerequisite: A grade of "C" or better in BIO2600 and BIO2620 and PHS1250, or instructor consent.

Introduces the morphology, biochemical activities, cultivation, control, history of epidemiology, immunology, virology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. Required for the ADN nursing program.

BIO2980 _____ (Arranged) 1 cr. hrs.
Readings in Honors

A small group discussion class which involves reading assignments from books or scientific journals, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

BIO2990 _____ (Arranged) 1 cr. hrs.
Research in Honors

Individual or small groups of students researching some aspect of the life sciences and then compiling and presenting their findings to their peers and/or some community sector, or writing up their results in a well-organized paper.

BUSINESS ADMINISTRATION AND ECONOMICS

BUS1190 _____ (3-0) 3 cr. hrs.
Business Ethics

A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best

practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

BUS1330 _____ (3-0) 3 cr. hrs.
Survey of Economics

A survey course of economics intended for non-business majors. Both Macroeconomic and Microeconomic topics will be integrated into real world application. Students will learn that "the economy" is important to their lives and that our collective choices on how the economy is structured are important. Not recommended for first-year students.

BUS2000 _____ (3-0) 3 cr. hrs.
Principles of Accounting I

Prerequisite: OST1500 or instructor consent.

An introductory course in accounting principles. Covers the accounting process for a sole proprietorship (service and merchandising organization) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets and payroll.

BUS2050 _____ (3-0) 3 cr. hrs.
Principles of Accounting II

Prerequisite: BUS2000 with a grade of "C" or better.

A continuation of BUS2000. Topics include the following: partnership accounting, corporation accounting, manufacturing accounting, financial statement analysis, and special management reports.

BUS2100 _____ (3-0) 3 cr. hrs.
Fundamentals of Management

A basic course in the principles and practices of business management as it concerns planning, organization, staffing, direction, and control.

BUS2330 _____ (3-0) 3 cr. hrs.
Marketing

A study of the decision areas involved in providing consumers with goods and services. Topics include product decisions, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. Students develop a hands-on understanding of marketing and current industry trends through real world projects and assignments. This is the only marketing course that applies to the Associate of Arts degree.

BUS2430 _____ (3-0) 3 cr. hrs.
Introductory Statistics

Prerequisite: A "C" or better in MAT1130 or instructor consent.

An introductory survey of the many applications of descriptive and inferential statistics. Students will acquire the basic knowledge and skills to organize, analyze, and present data. Students will learn sampling methods, how to develop confidence intervals, and hypothesis testing.

BUS2530 _____ (3-0) 3 cr. hrs.
Legal Environment of Business

Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900.

A study of the legal environment in which a business person must operate from the standpoint of legal institutions, the legal process, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, labor law, environmental law, and e-commerce.

BUS2930 _____ (3-0) 3 cr. hrs.
Principles of Macroeconomics

Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900.

Primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

BUS2940 _____ (3-0) 3 cr. hrs.
Principles of Microeconomics

Primarily a study of market systems. Micro topics include pricing, costs, and efficiencies in each of the market models. Consumer behavior will also be studied.

COMPUTER INFORMATION SYSTEMS

The typical sequence of computer courses begins with CIS1050 Introduction to Computers.

Following CIS1050, the sequence of the applications courses can be varied. Word processing is typically selected early because of its wide usage. Applications courses that follow CIS1050, Introduction to Computers, include: word processing courses (CIS2320 or CIS2350), database (CIS2100), spreadsheets (CIS2200), Desktop Publishing (CIS1700), Microcomputer Applications (CIS1750), Microcomputer Graphics (CIS1100), and Microcomputer Operating Systems (CIS2000).

Students desiring more in-depth knowledge and skills can subsequently take the advanced applications courses in word processing, databases, spreadsheets and desktop publishing.

CIS1030 _____ (3-0) 3 cr. hrs.
Information Technology for Business

Prerequisite: CIS 1050, CIS 1610, or CIS 1750.

Prepares students to work effectively in today's business environment. The students will learn about the tasks involved in various Information Technology (IT) job roles and learn the foundational skills and technologies used in business.

CIS1050 _____ (3-0) 3 cr. hrs.
Introduction to Computers

Prerequisite: Keyboarding skills are necessary for enrollment. Student cannot concurrently enroll in CIS1050 and CIS1750.

An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and applications of computers. Students will use microcomputers to learn the basic concepts of the most popular microcomputer applications such as word processing, spreadsheets, graphics, database management, and Windows interface.

CIS1100 _____ (3-0) 3 cr. hrs.
Microcomputer Graphics

Prerequisite: CIS1050 or CIS1750.

Designed to provide the student practical experience with microcomputer graphics, including manipulation of graphic units and text, multiple screen image transfer, diagram size and shape modification, business chart customization, freehand drawing, etc.

CIS1610 _____ (3-0) 3 cr. hrs.
Information Technology Fundamentals

The student will demonstrate solid competence in computers and office programs, including e-mail and Internet navigation. This class will help the student prepare for the Certport IC3 Certification.

CIS1620 _____ (3-0) 3 cr. hrs.
A+ Comp Repair & Maintenance

Prerequisite: CIS1050, CIS1750, or instructor consent.

A study of the computer from its beginnings through the present day Pentium machines. This course is the foundation for entry-level computer technicians. Through lectures, discussions and lab exercises, students will learn the skills and gain the knowledge necessary for A+ certification. This class provides the necessary focus to prepare students to meet the objectives of the A+ exams.

CIS1650 _____ (Arranged) 3 cr. hrs.
Accounting on Microcomputer

Prerequisite: BUS2050 or OST1520.

Computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

CIS1670 _____ (3-0) 3 cr. hrs.
Fundamentals of Networking

Prerequisite: CIS1610 or instructor consent.

An entry-level course in networking. Covers various aspects of designing and implementing a network for both home and office. Assists students prepare for the CompTIA Network+ Certification.

CIS1680 _____ (3-0) 3 cr. hrs.
Fundamentals of Network Security

Prerequisite: CIS1610, CIS1850, CIS1870 or CIS2000.

An entry-level course in network security. Covers various aspects of designing and implementing a secure network for both home and office networks. Assists students prepare for the CompTIA Security+ Certification.

CIS1700 _____ (3-0) 3 cr. hrs.
Desktop Publishing

Prerequisite: CIS1050 or CIS1750

Designed to teach the basic use of desktop publishing software on an IBM compatible microcomputer. Principles of typography, page layout and design to fit publication needs and the basic operation of the program are covered.

CIS1750 _____ (3-0) 3 cr. hrs.
Microcomputer Applications

Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Student cannot concurrently enroll in CIS1050 and CIS1750.

Gaining proficiency in the most commonly used applications of microcomputers in business: word processing, electronic spreadsheets, graphics, presentations and database management using an integrated Windows-based software suite that performs all these applications.

CIS1780 _____ (3-0) 3 cr. hrs.
Illustrator I

Prerequisite: CIS1050 or CIS1750.

Vector-based drawing programs are used in industry and commerce to create graphics for both print and electronic mediums. Adobe Illustrator is a leading vector-based illustration tool and is used widely for these purposes. An introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.

CIS1800 _____ (2-2) 2 cr. hrs.
Introduction to Networking

Prerequisite: CIS1050 or CIS1750

Gives a high level overview of network concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base to build on for future courses and helps prepare the student for the Microsoft Networking Essentials Exams.

CIS1830 _____ (3-0) 3 cr. hrs.
Novell Network Administration

Prerequisite: CIS1850, CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.

Enables the student to perform day to day administrative tasks on a Novell Network. Helps prepare the student for Certified Novell Administrator (CAN) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management, and many other topics related to managing Novell networks.

CIS1840 _____ (3-0) 3 cr. hrs.
Microsoft Network Administration

Prerequisite: CIS1850 or CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.

Enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

CIS1870 _____ (3-0) 3 cr. hrs.
Internetworking I

Prerequisite: CIS1050, CIS1610, CIS1670, CIS1750 or co-prerequisite of CIS1610 or CIS1670 or instructor consent.

First of four semesters in the Cisco Networking Academy curriculum. Teaches students the skills needed to obtain entry-level home network installer jobs. Also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. Provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments.

CIS1890 _____ (3-0) 3 cr. hrs.
Internetworking II

Prerequisite: CIS1850 or CIS1870.

Second of four semesters in the Cisco Networking Academy curriculum. Provides a basic overview of routing and remote access, addressing, and security. Familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and preparation for the CCENT certification exam.

CIS1900 _____ (3-0) 3 cr. hrs.
Fundamentals of Unix

Prerequisite: CIS1870 or CIS2000.

Enables students to perform basic, entry-level UNIX operator skills and use the UNIX operating system commands. Students will also learn fundamental command-line features of the UNIX operating environment including file system navigation, file permissions, the vi text editor, command shells and basic network use.

CIS1930 _____ (3-0) 3 cr. hrs.
Computer Ethics

A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer usage has created new opportunities for exploration in technology, management, the market and education. Content includes legal issues regarding piracy, hacking,

intellectual property, acceptable use, privacy and freedom of speech. Does not meet computer literacy requirement.

CIS2000 _____ (3-0) 3 cr. hrs.
Microcomputer Operating Systems

Prerequisite: CIS1850, CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.

An introduction to operating system principles and functions. Special emphasis is given to fundamentals and advanced skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.

CIS2080 _____ (3-0) 3 cr. hrs.
Fundamentals of Linux

Prerequisite: CIS1610 or CIS1670 or CIS1850 or CIS1870 or CIS2000 or equivalent.

Introduces the fundamentals of the Linux operating system. Will guide students through the basics of Linux systems concepts, architecture and administration. Includes networking essentials commonly used in the Linux environment.

CIS2100 _____ (3-0) 3 cr. hrs.
Microcomputer Database Management

Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a microcomputer software package to acquaint the student with database management tasks of moderate complexity. Topics of study include: file design and creation, table manipulation, record editing and display, queries, report generation, using multiple files.

CIS2110 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Database Management

Prerequisite: CIS2100.

A continuation of CIS2100 in which students will design database systems and create the programs with which to manage them. Topics of study include: principles of database design, linking files, design/coding/debugging of database programs, and customized report and label generation. Offered on demand.

CIS2200 _____ (3-0) 3 cr. hrs.
Microcomputer Spreadsheet Applications

Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a computer software package to acquaint the student with spreadsheet applications of moderate complexity. Topics of study include: file creation/manipulation, cell editing, ranges, functions, sorting, formulas, graphs, printer control, and database functions, and multiple worksheets.

CIS2210 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Spreadsheet Applications

Prerequisite: CIS2200.

A continuation of Micro Spreadsheet Applications. Advanced formatting techniques, advanced functions, lists, analysis tools, auditing worksheets, workgroup collaboration and file-sharing techniques, importing and exporting data.

CIS2350 _____ (3-0) 3 cr. hrs.
Word Processing-Microsoft Word

Prerequisite: CIS1050 or CIS1750

A practical course utilizing Microsoft Word to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, block functions, text enhancement, print control, etc.

CIS2400 _____ (3-0) 3 cr. hrs.
Web Page Development

Prerequisite: CIS1050 or CIS1750

Introduces web page design and development using a variety of tools including HTML and popular application development tools. Helps prepare for World Certified Web Designer Apprentice exam. Includes Cisco Supported Curriculum and Adobe development suite.

CIS2450 _____ (3-0) 3 cr. hrs.
Word Processing-Advanced Microsoft Word

Prerequisite: CIS2350

A continuation of Microsoft Word which provides opportunities for practical applications in creating more advanced documents using Microsoft Word software. The student will learn how to merge documents, customize documents and features, and reference data (footnotes, indexes, tables, and forms).

CIS2670 _____ (3-0) 3 cr. hrs.
Networking III

Prerequisite: CIS1890

Third of fourth semester in the CISCO Networking Academy curriculum. Familiarizes students with the equipment applications and protocols installed in enterprise networks with a focus on switched networks, IP Telephony requirements, and security. Also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIS2690 _____ (3-0) 3 cr. hrs.
Networking IV

Prerequisite: CIS2670

Fourth of four semesters in the Cisco Networking Academy curriculum. Introduces students to network design processes. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support.

CIS2930 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Applications

Variable content course which closely examines a microcomputer application for the purpose of expanding the student's practical knowledge in that area. Offered on demand. Previous computer experience necessary.

CIS2940 _____ (3-0) 3 cr. hrs.
Advanced Desktop Publishing

Prerequisite: CIS1700.

A continuation of CIS1700 Desktop Publishing to expand the student's proficiency in developing quality publications.

CIS2960 _____ (Arranged) 3 cr. hrs.
Computer Networking Internship

Prerequisite: Sophomore standing in Computer Networking and instructor consent.

Intended for computer networking majors. This Internship class features supervised work experience in the computer networking/information technology field. This will provide the student with the opportunity to make practical application of the knowledge and skills they have attained.

CIS2980 _____ (Arranged) 1 cr. hrs.
Capstone-Computer Networking

Prerequisite: Instructor consent; must be taken in the last semester prior to graduation.

Prepares students entering the Computer Networking career fields. Students will review the coursework completed during their degree

or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

MASS COMMUNICATIONS

COM1000 _____ (3-0) 3 cr. hrs.
Introduction to Mass Media

Survey course covering all forms of mass media from print to recording to movies and electronic media including new media and the Internet. Also covers the impact of advertising and public relations on the media industries as well as focus on the effects of the media and associated regulation.

COM1020 _____ (3-0) 3 cr. hrs.
Introduction to Broadcasting

Survey course covering the history and development of electronic broadcast technology, analog, and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

COM1060 _____ (3-0) 3 cr. hrs.
Introduction to Cinema

Covers the techniques involved in creating good cinema including: photography, Mise en Scene (elements in visual composition), the moving camera and special effects, editing sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. Meets cultural diversity requirement.

COM1120 _____ (3-0) 3 cr. hrs.
Journalism I: News Writing

News writing and reporting techniques will be covered in this introductory course through discussion, reading and practical exercises. Course will include practice in reading the news, study of headlines and make-up, and practical experience writing and editing copy.

COM2200 _____ (3-0) 3 cr. hrs.
T. V. Production

Prerequisites: COM1020 with a grade of "C" or better, or instructor consent.

Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, cameral usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM2260 _____ (3-0) 3 cr. hrs.
T. V. Production Practicum

Prerequisite: COM2200 with a grade of "C" or better.

Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

CRIMINAL JUSTICE

CRJ1000 _____ (3-0) 3 cr. hrs.
Basic Police Science I

1000 Hour Law Enforcement Academy students only.

Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for the subject areas in Missouri Statutory Law, Civil Process and Tactical Communications.

CRJ1010 _____ (3-0) 3 cr. hrs.
Criminal Justice Internship

Prerequisite: CRJ1100 or instructor consent.

Intended for criminal justice majors only who have completed a minimum of fifteen (15) hours of criminal justice courses with a grade of "C"

or higher. Students are placed with a criminal justice agency in a participant/observer capacity by the department coordinator for a period of not less than 96 contact hours.

**CRJ1030 _____ (1-1) 1 cr. hrs.
Computer Applications for Law Enforcement**

Prerequisite: CRJ1100 or instructor consent.

Provides computer training for students for specific needs of law enforcement personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. Addresses the basic needs of police work by computer.

**CRJ1050 _____ (3-0) 3 cr. hrs.
Basic Police Science II**

1000 Hour Law Enforcement Academy Students only.

Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Community Policing and Human Behavior.

**CRJ1100 _____ (3-0) 3 cr. hrs.
Introduction to Criminal Justice**

The history and philosophy of the system, identifying the various subsystems, role expectations, and their interrelationships, theories of crime punishment and rehabilitation. The interrelationships of the various branches and functions of the criminal justice system are examined and identified.

**CRJ1130 _____ (3-0) 3 cr. hrs.
Introduction to Forensics**

Designed to make the subject of forensic science comprehensible to a wide variety of students who are or plan to be aligned with the forensic science profession. This class will give the students an introduction to the forensic crime laboratory, its functions, services and organization. Will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

**CRJ1140 _____ (3-0) 3 cr. hrs.
Basic Firearms**

Law Enforcement Academy Students only.

The fundamentals of firearms safety and marksmanship, in addition to the basics of police firearms usage are emphasized in this course. The basic operations of a revolver, a semi-automatic pistol and a pump shotgun are covered within this program. Skill development and competency-based instructional standards are key elements of this program, combined with statutory and constitutional compliance with prevailing standards for use of force by law enforcement personnel.

**CRJ1150 _____ (3-0) 3 cr. hrs.
Basic Police Science III**

1000 Hour Law Enforcement Academy students only.

Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for firearms, shotgun, and patrol rifle, and advanced drug recognition training.

**CRJ1160 _____ (3-0) 3 cr. hrs.
Defensive Tactics**

Law Enforcement Academy students only.

This block of instruction is designed to develop those basic defensive skills necessary to successfully control and restrain uncooperative or resistive subjects. Will also include instruction in defensive aspects of dealing effectively with aggressive/resistance suspects that may be encountered during the trainee's duties as a law enforcement officer.

**CRJ1170 _____ (3-0) 3 cr. hrs.
Introduction to Courts**

Provides students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. Will review the juvenile court system and its differences from the adult judicial system.

**CRJ1200 _____ (3-0) 3 cr. hrs.
Criminal Investigation I**

Prerequisite: CRJ1100 or instructor consent.

The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, test of hypotheses, and the problem of proof are covered.

**CRJ1250 _____ (3-0) 3 cr. hrs.
Basic Police Science IV**

1000 Hour Law Enforcement Academy students only.

Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for defensive tactics, taser certification, NHTSA field sobriety testing and certification and Datamaster Type III breathalyzer training and certification.

**CRJ1260 _____ (3-0) 3 cr. hrs.
Introduction to Security Management**

Introductory course presenting protection concepts, security management principles, and current industry practices.

**CRJ1300 _____ (3-0) 3 cr. hrs.
Criminal Investigation II**

Prerequisite: CRJ1200 or instructor consent.

Law Enforcement Academy students only. The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

**CRJ1400 _____ (3-0) 3 cr. hrs.
Criminal Law**

Prerequisite: A grade of "C" or higher in CRJ1100 or instructor consent.

The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

**CRJ1440 _____ (3-0) 3 cr. hrs.
Criminal Courts-Process & Issues**

Prerequisite: CRJ1170 or instructor consent.

Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

**CRJ1500 _____ (3-0) 3 cr. hrs.
Criminal Evidence**

The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

**CRJ1520 _____ (3-0) 3 cr. hrs.
Criminology**

Criminology is the scientific study of crime. Students will study various aspects of crime and the criminals. This class will examine such items as crime statistics, various theories behind the cause of crime and why criminals commit them.

This class goes hand-in-hand with the disciplines of psychology, sociology, and anthropology. Students will also look at specific criminals in hopes of identifying various typologies that some infamous criminals have used.

**CRJ1540 _____ (3-0) 3 cr. hrs.
Criminal Procedure**

Focuses on the constitutional rights of criminal defendants as interpreted by the U. S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

**CRJ1600 _____ (3-0) 3 cr. hrs.
Juvenile Justice System**

The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

**CRJ1700 _____ (3-0) 3 cr. hrs.
Patrol and Traffic Law**

Law Enforcement Academy students only.

The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

**CRJ1710 _____ (3-0) 3 cr. hrs.
Community Policing/Problem Solving**

The study of police agencies response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, themes, and programs advocated at the national level-- by federal agencies, academics, and practitioners--are implemented with widely varying degrees of understanding.

**CRJ1720 _____ (3-0) 3 cr. hrs.
Comparable Criminal Justice Studies**

Prerequisite: CRJ1100 or instructor consent.

Study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first-hand basis, view the interworking of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. Includes several hours of orientation and lecture at Mineral Area College, several days of travel and participation and a written course synthesis.

**CRJ1750 _____ (3-0) 3 cr. hrs.
Advanced Patrol/Traffic Law**

Law Enforcement Academy students only.

Discusses preparation for duty by the patrol officer. It demonstrates how knowledge of criminal activity, local geography and proper uniform and equipment will enhance the performance of the patrol officer. Also discusses the physical and psychological factors which affect an officer during patrol and job performance.

**CRJ1760 _____ (6-0) 6 cr. hrs.
Commercial Vehicle Enforcement Inspection**

MSHP CVI students only.

The object of this course is to give the Probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVI's will also receive training in profiling, cultural

awareness, as well as other areas important to the law enforcement community.

CRJ1800 _____ (3-0) 3 cr. hrs.
Introduction to Corrections

An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other and correctional institutions.

CRJ1820 _____ (3-0) 3 cr. hrs.
Corrections in America

Prerequisite: CRJ1800 or instructor consent.
Reviews various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900 _____ (3-0) 3 cr. hrs.
Police Administration

Prerequisite: CRJ1100 or instructor consent.
A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments. The most popular and prevalent ideas, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman's functioning.

CRJ1920 _____ (3-0) 3 cr. hrs.
College Math for Criminal Justice Professionals

Prerequisite: Must be Criminal Justice major.
Connects basic mathematical concepts to their applications. Emphasis is placed on strengthening the student's ability to connect with math concepts to situations within their Criminal Justice Career Field.

CRJ2000 _____ (3-0) 3 cr. hrs.
Criminal Justice Report Writing

Prerequisites: A grade of "C" or higher in all of the following courses: CRJ1100, CRJ1200, and ENG1330 or instructor consent.

The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques requisites for the admissibility of evidence in a criminal adjudication.

CRJ2120 _____ (3-0) 3 cr. hrs.
Police Photography

Basic fundamental photography will be taught with an emphasis on manual and auto functions on the camera. The student will use these skills to photograph objectives detailing most situations occurring in real life crime scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and compassion. Court room qualifications will be final determination of the students work and performance. Prepares students for CRJ2140.

CRJ2140 _____ (3-0) 3 cr. hrs.
Forensic Crime Scene Investigation

Introduces the student to the fundamentals of on-site crime-scene investigations. Specific objectives will be combined with actual crime scene reconstruction. The student will perform practicals using photography skills, fingerprint identification and comparison, sketching

microscopy, dental stand, soil analysis and site identification for blood, hair, fibers, tool marks, and tire tread comparison. The student must perform with skill and integrity, in a mock trial submitting the mock prepared evidence in trial.

CRJ2160 _____ (3-0) 3 cr. hrs.
Crime Scene Analysis

Prerequisite: CRJ2140 or instructor consent.
Designed to be an advanced Crime Scene Investigation class. The students will be showed the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above mentioned tasks through practical skill demonstrations.

CRJ2200 _____ (3-0) 3 cr. hrs.
Ethics for Legal Professionals

Looks at the ethical dilemma and professional problems faced by criminal justice personnel. Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

CRJ2220 _____ (3-0) 3 cr. hrs.
Principles of Homeland Security

Prerequisite: CRJ1100, Introduction to Criminal Justice, and CRJ1260, Introduction to Security Management.

Provides an overview and examination of the history, mission, and development of homeland security at the federal, state, local, and private sector levels.

CRJ2240 _____ (3-0) 3 cr. hrs.
Security Management and Operations

Prerequisite: CRJ1260, Introduction to Security Management.
Course presents protection concepts, security management principles and current practices.

CRJ2260 _____ (3-0) 3 cr. hrs.
Private Security and Public Safety

CRJ1100, Introduction to Criminal Justice, and CRJ1260, Introduction to Security Management.

Provides an overview of the functions of private security, with a focus on the expanding role of private security in the field of public safety.

CRJ2280 _____ (3-0) 3 cr. hrs.
Emergency and Crisis Management

Prerequisite: CRJ1100, Introduction to Criminal Justice, and CRJ1260, Introduction to Security Management.

Examines the subject of emergency and crisis management through a social perspective, emphasizing the understanding of vulnerability as a response component.

CRJ2300 _____ (1-1) 1 cr. hrs.
Criminal Justice Career Preparation

The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practical, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

CRJ2320 _____ (3-0) 3 cr. hrs.
Administration of Correctional Services

Prerequisite: Grade of "C" or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.

Focusing on the criminal justice field of corrections, this course explores fundamental

concepts related to the administration, organization and management of correctional services.

CRJ2340 _____ (3-0) 3 cr. hrs.
Concepts of Community Corrections

Prerequisite: Grade of "C" or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.

Examines the various aspects of offender treatment planning, implementation, and special needs identification in the context of community-based correctional programs. Utilizes a comparative approach to examining the differences between traditional and community-based correctional programs.

CRJ2360 _____ (3-0) 3 cr. hrs.
Correctional Populations and Special Needs

Prerequisite: Grade of "C" or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.

Examines the specialized needs of various types of offenders within the correctional system. Focus will include an examination of the specialized correctional needs of both adult and juvenile offenders.

CRJ2380 _____ (3-0) 3 cr. hrs.
Probation and Parole in America

Prerequisite: Grade of "C" or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.

Provides the successful student with an overview of the history and role of probation and parole services in the American criminal justice system. Includes an examination of common techniques used by probation and parole officers, as well as an overview of the present investigation process.

COMPUTER SCIENCE

CSC1100 _____ (3-0) 3 cr. hrs.
Programming Logic

An introduction to problem solving using information systems and computer programs. It examines design methods and structured programming techniques as a first course in computer science.

CSC1300 _____ (3-0) 3 cr. hrs.
Video Game Design & Development (Spring)

Prerequisite: CIS1050 or CIS1750, or instructor consent.

Examines the video game industry using an interdisciplinary approach to create PC-based games. Specializes in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design. Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities. Students may construct and animate 2D and 3D objects and creative game environments. The course culminates with the production of PC video games.

CSC1500 _____ (3-0) 3 cr. hrs.
Basic Programming

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

Programming using the Visual BASIC language to develop the student's abilities and knowledge in solving problems using microcomputers. Students will learn how to code and debug, and execute Visual BASIC algorithms using an object-oriented approach.

CSC2400 _____ (3-0) 3 cr. hrs.
Computer Programming in C++

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

The study of program design and

development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. Intended as a first course in programming for students interested in computer programming.

CSC2420 _____ (3-0) 3 cr. hrs.

Java Script Programming

Prerequisite: CIS1050, CIS1750, CSC1100, or instructor consent.

An introduction to programming in the JavaScript object scripting language. Basic commands and structures; variables; operators; inputs; conditionals. Add special features to web pages including user prompts. Create forms with data validation using HTML.

CSC2440 _____ (3-0) 3 cr. hrs.

Web Programming with Perl/CGI/Linux

Prerequisite: CIS1050, CIS1750, CSC1100, or instructor consent.

Introduction to server/client server systems with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC2500 _____ (3-0) 3 cr. hrs.

Advanced Basic Programming

Prerequisite: CSC 1500

Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulations, etc. Builds on the information presented in CSC1500. Offered on demand.

CSC2980 _____ (Arranged) 1 cr. hrs.

Capstone-Business Computer Programming

Prerequisite: Instructor consent; must be taken in the last semester prior to graduation.

Prepares students entering the Business Computer Programming career fields. Students will review coursework completed during their degree program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

DANCE

DAN1002 _____ (0-2) 2 cr. hrs.

Hip Hop

Focuses strictly on the dance style of hip hop and aspects of popping, tutting, and break dancing.

DAN1004 _____ (2-0) 2 cr. hrs.

Jazz I

A beginning level course that helps students develop basic jazz steps, technique, and terminology.

DAN1006 _____ (2-0) 2 cr. hrs.

Tap I

Develop a foundation of technique and vocabulary of tap steps and combinations. Students will learn how to produce clean tap sounds while building musicality and rhythm. Tap shoes are mandatory.

DAN1020 _____ (3-0) 3 cr. hrs.

Dance Appreciation

Introduction to aspects of dance as aesthetic and spiritual expression, with emphasis on cultural, ethnic and international formations. Focuses on the origins and related roles of the dancer, choreographer, and spectator through readings and video-illustrated lectures conducted by the instructor. Content includes dance from Europe, Africa, South and Central America, and Asia, as well as dance originating from within

the United States. There will be opportunities for students to participate in simple dance movements. Primarily a lecture format with some movement participation. Meets cultural diversity requirement.

DAN2002 _____ (0-2) 2 cr. hrs.

Hip Hop II

Prerequisite: Hip Hop I or instructor approval.

Focuses strictly on the dance style of hip hop touching on aspects of popping, tutting, and break dancing. Students will develop composition and choreography.

DAN2004 _____ (2-0) 2 cr. hrs.

Jazz II

Prerequisite: PED2683, DAN1004, two to three years jazz dance experience, or instructor consent.

Advanced jazz steps, technique, and terminology. Students will develop composition and choreography.

DAN2006 _____ (2-0) 2 cr. hrs.

Tap II

Prerequisite: PED2686, DAN1006, two to three years tap dance experience, or instructor consent.

Advance technique and vocabulary of tap steps and combinations. Students will strengthen clean tap sounds while building musicality and rhythm. Students will develop composition and choreography. Tap shoes are mandatory.

DEAF COMMUNICATION STUDIES

DCS1000 _____ (3-0) 3 cr. hrs.

Sign Language I

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors awareness of deaf culture.

DCS1010 _____ (3-0) 3 cr. hrs.

Sign Language II

Prerequisite: DCS1000

A continuation of Sign Language I (DCS 1000). Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Credited as an elective.)

EARLY CHILDHOOD DEVELOPMENT

ECE1000 _____ (3-0) 3 cr. hrs.

Introduction to Early Childhood Education

Focuses on research-based theories that have affected the evolution of current developmentally appropriate curriculums used in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for age's birth to five (5) will be explored. Developmental effects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the

capstone course.

ECE1020 _____ (3-0) 3 cr. hrs.

Guidance Alternatives for Young Children

The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children birth through age eight years. Guidance skills; observation tools; and techniques of redirecting behavior will be explored. Children's traumas, fears, and negative environmental issues will be identified and assessed. The prosocial environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 _____ (3-0) 3 cr. hrs.

Early Childhood Health, Safety, and Nutrition

Focus on young children's (age birth through five (5) years) healthy environment. The child's environment includes all aspects that effect the child's health, safety and nutrition. National Health Standards are used to plan the child's healthy environment. Learning concepts are based on the response to the standards in an effort to provide an optimal learning environment for the young child. The healthy learning environment and record keeping techniques required for state licensing will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1060 _____ (3-0) 3 cr. hrs.

Child Development Associate Credential Prep

Focuses on final preparation for the nationally accredited Child Development Associate credential. Students that have completed three courses: ECE1040 Health Safety and Nutrition, ECE1020 Guiding Alternatives for Young Children, and ECE1000 Introduction to Early Childhood Education, and met all CDA competency standards including a resource collection of required artifacts in all three courses, will begin to build the professional resource collection that exemplifies CDA standards. Coursework also includes writing competency standards required in the CDA 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The Professional Development specialist will conduct final observations and evaluations of the student in the student's child care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test. It will be taken on campus through online testing PearsonVue.

ECE1200 _____ (3-0) 3 cr. hrs.

Caring for School Age Children

Intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The students will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning

environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Two hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE1220 _____ (3-0) 3 cr. hrs.
Home Visits**

The main focus of the course is to educate and prepare the early care and education provider/teacher in developing partnerships with parents and family through developmental collaborations. Family-centered philosophy and practice will be used to develop strong partnerships between the program and home environments. The family status and stress will be explored and its implications for educators to prepare for home visits. Working with families from diverse cultures and the teacher's attitudes toward those diversities will be addressed. Working with children with special needs and their families along with the challenges and concerns will also be explored. Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2002 _____ (2-4) 4 cr. hrs.
Practicum Classroom Experiences**

Prerequisites: The student must have successfully completed courses ECE1000 Intro to EC Education, ECE 1020 Guiding Alternatives, ECE 1040 EC Health, Safety and Nutrition, and a minimum of one ECE 2000 level course prior to enrolling in ECE 2002 and ECE 2300.

It is recommended that students take this course the semester before requirements have been met for graduation. Focuses on the application of learned concepts of planning, observing, and documenting the growth and development of young children. The student will plan and apply the learned concepts in a (15 week) four-hour practicum classroom experience and (2 hours) 15-week (fifty minute) lecture. The practicum experiences will apply to preschool age children 3 to 5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriate (DAP) environment. Four hours of required practicum classroom experience is assigned each week for a total of sixty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2020 _____ (3-0) 3 cr. hrs.
Emerging Language and Literacy**

Explores the development of language from birth through five (5) years; print-rich environments and print awareness; and pre-reading skills necessary for kindergarten readiness. The integration of language experience and the systematic approach to several teaching techniques are identified throughout the course to prepare the early care and education teacher for working with young children birth through five (5) years of age. The emerging language and literacy techniques will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2040 _____ (3-0) 3 cr. hrs.
Home, School and Family**

Explores the positive relationships between the early childhood teachers, program staff, parents/families, and the community.

Collaboration techniques; communication skills; and parent/provider/child/community partnerships are the primary focus of the course. Family partnerships will be explored through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting this course competencies will be collected for the capstone course.

**ECE2120 _____ (3-0) 3 cr. hrs.
Introduction to Young Children with Special Needs**

Focuses on the learning differences in the children birth to age five (5). Special need programs and resources will be identified to assist teachers, parents, and children in order to assist in the understanding and resources available for future success of the child. The methods and materials used for early identification, intervention and inclusion of infants, toddlers and preschoolers will be explored. Cultural diversity will also be emphasized in order to gain understanding of different family values and expectations. Family and professional collaboration will be explored to address the impact of the special needs child on the family. Modifications of environments will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Two hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2300 _____ (1-1) 1 cr. hrs.
Professional Portfolio Assessment**

Prerequisites: Successfully complete ECE1000, ECE 1020, ECE 1040, and a minimum of one ECE 2000 level course prior to enrolling in ECE 2002 and ECE 2300.

Intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student's work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met throughout the AAS in Child Development. Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.

EDUCATION

**EDU1100 _____ (3-0) 3 cr. hrs.
Psychology of Adolescence**

Prerequisite: PSY1130, General Psychology I.
Co-requisite: College Reading.

An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development. Students must earn a "B" or higher in all education courses with an EDU prefix.

**EDU1300 _____ (3-0) 3 cr. hrs.
Child Development**

Co-requisite: College Reading; must earn a "B" or higher in all education courses with an EDU prefix.

Students will study development from conception through adolescence. Review theories related to the four areas of development: cognitive, physical, language, and social/emotional. Explore the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is

affected by the child's learning environment.

**EDU2040 _____ (3-0) 3 cr. hrs.
Foundations of Education**

Prerequisite: ENG1330, PSY1130, General Psychology I, and College Reading with a grade of "C" or better.

Designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of American public education system. Students will explore the nature of school environments, designs, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. Students must earn a "B" or higher in all education courses with an EDU prefix.

**EDU2100 _____ (3-0) 3 cr. hrs.
Teaching Profession with Field Experience**

Prerequisite: ENG 1330 and College Reading with a grade of "C" or better.

Provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. Designed to assist students in determining if a career in teaching is an appropriate goal. Students will be required to complete the Missouri Educator Profile. Students must earn a "B" or higher in all education courses with an EDU prefix.

**EDU2200 _____ (3-0) 3 cr. hrs.
Technology for Teachers**

Prerequisite: ENG1330 and College Reading with a grade of "C" or better and EDU2040 with a "B" or better.

Students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. Students must earn a "B" or higher in all education courses with an EDU prefix.

**EDU2320 _____ (3-0) 3 cr. hrs.
Educational Psychology**

Prerequisite: EDU2040 with a grade of a "B" or better and College Reading with a grade of "C" or better..

Designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. Focuses on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Students must earn a "B" or higher in all education courses with an EDU prefix.

**EDU2400 _____ (3-0) 3 cr. hrs.
Infant/Toddler Curriculum Methods**

Prerequisite: EDU1300 with a grade of a "B" or better and College Reading with a grade of "C" or better.

Examines the areas of development during a child's first three years of life. Examines the current theories and practices of the developmental domains during infancy and toddler hood. The growth and development of the young child is applied through active learning activities. An early childhood curriculum is used to determine the choices of developmentally appropriate activities and lesson plans. The

student is challenged to meet the developmental needs by planning for the environment with appropriate materials and equipment. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children. Students must earn a "B" or higher in all education courses with an EDU prefix.

EDU2420 _____ (3-0) 3 cr. hrs.
Organization and Management of Early Childhood Programs

Prerequisite: EDU1300 with a "B" or better and College Reading with a grade of "C" or better.

Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program in order to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program's goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also addressed as a part of the planning process. Students must earn a "B" or higher in all education courses with an EDU prefix.

EDU2600 _____ (1-1) 1 cr. hrs.
Portfolio Evaluation

Prerequisite: EDU 2040 with a grade of "B" or better and College Reading with a grade of "C" or better. Must earn a "B" or higher in all education courses with EDU prefix.

Co-requisite: EDU 2200, EDU 2100, and EDU2320 with a grade of "B" or better.

A capstone course in the education department's sequence of pre-professional teacher education courses. Includes a systematic analysis and review of each student's portfolio. Students must complete their portfolios and pass the State of Missouri's content test in each section to receive a passing grade for this class. Students are also required to take the Missouri Standards Based Performance Assessment.

ELECTRICAL/ELECTRONIC TECHNOLOGY

EEE1500 _____ (3-0) 3 cr. hrs.
Basic Electronics

A study of basic electronic theory. OHM's Law as applied to D. C. and A. C, series and parallel resistance, inductance and capacitance circuits.

EEE1550 _____ (3-0) 3 cr. hrs.
Electrical Systems

An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power, and network analysis.

EEE1580 _____ (3-0) 3 cr. hrs.
Practical Electronics I

Prerequisite: EEE1500 or instructor consent. A combination lecture/laboratory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. Includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE1600 _____ (3-0) 3 cr. hrs.
Practical Electronics II

Prerequisite: EEE1580 or instructor consent. A continuation of EEE1580, this course covers more complex circuits and applications of solid state devices including transistors. Integrated

circuit, OP-AMP's, SCR's multivibrators, timing circuits and logic circuits.

EEE1710 _____ (3-0) 3 cr. hrs.
National Electric Code

Prerequisite: Instructor consent. Designed to update electrical workers and electricians with the ever changing National Electrical Code.

EEE1910 _____ (3-0) 3 cr. hrs.
Electronic Servicing

Prerequisite: MAT0950. Teaches the basic principles of process automation and demonstrate the application of these principles on modern industrial practice. This is an introductory or first level course. Intended to be both theoretical and practical to show the basic concepts of process control theory and troubleshooting.

EEE1970 _____ (3-0) 3 cr. hrs.
Programmable Logic Controllers

Prerequisite: Instructor consent. Offers a learning opportunity that covers a wide range of the applications of electronics in the fields of automation and fluid power control. Programmable logic controllers are the brains controlling the majority of current automation.

EEE2000 _____ (3-0) 3 cr. hrs.
Solid State Electronics

Prerequisites: Instructor consent. A study of semiconductor diodes and bipolar transistors. Includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

EEE2020 _____ (2-2) 2 cr. hrs.
Basic Soldering Techniques

Students will receive instruction and training in electronic soldering and wire wrapping techniques and in applying these skills in the repair of printed circuits, hard wired circuits.

EEE2040 _____ (3-0) 3 cr. hrs.
Digital Electronics I

Prerequisites: EEE1500 or Instructor consent. An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

EEE2060 _____ (3-0) 3 cr. hrs.
Digital Instrumentation Electronics

Prerequisite: EEE2000. A continuation of EEE2040. More advanced computer circuits are bread boarded and the use of logic probes are used for troubleshooting bread board circuits, interfacing of OP-AMPS with A/D Convertors to computer circuits and testing of these circuits.

ENGINEERING

EGN2130 _____ (3-0) 3 cr. hrs.
Engineering Mechanics-Statics

Prerequisites: A grade of "C" or better in PHS 2230 and MAT 2150.

Covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moments of inertia.

EGN2230 _____ (3-0) 3 cr. hrs.
Engineering Mechanics-Dynamics

Prerequisite: Should be preceded by EGN2130. Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2340 _____ (4-0) 4 cr. hrs.
Introduction to Electrical Engineering

Prerequisites: A grade of "C" or better in PHS 2240 and preceded or accompanied by MAT2250.

Circuit elements, signals, Kirchoff's laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

ENGLISH/COMMUNICATIONS

Students are required to have placement scores (ACT or Compass) in order to enroll in English Composition classes.

ENG1000 _____ (1-1) 1 cr. hrs.
Writing a Research Paper

Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

ENG1050 _____ (1-1) 1 cr. hrs.
Use of Library Resource

Designed to help students use the Learning Resources Center more effectively. Open to all students.

ENG1330 _____ (3-0) 3 cr. hrs.
English Composition I

Prerequisite: ACT 18+; or Compass English/Writing score of 70+; or completion of ENG0970 or modules (ENG0240, ENG0250 & ENG0260) with a "C" or above.

English Composition I is a purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction will also include basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 _____ (3-0) 3 cr. hrs.
English Composition II

Prerequisite: ENG1330 with a grade of "C" or better.

Emphasizes argument, critical thinking, research and documentation. Students will be expected to read critically and synthesize information cogently and effectively.

ENG1360 _____ (3-0) 3 cr. hrs.
Creative Writing

Prerequisite: ENG1330 with a grade of "C" or better.

An introduction to writing short fiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

ENG1440 _____ (3-0) 3 cr. hrs.
Public Speaking

Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1570 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Prose, Poetry, and Drama

Prerequisite: ENG1330 with a grade of "C" or better.

An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms

and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. A strong emphasis will be placed on reading and discussion.

ENG1670 _____ (3-0) 3 cr. hrs.
Interpersonal Communications I

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

ENG2330 _____ (3-0) 3 cr. hrs.
English Literature I

Prerequisite: ENG1330 with a grade of "C" or better.

A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

ENG2340 _____ (3-0) 3 cr. hrs.
English Literature II

Prerequisite: ENG1330 with a grade of "C" or better.

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

ENG2430 _____ (3-0) 3 cr. hrs.
American Literature I

Prerequisite: ENG1330 with a grade of "C" or better.

The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440 _____ (3-0) 3 cr. hrs.
American Literature II

Prerequisite: ENG1330 with a grade of "C" or better.

This primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2492 _____ (3-0) 3 cr. hrs.
Women's Literature

Prerequisite: ENG1330 with a grade of "C" or better

Focuses on the ideas, experiences, and perceptions of women in various literary genres and time periods. Explores the political, historical, social, and religious contexts in which women live and write. A strong emphasis will be

placed on reading and discussion. Meets cultural diversity requirement.

ENG2500 _____ (3-0) 3 cr. hrs.
Multicultural Literature

Prerequisite: ENG1330 with a grade of "C" or better.

Designed to give students an introduction to and appreciation of cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

ENG2520 _____ (3-0) 3 cr. hrs.
Children's Literature

Prerequisite: EDU2040 or ECE 1000.

Designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children's literature, and formulating techniques for using literature in the classroom.

ENG2530 _____ (3-0) 3 cr. hrs.
Young Adult Literature

Prerequisite: ENG1330, English Composition I, and EDU2040, Foundations of Education.

Designed for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and attitude needed for understanding and appreciating literature. Meets cultural diversity requirement.

ENG2560 _____ (3-0) 3 cr. hrs.
Creative Nonfiction Literature

Prerequisite: ENG1330 with a grade of "C" or better.

Investigates a variety of issues surrounding the genre of creative non-fiction. These issues will include but will not be limited to defining the genre, ethical concerns faced by authors, the evolution of the genre. A strong emphasis will be placed on reading and discussion.

ENG2580 _____ (3-0) 3 cr. hrs.
Poetry and the Human Experience

Prerequisite: ENG1330 with a grade of "C" or better.

Investigates the impact of culture on poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

FIRE SCIENCE

FST1000 _____ (Arranged) 3 cr. hrs.
Introduction to Firefighting

Designed to prepare the FST student in the first phase of classroom instruction for fire fighter certification through Missouri Fire Marshal's Office. Will use the Missouri Division of Fire Safety's Basic Firefighters 36-hour course, combined with a basic Hazmat, awareness course and incident command system NIMS 700.

FST1005 _____ (Arranged) 3 cr. hrs.
Fundamentals of Fire & Emergency Services

Introductory course to assist students with achieving success as educated, critically thinking firefighters. Providing history of the fire service, career opportunities, and education, in addition

to fire dynamics, fire prevention, and more, in order to provide a comprehensive overview of the fundamentals of fire service.

FST1050 _____ (Arranged) 12 cr. hrs.
Firefighter Technology

A comprehensive course of instruction which develops the required knowledge and skills expected of firefighters pursuing certification by the Missouri Division of Fire Safety for the rating of Firefighter I and Firefighter II. Students must pass classroom instruction and practical skill demonstrations with a minimum of 80% proficiency.

FST1080 _____ (Arranged) 1 cr. hrs.
Self-Contained Breathing Apparatus

Prerequisite: FST1050 or instructor consent.

An advanced course is designed to instruct the student in the use of the SCBA functions for all purposes of safe firefighting and the importance of personal safety.

FST1110 _____ (Arranged) 1 cr. hrs.
Vehicle Fire Fighting

Covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

FST1150 _____ (Arranged) 1 cr. hrs.
Pump Operations

Prerequisite: FST1050. Math and TEC1070, Unified Technical Concepts I, are recommended.

Pump Operations traces the history of fire service pump, develops the theory of operations and develops practical skills in the operation of fire service pumps.

FST1200 _____ (Arranged) 1 cr. hrs.
Fire Prevention

Prerequisite: FST1050.

Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

FST1310 _____ (Arranged) 1 cr. hrs.
Emergency Vehicle Driving

Emergency Vehicle Driving covers the topics of regulations, physical forces, safe operation and maintenance of vehicles used in the fire and emergency vehicle services. Practical exercises develop skills used in responding to every incident.

FST1312 _____ (Arranged) 1 cr. hrs.
Highway Safety for First Responder

Designed to assist the students with making emergency scenes safe, not only for the citizens they serve, but for them as responders as well.

FST1314 _____ (Arranged) 1 cr. hrs.
Calling A Mayday

Designed to increase the student's awareness that as an emergency responder they may be required to call a mayday or respond to a mayday incident. Recognized by the National Fire Academy.

FST1330 _____ (Arranged) 1 cr. hrs.
Ropes And Rappelling

Develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope rescue systems and caring for rope equipment. Component of Rescue Technician skills.

**FST1340 _____ (Arranged) 1 cr. hrs.
Foam Applications**

Expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

**FST1390 _____ (Arranged) 1 cr. hrs.
Natural Cover Fires**

Covers the concepts of weather and geographic factors, equipment tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

**FST1400 _____ (Arranged) 1 cr. hrs.
Industrial Fire Brigade**

Designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

**FST1420 _____ (Arranged) 2 cr. hrs.
Hazardous Materials Receiving and Handling**

Provides the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

**FST1520 _____ (Arranged) 1 cr. hrs.
Vehicle Extrication - Passenger**

Addresses the specialized topics of removing victims from passenger vehicles. Covers the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the direction of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

**FST1600 _____ (Arranged) 1 cr. hrs.
Training Operations in Small Departments**

Designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

**FST1620 _____ (Arranged) 1 cr. hrs.
Managing Company Tactical Operation**

Provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural firefighting operations.

**FST1630 _____ (Arranged) 1 cr. hrs.
Principles of Building Construction/Non-Combustible**

Addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

**FST1640 _____ (Arranged) 1 cr. hrs.
Shaping The Future**

Provides students with an understanding of concepts, functions, and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

**FST1660 _____ (Arranged) 3 cr. hrs.
Sociological Changes in Fire Service**

Designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within

them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and co-workers who may originate from diverse backgrounds. Intended for FST majors only.

**FST1680 _____ (Arranged) 2 cr. hrs.
Building Construction for Fire Service**

Provides an understanding of the principles of building construction and their impact on firefighting strategy. It explains building materials and processes that are commonly involved in the construction of structures.

**FST1702 _____ (Arranged) 3 cr. hrs.
Fire Service Law**

Provides an overview of the law and how it affects the Fire Service while providing services to the community and how the law affects firefighters at work.

**FST2080 _____ (Arranged) 3 cr. hrs.
Practical Applications of Hydraulic Theory of Firefighting**

Prerequisite: FST1050
Designed to further the student's understanding of everyday applications of hydraulics as it applies to water applications within firefighting. Formulas used in pumping water, moving it in hoses, and discharging it from nozzles are developed and examined in detail. Serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. Intended for FST majors only.

**FST2130 _____ (Arranged) 2 cr. hrs.
Introduction to Fire Inspections, Principles and Practices**

Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

**FST2140 _____ (Arranged) 3 cr. hrs.
Technical Principles and Practices of Fire Prevention**

Provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspectors to understand the scope of knowledge required and to identify the various steps in the inspection process.

**FST2150 _____ (Arranged) 1 cr. hrs.
Principles of Building Construction/Combustibles**

Designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

**FST2160 _____ (Arranged) 1 cr. hrs.
Introduction to Wilderness Search and Rescue**

Introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

**FST2180 _____ (Arranged) 1 cr. hrs.
Advanced Wilderness Search and Rescue**

Prerequisite: FST2160 or instructor consent.
A continuation from FST2160 and is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. Provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

**FST2220 _____ (Arranged) 1 cr. hrs.
Managing in a Changing Environment**

Focuses on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

**FST2224 _____ (Arranged) 3 cr. hrs.
Strategic and Tactical Considerations on the Fireground**

Prerequisite: FST1050, Firefighter Technology or current rating of Firefighter I & II through the Missouri Division of Fire Safety.
Provides information to Incident Commanders for the standardization and implementation of one standard management tool for those operating on the scene of fire emergencies.

**FST2320 _____ (Arranged) 1 cr. hrs.
Incident Command System: Basic**

Designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. Conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

**FST2330 _____ (Arranged) 1 cr. hrs.
Incident Command System: Intermediate**

Prerequisite: FST2320
Provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

**FST2340 _____ (Arranged) 1 cr. hrs.
Incident Response to Terrorism**

Introduces the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Includes the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

**FST2350 _____ (Arranged) 1 cr. hrs.
Incident Command System: Advanced**

Intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.

**FST2380 _____ (Arranged) 1 cr. hrs.
Rapid Intervention Teams**

Addresses various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

**FST2400 _____ (Arranged) 2 cr. hrs.
Hazardous Materials Operations**

Prerequisite: FST2420
Meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

**FST2420 _____ (Arranged) 1 cr. hrs.
Hazardous Materials Awareness**

A continuation of FST2400 with the exception of applied classroom instruction onto a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.

FST2500 _____ (3-0) 3 cr. hrs.**Fire Instructor I**

Prerequisite: FST1050 and a computer technology course.

Introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST2520 _____ (Arranged) 3 cr. hrs.**Fire Officer I**

Prerequisite: FST1050 or instructor consent.
Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

FST2540 _____ (Arranged) 2 cr. hrs.**Fire Service Instructor I**

Prerequisite: FST1050 or instructor consent.
Introduces and develops the knowledge, skills and abilities necessary to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, instructional psychology, instructional presentation and program evaluation/modification are emphasized, with supplemental emphasis given to firefighter safety, legal considerations and development of training aids.

FST2560 _____ (1-1) 1 cr. hrs.**Fire Service Instructor II**

Prerequisite: FST2540
Expands the knowledge and skills of the Fire Service Instructor I course by developing an understanding of instructor and course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.

FST2580 _____ (Arranged) 2 cr. hrs.**Fire Service Personnel Management**

Provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service.

GEOGRAPHY**GEO1130 _____ (3-0) 3 cr. hrs.****Regional World Geography**

An introductory survey of physical, cultural, economic, and political geography of the world's major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

GUIDANCE**GUI1000 _____ (3-0) 3 cr. hrs.****Principles of College Success**

Designed to make entering college comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

GUI1960 _____ (1-1) 1 cr. hrs.**Career Planning**

Designed to increase career development awareness by assisting students with choosing a career or college major through interest, ability, and workplace value assessments. The results provide a framework for career planning and exploration through a variety of sources including computerized career information systems, resource materials and assessments, occupation and employment opportunity research.

HISTORY

For students in the Arts & Sciences Division, the requirement in U.S. and state government and the history of American institutions may be met by completing six hours as follows:

1. POS1180 American Political Systems
AND
2. HIS1230 American History I OR HIS1240 American History II.

HIS1100 _____ (3-0) 3 cr. hrs.**World Civilization I**

A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. Meets cultural diversity requirement.

HIS1130 _____ (3-0) 3 cr. hrs.**Western Civilization I**

A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. Meets cultural diversity requirement.

HIS1140 _____ (3-0) 3 cr. hrs.**Western Civilization II**

A study of the main problems of the western world from the Age of Absolutism to the present time. Meets cultural diversity requirement.

HIS1190 _____ (3-0) 3 cr. hrs.**History of Christianity**

A study of the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

HIS1230 _____ (3-0) 3 cr. hrs.**American History I**

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of History section in the catalog.

HIS1240 _____ (3-0) 3 cr. hrs.**American History II**

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present.

HIS1350 _____ (Arranged) 1 cr. hrs.**Directed Studies in History-Honors**

Prerequisite: Consent of the department chairperson/instructor.
The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS1520 _____ (3-0) 3 cr. hrs.**World Civilization II**

A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. Meets cultural diversity requirement.

HEALTH**HLT1040 _____ (Arranged) 4 cr. hrs.****Basic Electrocardiography**

Prerequisite: An ACT reading score of at least 18 or an ACT COMPASS reading score of at least 81 and Math score of at least 36. CIS1050, CIS1750 or instructor consent. Must have a declared major of: EMT, Paramedic Technology, Radiology or Nursing.

Teaches healthcare students the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of

Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 _____ (Arranged) 3 cr. hrs.**Emergency Medical Technology Refresher**

Prerequisite: Graduate of a State Accredited EMT program or licensed EMT. CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Refresher/re-licensure course to enhance the knowledge and experience of the relicensing EMT. Designed to assure maintenance of a uniformity high level of proficiency in skills and training among EMTs and keep their training and competency equivalent to those of the EMT graduate. Provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedure regarding the emergency management of acute & chronic medical illness and acute trauma related injury. Meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS re-licensure requirements.

HLT1762 _____ (Arranged) 12 cr. hrs.**Emergency Medical Technician (EMT)**

Prerequisite: Minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading or successful completion of ENG1330. Age 18. Basic computer and internet skills. Must attend orientation on first class day.

Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A & P, medical terminology, assessment, therapeutic communication, physical exam techniques, communications, documentation, diverse cultures, ventilatory management, resuscitation, medical/trauma emergencies. HAZMAT, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response, and MCI. Includes 210 didactic hours and clinical hours: 36 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam and apply for a Missouri State EMT license. Exceeds EMT level NAEMSE and BEMS licensure requirements. First class day is mandatory orientation.

HLT1770 _____ (3-0) 3 cr. hrs.**First Responder**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

Provides the basic instruction for fire department personnel, law enforcement officers, and other volunteers in the delivery of initial emergency medical services (EMS). Includes 100 hours of instruction with arranged practical lab. The EMR is often the first to arrive on scene of an emergency, such as a motor vehicle collision, a heart attack, or a disaster. EMRs provide medical assistance and aide other emergency care providers. The EMR course will help you gain the knowledge, attitude, and skills necessary to be a competent, productive, and valuable member of the healthcare or public service team. Exceeds EMR level NAEMSE and BEMS licensure requirements.

HLT1772 _____ (Arranged) 6 cr. hrs.**Emergency Medical Responder**

Prerequisite: ACT reading score of 13 or Compass reading score of 60 or successful completion of an English Composition I with a grade of "C" or better. Student must be 18

before taking the national registry exam. Student must meet selection criteria and attend required orientation. CIS1050 or CIS1750 is strongly recommended.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion, the student will be eligible to license as a Nationally Registered EMR.

**HLT2080 _____ (3-0) 3 cr. hrs.
First Aid**

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Students will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, and cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course.

**HLT2082 _____ (3-0) 3 cr. hrs.
Wilderness First Aid**

Prerequisite: CIS1050, Introduction to Computers, or CIS1750, Microcomputer Applications, is recommended. Must have basic computer and internet skills.

Provides instruction for the delivery of First Aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration, and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written and practical exam will allow the student to receive certification as a Wilderness First Aid provider.

**HLT2084 _____ (3-0) 3 cr. hrs.
Pediatric First Aid**

Prerequisite: CIS1050, Introduction to Computers, or CIS1750, Microcomputer Applications, is recommended and access to high-speed internet is mandatory. Student must have basic computer and internet skills.

A hybrid course that teaches the unique approach to first aid for the pediatric patient.

**HLT2350 _____ (3-0) 3 cr. hrs.
Medical Terminology I and Introduction to Pathology**

Prerequisite: ACT reading score of 13 or Compass reading score of 60.

A study of work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

**HLT2360 _____ (3-0) 3 cr. hrs.
Medical Terminology II**

Prerequisite: HLT2350.

Continuation of HLT2350. Consists of individualized instruction to increase the working knowledge of medical terminology.

**HLT2400 _____ (Arranged) 3 cr. hrs.
Intravenous Therapy**

Prerequisites: LPN with current license in Missouri or a Practical Nursing student.

Prepares students to perform I.V. therapy. Designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

**HLT2502 _____ (4-0) 4 cr. hrs.
Introduction to Paramedic Science**

Prerequisite: Must have current Missouri or NREMT EMT License or successful completion of HLT1762.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content.

**HLT2504 _____ (2-2) 2 cr. hrs.
EMT Internship**

Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content through 100 hours of field internship.

HORTICULTURE

**HRT1010 _____ (5-0) 5 cr. hrs.
Introduction to Horticulture (Fall)**

Designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

**HRT1030 _____ (3-0) 3 cr. hrs.
Mathematics for Horticulture**

A study of horticulture application of mathematics. The study will include treatment of measured data, applications of geometry and basic algebra. Practice sets will include work problems taken from actual horticulture situations.

**HRT1050 _____ (3-0) 3 cr. hrs.
Herbaceous Landscape Plants (Spring)**

A study of major plants- annuals, perennials, bulbs, ornamental grasses and wildflowers - that grow in the Midwest landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

**HRT1070 _____ (3-0) 3 cr. hrs.
Plant Propagation (Spring)**

An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. Makes use of the greenhouse propagation facilities.

**HRT1092 _____ (3-0) 3 cr. hrs.
Woody Plants (Fall)**

Study of trees, shrubs, vines and ground covers with regard to proper identification, scientific name, growth habit and landscape value. In the Midwest special concern is given to the cultural aspects of proper planting in functional landscape design and maintenance.

**HRT1150 _____ (3-0) 3 cr. hrs.
Applied Plant Pest Management (Fall)**

A study of insects with special reference to taxonomy, life cycle, economic important and management. Insects that impact the agriculture/

horticulture industry of Eastern Missouri will be the major topic. Plant diseases and weeds commonly encountered in the horticulture industry will also be discussed.

**HRT1210 _____ (3-0) 3 cr. hrs.
Introduction to Turfgrass Management (Fall)**

Principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway roadsides and seed and sod production will be presented. The biology and control of turfgrass pests will be discussed.

**HRT1330 _____ (3-0) 3 cr. hrs.
Plants for Interior Design**

Pursues the increasingly popular interior plantscaping where interior design skills are developed along with cultural management of tropical plants. Focuses on identification, scientific name, culture, and functional use of indoor and florist plants.

**HRT2092 _____ (3-0) 3 cr. hrs.
Landscape Design (Fall)**

A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering and computer-aided design. The principles and elements of design are stressed to create pleasing functional designs.

**HRT2170 _____ (3-0) 3 cr. hrs.
Horticulture Maintenance (Spring)**

Prerequisite: HRT1010, HRT1030, HRT1070, HRT1150, and AGR1430.

Designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices. Attention will be given to the business side of horticulture maintenance.

**HRT2172 _____ (3-0) 3 cr. hrs.
Crop Science (Fall)**

Prerequisites: HRT1010 or AGR1230.

Objectives will be to familiarize the student with the necessary management practices required to grow a commodity crop in the Midwest. A detailed explanation of individual crops common to the region will be covered. Particular focus will be given to crops produced for biomass purposes.

**HRT2174 _____ (3-0) 3 cr. hrs.
Biomass and Feedstocks**

Prerequisites: AGR1230 or HRT1010.

Introduces fundamental principles and practical applications of the properties and production of biomass feedstock, as well as harvesting, transportation, storage, and processing of biomass in the alternative fuels industry. Emphasis is placed on the study of biomass types (i.e., annual and perennial crops, forestry byproducts, organic waste, etc.) economic costs, sustainability, and employment issues. Introduced to biomass gasification, and conversion of energy and mass from one form to another, examine the conditions that produce the highest conversion yields, and discover the most efficient manners of producing, collecting, and transporting biomass for fuel production.

**HRT2210 _____ (3-0) 3 cr. hrs.
Greenhouse and Nursery Management (Spring)**

Prerequisites: HRT1050 and HRT1092.

A greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The

business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

**HRT2310 _____ (3-0) 3 cr. hrs.
Golf Course Management (Spring)**

Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while touching on equipment, irrigation, pest and diseases.

**HRT2350 _____ (3-0) 3 cr. hrs.
Turfgrass Equipment (Spring)**

Prerequisite: HRT2310
Equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

**HRT2510 _____ (Arranged) 3 cr. hrs.
Horticulture Internship I**

Prerequisite: Reserved for second year Horticulture students. Open to Horticulture or Renewable Energy Technology majors only. Designed to give the students actual experience in the day-to-day operation of a horticulture business.

**HRT2530 _____ (Arranged) 3 cr. hrs.
Horticulture Internship II**

Prerequisite: HRT2510
A continuation of HRT2510. Students may choose to work in a different business or in a different employment position at the same business as they worked in HRT2510.

**HRT2540 _____ (Arranged) 3 cr. hrs.
Problems in Horticulture (Spring, Fall)**

Prerequisite: 12 hours college credit completed and instructor consent.
Designed to allow students the opportunity to investigate a horticulture topic in depth using technical skills assessments along with written and verbal presentations of outcomes. Problems proposed by instructor.

INTERDISCIPLINARY

IDS1010 _____ (1-0) 1 cr. hrs.

Interdisciplinary Studies

Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1030 _____ (2-0) 2 cr. hrs.

Interdisciplinary Studies

Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1050 _____ (3-0) 3 cr. hrs.

Interdisciplinary Studies

Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

MATHEMATICS

Enrollment in any mathematics course is

determined either by placement exam or upon successful completion (a grade of "C" or better) in a prerequisite course. It is recommended that students who plan to study mathematics take the mathematics placement examination before their first semester of attendance.

MAT 0020, 0030, 0040 (Arithmetic Skills I, II, III) and MAT 0110, 0120, 0130 (Elementary Algebra I, II, III) are offered as one-hour math refresher modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses. They do not meet math requirements for any degree.

**MAT1000 _____ (Arranged) 1 cr. hrs.
Metric Measurement**

Familiarizes students with the metric system. May be taken by any student for elective credit but is designed primarily for students majoring in elementary education and other non-science fields. Includes linear measurements, area and volume, units of mass/weight, temperature, time and conversions between the English and metric systems. Lab experiments are used to help the student gain confidence in making estimates when appropriate. Offered as a self-paced and/or independent study module in the Learning Center.

**MAT1130 _____ (3-0) 3 cr. hrs.
Intermediate Algebra**

Prerequisite: ACT score of 19-22; or Compass Algebra score of 38-65; or Compass College Algebra score of 31-52, or a grade of "C" or better in MAT0950 or Learning Center modules MAT0110, MAT0120, and MAT0130.

Designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts, including factoring. New topics include further factoring techniques; simplifying rational and radical expressions; complex numbers; solving systems of linear equations; solving quadratic equations; and an introduction to functions. Does not meet math requirements for the AA or AAT degree.

**MAT1230 _____ (3-0) 3 cr. hrs.
College Algebra**

Prerequisite: ACT score of 23-26; Compass Algebra score of 66-89 or Compass College Algebra score of 53-71; or Compass College Trigonometry score of 46-62; or a grade of 'C' or better in MAT 1130.

A comprehensive and rigorous course covering the concepts and techniques of algebra. Included are the following topics: solving linear, rational, quadratic, and other types of equations; linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; and solving systems of equations. Topics will be covered thoroughly and in detail.

**MAT1330 _____ (3-0) 3 cr. hrs.
Trigonometry**

Prerequisite: ACT score of 27; or Compass Algebra score of 90-94; or Compass College Algebra score of 72-75; or Compass Trigonometry score of 63-66; or a grade of 'C' or better in MAT1230, College Algebra. MAT1230 and MAT1330 may be taken concurrently.

The study of triangles. Includes an in-depth study of trigonometric and circular functions and their graphs, angle measure (degrees and radians); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; and an introduction to vector applications.

**MAT1530 _____ (3-0) 3 cr. hrs.
Foundations of Mathematics**

Prerequisite: ACT score of 23-26; or Compass Algebra score of 66-89; or Compass College Algebra score of 53-71; or Compass Trigonometry score of 46-62; or a grade of 'C' or better in MAT1130.

Designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. Acquaints students with a variety of math topics taught at the elementary school level.

**MAT1600 _____ (3-0) 3 cr. hrs.
Calculus for Business and Social Sciences (Spring)**

Prerequisite: A minimum ACT score of 27; Compass Algebra score of 90-94 or Compass College Algebra score of 72-75 or Compass Trigonometry score of 63-66 or a grade of "C" or better in MAT1230, College Algebra.

Designed for students majoring in business, social, or life sciences. Topics include limits; finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions; utilizing derivatives to sketch graphs of functions and integration. Applications will be emphasized.

**MAT1650 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (Fall)**

Prerequisite: ACT score of 28+; Compass Algebra score of 95-100; or Compass College Algebra score of 76-100; or Compass Trigonometry score of 67-100; or a grade of 'C' or better in MAT1230, College Algebra, and MAT1330, Trigonometry.

Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (by using limits and differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

**MAT2150 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus II (Spring)**

Prerequisite: A grade of 'C' or better in MAT1650.

A continuation of Calculus I. Topics include further techniques of integration; applications of integration, including finding the area of a region between two curves, volume, and surfaces of revolution; sequences and series; conic sections; polar, cylindrical, and spherical coordinates; vectors and analytic geometry in space.

**MAT2250 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus III (Fall)**

Prerequisite: A grade of "C" or better in MAT2150.

The third course in the calculus sequence dealing primarily with functions of several variables. Includes vector-valued functions; partial derivatives; motion in space, multiple integration; and vector calculus.

**MAT2330 _____ (3-0) 3 cr. hrs.
Differential Equations (Spring)**

Prerequisite: A grade of "C" or better in MAT2250.

Provides an introduction to the study of differential equations. Includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

MANUFACTURING

MFG1000 _____ (3-0) 3 cr. hrs.

Principles of Maintenance

A technical overview of topics necessary for the non-maintenance personnel to acquire. Include basic machine operations, mechanics, electrical, electronics, and HVAC. Preventive maintenance and predictive maintenance and parts systems will receive particular emphasis. Working effectively with maintenance and engineering and the role of the non-maintenance personnel in relation to maintenance and engineering departments are also explored.

MFG1030 (3-0) 3 cr. hrs. Introduction to Quality Theory

Quality assurance and processes of continuous improvement are explored in this course. Philosophy and historical concepts related to the development and evolution of quality are covered. Special emphasis will be placed on scientific and statistical procedures available to industry that aid in the development of quality products and processes.

MFG1050 (3-0) 3 cr. hrs. Supply Chain Management and Distribution

Covers all aspects of converting raw materials to finished goods. Broad areas to be covered are purchasing, planning, and distribution. Improvement strategies for supply chain management area also introduced.

MFG1060 (3-0) 3 cr. hrs. Manufacturing Equipment Maintenance and Operations

An introduction to the principles involved in the performance of mechanical work. Emphasis is placed on developing an understanding of Mechanical Drives, Lubrications, Bearings, Pneumatics, Hydraulics, and PLCs. Students will demonstrate the ability to describe concepts as they apply to industrial applications in renewable energy systems as well as other mechanical drive systems and how they might be applied in an industrial setting. Additionally, students will demonstrate the ability to apply such knowledge to assemble, repair, troubleshoot, and complete preventative maintenance on various industrial equipment and technologies often utilized in renewable energy industrial operations.

MODERN FOREIGN LANGUAGE**MFL1000 (1-1) 1 cr. hrs. Global Studies Seminar**

A required course for students interested in earning the Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060 (3-0) 3 cr. hrs. Introduction to Spanish for Health Care Workers

Designed for individuals and students in the health care field. Students will develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

MFL1170 (3-0) 3 cr. hrs. Elementary French

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking. Meets cultural diversity requirement.

MFL1270 (3-0) 3 cr. hrs. Intermediate French

Prerequisite: MFL1170 or high school equivalent (1-2 years of recent study).

A continuation of Elementary French (MFL1170). By the end of the second semester all major language structures will have been introduced. Meets cultural diversity requirement.

MFL1290 (3-0) 3 cr. hrs. Culture of the French Speaking World

Aspects of French life and culture will be covered, including art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. Meets cultural diversity requirement.

MFL1370 (3-0) 3 cr. hrs. Elementary Spanish I

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. Meets cultural diversity requirement.

MFL1470 (3-0) 3 cr. hrs. Elementary Spanish II

Prerequisite: MFL1370 or high school equivalent (1-2 years of recent study).

A continuation of Elementary Spanish (MFL1370). By the end of the second semester, all major language structures will have been introduced. Meets cultural diversity requirement.

MFL1550 (3-0) 3 cr. hrs. German Language and Culture I

Prerequisite: Must meet same requirements necessary to take ENG 1330 to enroll.

Acquisition of an appreciation of the German culture and an introduction to speaking, reading, writing, and understanding the language. Special emphasis will be on conversation.

MFL1660 (4-0) 4 cr. hrs. Elementary Chinese I

An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Intended for students with no prior experience in or knowledge of Chinese. Students will be required to demonstrate competency in vocabulary and pronunciation. Elementary Chinese I is the first course in a sequence intended to develop Chinese language skills. Meets cultural diversity requirement.

MFL1700 (3-0) 3 cr. hrs. American Sign Language I

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Meets cultural diversity requirement.

MFL1720 (3-0) 3 cr. hrs. American Sign Language II

Prerequisites: MFL1700 or DCS1000.

A continuation of MFL1700 American Sign Language. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. Meets cultural diversity requirement.

MFL1740 (3-0) 3 cr. hrs. Introduction to Deaf Culture

Prerequisite: Prior or concurrent enrollment in DCS1000/MFL1700 is recommended, but not required. Reading proficiency.

Examines the social and psychological aspects of deafness and introduces students to the organizations of the deaf and how they impact their lives.

MFL2130 (3-0) 3 cr. hrs. French Composition and Conversation

Prerequisite: MFL1170 and MFL1270 or the equivalent (4 years of high school study).

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. Meets cultural diversity requirement.

MFL2140 (3-0) 3 cr. hrs. French Reading

Prerequisite: MFL1170 and MFL1270 or the equivalent (4 years of high school study).

Designed to increase reading comprehension and vocabulary development. Meets cultural diversity requirement.

MFL2230 (3-0) 3 cr. hrs. Intermediate Spanish I

Prerequisite: MFL1370 and MFL1470 or the equivalent (four years of high school study).

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. Meets cultural diversity requirement.

MFL2250 (3-0) 3 cr. hrs. Intermediate Spanish II

Prerequisite: MFL 1370 and MFL1470 or the equivalent (four years of high school study).

A continuation of Intermediate Spanish I that will further develop students' ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Students will be exposed to Hispanic culture and literature through literary texts and Spanish cinema. Meets cultural diversity requirement.

MFL2350 (3-0) 3 cr. hrs. Advanced German Grammar and Reading

Prerequisite: MFL2460.

Designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. Meets cultural diversity requirement.

MFL2390 (Arranged) 3 cr. hrs. European and Latin American Culture

Taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. Meets cultural diversity requirement.

MFL2450 (3-0) 3 cr. hrs. German Language and Culture II

Prerequisite: German Language and Culture I or equivalent. A grade of "C" or better is recommended.

A continuation of German Language and Culture I. By the end of this course all major language structures will have been introduced.

MFL2480 _____ (3-0) 3 cr. hrs.**German Readings**

Prerequisite: MFL2460 or two years minimum high school language study (minimum of "B" required).

Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building and reading for comprehension. Meets cultural diversity requirement.

MANAGEMENT**MGT1160** _____ (3-0) 3 cr. hrs.**Customer Relations**

CRM refers to the methodologies and tools that help businesses manage customer relationships in an organized way. CRM processes that help identify and target their best customers, generate quality sales leads, and plan and implement marketing campaigns with clear goals and objectives.

MGT1190 _____ (3-0) 3 cr. hrs.**Financial Accounting**

An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT1300 _____ (3-0) 3 cr. hrs.**Organizational Analysis and Management**

Introductory course studying and analyzing all aspects of organizations. Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

MGT1310 _____ (3-0) 3 cr. hrs.**Project Management**

Prerequisite: TEC1560.

All aspects of taking a project from conception to completion are explored. Special emphasis is placed on working cross-functionally within the organization. An introduction to automated systems of project management is included, along with overview of microcomputer applications used in project management (i.e., word-processing, spreadsheets, and databases).

MGT1320 _____ (3-0) 3 cr. hrs.**Entrepreneurship**

Provides students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. Provides continued education that meets the needs for some licensure requirements.

MGT1330 _____ (1-0) 1 cr. hrs.**Basic Supervisory Skills**

Provides foundational training for first and second level leaders in the areas of communication, coaching, and leadership. Curriculum will be from Development Dimensions International Leadership and Workforce Development programs.

MGT1350 _____ (3-0) 3 cr. hrs.**Business Information Systems for Court Administrators**

Introduces the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions.

MGT1550 _____ (3-0) 3 cr. hrs.**Marketing**

A study of the decision areas involved in providing consumers with goods and services. Topics include product decisions, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. Students develop a hands-on understanding of marketing and current industry trends through real world projects and assignments.

MGT1560 _____ (3-0) 3 cr. hrs.**Statistics**

An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing simple experiments using hypothesis testing techniques.

MGT1590 _____ (3-0) 3 cr. hrs.**Personal Finance**

Prerequisite: MGT 1800 Business Math, or a minimum ACT score of 15, a minimum Compass Algebra score of 23, or a "C" or better in MAT 0990.

Designed to teach the students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal finance issues.

MGT1710 _____ (3-0) 3 cr. hrs.**Human Resources Management**

The principles and procedures of managing personnel in modern business, industrial enterprises, and government organizations. Special emphasis will be placed on planning and recruitment, selection, interviewing, training, appraising performance, compensation issues, incentive rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MGT1720 _____ (3-0) 3 cr. hrs.**Labor Relations**

Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MGT1730 _____ (3-0) 3 cr. hrs.**Safety Management**

Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

MGT1800 _____ (3-0) 3 cr. hrs.**Business Mathematics**

Prerequisite: A minimum ACT score of 15, a minimum Compass Algebra score of 23, or a "C" or better in MAT0900.

The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MGT1840 _____ (3-0) 3 cr. hrs.**Finance**

Prerequisite: BUS2050 or the equivalent. The general study of methods of financing business enterprises and their relationship to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

MGT1910 _____ (1-0) 1 cr. hrs.**Occupational Education Special Study**

Same as MGT1930 except for variable credit.

MGT1920 _____ (2-0) 2 cr. hrs.**Occupational Education Special Study**

Same as MGT1930 except for variable credit.

MGT1930 _____ (3-0) 3 cr. hrs.**Occupational Education Special Study**

Prerequisite: Instructor consent. Specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MGT1940 _____ (1-0) 1 cr. hrs.**Management Seminar**

Introduces students to the social environment of business through exploration of professional strategies, image and dress, and current business and professional issues. Special emphasis will be given to developing critical thinking skills that can be implemented in all aspects of a personal and professional life. Format consists of a series of mini-seminars related to the social environment of business.

MGT2030 _____ (3-0) 3 cr. hrs.**Advertising and Sales Promotion**

A study of the marketing activities that stimulate consumer and organizational purchasing. Students will develop and present effective advertising layouts and sales campaigns using various strategies and media.

MGT2040 _____ (1-0) 1 cr. hrs.**Customer Service Skills**

Emphasizes the development of better communications skills to benefit employees, customers and the bank. The student will learn effective ways of establishing contact, exploring customer needs, defining and resolving problems and closing the encounter.

MGT2062 _____ (3-0) 3 cr. hrs.**Managerial Accounting**

Prerequisites: BUS2050 or OST1520 with a grade of "C" or above.

An introduction to managerial accounting. Includes interpretations of data and the use of accounting in planning and controlling business activities.

MGT2064 _____ (3-0) 3 cr. hrs.**Cost Accounting**

Prerequisite: BUS2050 or OST1520 with a grade of "C" or above.

Interpretations and managerial implications of materials, labor, and overhead for job order, process and standard cost systems, cost volume-profit relationships, direct production flows, joint and by-products, spoilage and scrap, responsibility accounting and reporting.

MGT2200 _____ (Arranged) 3 cr. hrs.**Business Internship**

Prerequisite: Sophomore standing, consent of instructor.

Supervised occupational experience in local business establishments.

MGT2210 _____ (3-0) 3 cr. hrs.**Salesmanship**

Designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated and applied through simulations in various stages of the sales process.

MGT2470 _____ (3-0) 3 cr. hrs.
Money and Banking

Prerequisite: Economics recommended.
Presents basic economic principles as related to banking: the economy—how it works, the Federal Reserve System, the business of banking, monetary policy and its impact on financial markets and banks, alternative theories of money's role in the economy, fiscal policy, and trends in banking.

MGT2520 _____ (3-0) 3 cr. hrs.
Consumer Lending

Prerequisite: MGT2750 or instructor consent.
A modular course which emphasizes the pragmatic "how to" details of consumer lending. Topics covered are: principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

MGT2540 _____ (3-0) 3 cr. hrs.
Principles of Banking

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. Ends with a discussion of the bank's role in community.

MGT2610 _____ (3-0) 3 cr. hrs.
Marketing Research

Prerequisite: Sophomore standing and instructor consent.
Students will gain practical business and management knowledge by conducting supervised research projects in approved local business firms. Topic selection will depend upon student's career interests and the cooperation of local managers and owners.

MGT2650 _____ (3-0) 3 cr. hrs.
Small Business Management

Concentrates on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several case studies will be examined.

MGT2660 _____ (3-0) 3 cr. hrs.
Supervision: Middle Management

A practical course in supervision giving the students an opportunity to upgrade skills in understanding people, planning, personnel supervision, giving and taking orders, problem solving and work organization.

MGT2900 _____ (3-0) 3 cr. hrs.
E-Commerce

Prerequisite: CIS1050 or instructor consent.
Explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.

MGT2980 _____ (Arranged) 1 cr. hrs.
Capstone-Business Management

Prerequisite: Instructor consent; must be taken in the last semester prior to graduation.
Prepares students entering the Business Management career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the

Technical Skills Assessment required of Career and Technical Education majors.

MUSIC**MSC1001** _____ (2-0) 1 cr. hrs.
Concert Band I (Music Ensemble)

Prerequisite: Must have had at least some high school experience or equivalence on a band instrument.

A performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument.

MSC1002 _____ (1-1) 1 cr. hrs.
Concert Band II

Prerequisite: MSC1001
A continuation of MSC1001.

MSC1011 _____ (1-1) 1 cr. hrs.
Jazz Ensemble I

Prerequisite: Open to all students who plan an instrument associated with big band jazz.
A performing ensemble focusing on music from the jazz ensemble (Big Band) repertoire. A variety of styles (swing, Latin, ballad, rock, bossa nova, pop, funk, contemporary) will be rehearsed and performed each semester.

MSC1012 _____ (1-1) 1 cr. hrs.
Jazz Ensemble II

Prerequisite: MSC 1011.
A continuation of MSC1011.

MSC1021 _____ (1-1) 1 cr. hrs.
Jazz Combo I

Prerequisite: Open to all vocalists or instrumentalists through consent of the director.
A performing ensemble focusing on the small group sound of jazz. A major emphasis is placed on the student learning and applying the creative process of improvisation.

MSC1022 _____ (1-1) 1 cr. hrs.
Jazz Combo II

Prerequisite: MSC1021.
A continuation of MSC1021.

MSC1031 _____ (1-1) 1 cr. hrs.
Steel Drum Ensemble I

A performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion.

MSC1032 _____ (1-1) 1 cr. hrs.
Steel Drum Ensemble II

Prerequisite: MSC1031.
A continuation of MSC1031.

MSC1041 _____ (1-1) 1 cr. hrs.
Studio Music I

Prerequisite: Open to all students and community people who sing or play an instrument in any style of music, through audition the first week of each semester.

A performing ensemble focusing on the creation and production of a large-scale, musical-variety show.

MSC 1042 _____ (1-1) 1 cr. hrs.
Studio Music II

Prerequisite: MSC1041
A continuation of MSC1041.

MSC1051 _____ (1-1) 1 cr. hrs.
MAC Singers I

Prerequisite: Open to all students with the consent of the instructor.
A performing ensemble focusing on the large

choral ensemble repertoire (Soprano/Alto/Tenor/Bass).

MSC1052 _____ (1-1) 1 cr. hrs.
MAC Singers II

Prerequisite: MSC1051.
A continuation of MSC1051.

MSC1061 _____ (1-1) 1 cr. hrs.
Chamber Singers I

Prerequisite: This class is open to all students through audition only.
A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from pop to madrigals to a large amount of vocal jazz.

MSC1062 _____ (1-1) 1 cr. hrs.
Chamber Singers II

Prerequisite: MSC1061.
A continuation of MSC1061.

MSC1071 _____ (1-1) 1 cr. hrs.
Mineral Area Community Singers I

Prerequisite: Some previous experience of singing in a choir.
A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students and the community.

MSC1072 _____ (1-1) 1 cr. hrs.
Mineral Area Community Singers II

Prerequisite: MSC1071.
A continuation of MSC 1071.

MSC1081 _____ (1-1) 1 cr. hrs.
Guitar Ensemble I

Prerequisite: MSC1841 or previous guitar experience.
Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.

MSC1082 _____ (1-1) 1 cr. hrs.
Guitar Ensemble II

Prerequisite: MSC1081
A continuation of MSC1081.

MSC1201 _____ (3-0) 3 cr. hrs.
Music Theory I (Fall)

A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 _____ (3-0) 3 cr. hrs.
Music Theory II (Spring)

Prerequisite: MSC1201
A continuation of MSC1201 extending into the areas of seventh chords and nonharmonic tones.

MSC1211 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training I (Fall)

A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.

MSC1212 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training II (Spring)

Prerequisite: MSC1211
A continuation of MSC1211, extending studies into the areas of chromaticism, syncostudies, modulations and medieval modes.

DESCRIPTION : MSC
MSC1221 _____ (2-2) 2 cr. hrs.
Class Piano I (Fall)

Required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique of playing scales and chords. The student will also learn how to harmonize simple melodies.

MSC1222 _____ (2-2) 2 cr. hrs.
Class Piano II (Spring)

Prerequisite: MSC1221

Required for all music majors who are not piano specialists. A continuation and expansion of skills learned in MSC1221.

MSC1401 _____ (1-1) 1 cr. hrs.
Applied Voice I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.

MSC1402 _____ (1-1) 1 cr. hrs.
Applied Voice II

Prerequisite: MSC1401

A continuation of MSC1401.

MSC1411 _____ (1-1) 1 cr. hrs.
Applied Piano I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (piano specialization) who have had previous comparable experience.

MSC1412 _____ (1-1) 1 cr. hrs.
Applied Piano II

Prerequisite: MSC1411.

A continuation of MSC1411.

MSC1421 _____ (1-1) 1 cr. hrs.
Applied Woodwinds I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (woodwind specialization) or who have had previous comparable experience.

MSC1422 _____ (1-1) 1 cr. hrs.
Applied Woodwinds II

Prerequisite: MSC1421.

A continuation of MSC1421.

MSC1431 _____ (1-1) 1 cr. hrs.
Applied Brass I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (brass specialization) or for those with previous comparable experience.

MSC1432 _____ (1-1) 1 cr. hrs.
Applied Brass II

Prerequisite: MSC1431.

A continuation of MSC1431.

MSC1441 _____ (1-1) 1 cr. hrs.
Applied Percussion I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (percussion specialization) or with previous comparable experience.

MSC1442 _____ (1-1) 1 cr. hrs.
Applied Percussion II

Prerequisite: MSC1441.

A continuation of MSC1441.

MSC1451 _____ (1-1) 1 cr. hrs.
Applied Guitar I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (guitar specialization) or with previous comparable experience.

MSC1452 _____ (1-1) 1 cr. hrs.
Applied Guitar II

Prerequisite: MSC1451.

A continuation of MSC1451.

MSC1461 _____ (1-1) 1 cr. hrs.
Applied Bass I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (bass specialization) or with previous comparable experience.

MSC1462 _____ (1-1) 1 cr. hrs.
Applied Bass II

Prerequisite: MSC1461.

A continuation of MSC1461.

MSC1471 _____ (1-1) 1 cr. hrs.
Applied Composition I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (composition specialization) or with previous comparable experience.

MSC1472 _____ (1-1) 1 cr. hrs.
Applied Composition II

Prerequisite: MSC1471.

A continuation of MSC1471.

MSC1481 _____ (1-1) 1 cr. hrs.
Applied Jazz I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (jazz specialization) or with previous comparable experience.

MSC1482 _____ (1-1) 1 cr. hrs.
MSC Applied Jazz II

Prerequisite: MSC1481

A continuation of MSC1481.

MSC1621 _____ (1-1) 1 cr. hrs.
Diction for Singers I

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard English and Italian repertoire.

MSC1622 _____ (1-1) 1 cr. hrs.
Diction for Singers II

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard German and French repertoire.

MSC1631 _____ (2-2) 2 cr. hrs.
Conducting

Focuses on the physical technique of the music conductor. Students will learn beat patterns, cutoffs, dynamic gestures, tempo and how to embody the character of the piece through body language. Other subjects include rehearsal techniques and how to study and memorize a score.

MSC1651 _____ (3-0) 3 cr. hrs.
Introduction to Audio Recording

Introduces audio recording to the desktop musician using hardware and software systems.

Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

MSC1801 _____ (3-0) 3 cr. hrs.
Appreciation of Music

Examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music. Meets cultural diversity requirement.

MSC1811 _____ (3-0) 3 cr. hrs.
Appreciation of Jazz

Students will study the main eras of jazz (Dixieland, Swing, Bebop, Big Band, Cool Jazz, Fusion, Smooth, Avant-garde) and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify forms through listening alone.

MSC1821 _____ (3-0) 3 cr. hrs.
History and Form of Rock Music

Covers the history of Rock/Pop music from the beginning of the Blues up until present time. Includes an emphasis on teaching the student to recognize common music forms through listening alone.

MSC1831 _____ (3-0) 3 cr. hrs.
Introduction to Music

The study and practice of the basic rudiments of music. Specifically designed for the non-music major. An emphasis for acquiring these fundamentals is placed on the student's ability to learn basic piano skills.

MSC1841 _____ (3-0) 3 cr. hrs.
Beginning Guitar

Intended to present basic music reading and playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the Country-Western, Rock n Roll, Blues, and Classical genres. Students will be required to play select pieces representative of each genre for unit and assessment purposes.

MSC1861 _____ (3-0) 3 cr. hrs.
Analyzing Pop and Rock Music Lyrics

Provides an in-depth study into how popular and rock music lyrics are constructed with a complete analysis into implication, poetic devices, and relations to musical form. Songs in a variety of musical styles throughout history will serve as examples for the instruction.

MSC2003 _____ (1-1) 1 cr. hrs.
Concert Band III

Prerequisite: MSC 1001 & MSC 1002

A continuation of MSC1002.

MSC2004 _____ (1-1) 1 cr. hrs.
Concert Band IV

Prerequisite: MSC 1001, MSC 1002, & MSC2003.

A continuation of MSC2003.

MSC2013 _____ (1-1) 1 cr. hrs.
Jazz Ensemble III

Prerequisite: MSC1011 & MSC1012.

A continuation of MSC1012.

MSC2014 _____ (1-1) 1 cr. hrs.
Jazz Ensemble IV

Prerequisite: MSC1011, MSC1012 & MSC2013.

A continuation of MSC2013.

MSC2023 _____ (1-1) 1 cr. hrs.
Jazz Combo III

Prerequisite: MSC1021 & MSC1022.

A continuation of MSC1022.

MSC2024 _____ (1-1) 1 cr. hrs.**Jazz Combo IV**

Prerequisite: MSC1021, MSC1022 & MSC2023.

A continuation of MSC2023.

MSC2033 _____ (1-1) 1 cr. hrs.**Steel Drum Ensemble III**

Prerequisite: MSC1031 & MSC 1032.

A continuation of MSC1032.

MSC2034 _____ (1-1) 1 cr. hrs.**Steel Drum Ensemble IV**

Prerequisite: MSC1031, MSC1032 & MSC2033.

A continuation of MSC2033.

MSC 2043 _____ (1-1) 1 cr. hrs.**Studio Music III**

Prerequisite: MSC1041 & MSC 1042.

A continuation of MSC1042.

MSC2044 _____ (1-1) 1 cr. hrs.**Studio Music IV**

Prerequisite: MSC1041, MSC1042 & MSC2043

A continuation of MSC 2043.

MSC2053 _____ (1-1) 1 cr. hrs.**MAC Singers III**

Prerequisite: MSC1051 & MSC1052.

A continuation of MSC1051.

MSC2054 _____ (1-1) 1 cr. hrs.**MAC Singers IV**

Prerequisite: MSC1051, MSC1052 & MSC2053.

A continuation of MSC2053.

MSC2063 _____ (1-1) 1 cr. hrs.**Chamber Singers III**

Prerequisite: MSC1061 & MSC1062.

A continuation of MSC1062.

MSC2064 _____ (1-1) 1 cr. hrs.**Chamber Singers IV**

Prerequisite: MSC 1061, MSC1062 & MSC2063.

A continuation of MSC2063.

MSC2073 _____ (1-1) 1 cr. hrs.**Mineral Area Community Singers III**

Prerequisite: MSC1071 & MSC1072.

A continuation of MSC1072.

MSC2074 _____ (1-1) 1 cr. hrs.**Mineral Area Community Singers IV**

Prerequisite: MSC1071, MSC1072 & MSC2073.

A continuation of MSC2073.

MSC2083 _____ (1-1) 1 cr. hrs.**Guitar Ensemble III**

Prerequisite: MSC1081 & MSC1082

A continuation of MSC1082.

MSC2084 _____ (1-1) 1 cr. hrs.**Guitar Ensemble IV**

Prerequisite: MSC1081, MSC 1082 & MSC2083

A continuation of MSC2083.

MSC2203 _____ (3-0) 3 cr. hrs.**Music Theory III (Fall)**

Prerequisite: MSC1202

Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204 _____ (3-0) 3 cr. hrs.**Music Theory IV (Spring)**

Prerequisite: MSC2203

Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 _____ (2-2) 2 cr. hrs.**Sight-Singing/Ear Training III (Fall)**

Prerequisite: MSC1212

A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214 _____ (2-2) 2 cr. hrs.**Sight-Singing/Ear Training IV (Spring)**

Prerequisite: MSC2213

A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MSC2403 _____ (1-1) 1 cr. hrs.**Applied Voice III**

Prerequisite: MSC1401 & MSC1402.

A continuation of MSC1402.

MSC2404 _____ (1-1) 1 cr. hrs.**Applied Voice IV**

Prerequisite: MSC1401, MSC1402 & MSC2403.

A continuation of MSC2403.

MSC2413 _____ (1-1) 1 cr. hrs.**Applied Piano III**

Prerequisite: MSC1411 & MSC1412.

A continuation of MSC1412.

MSC2414 _____ (1-1) 1 cr. hrs.**Applied Piano IV**

Prerequisite: MSC1411, MSC1412 & MSC2413.

A continuation of MSC2413.

MSC2423 _____ (1-1) 1 cr. hrs.**Applied Woodwinds III**

Prerequisite: MSC1421 & MSC1422.

A continuation of MSC1422.

MSC2424 _____ (1-1) 1 cr. hrs.**Applied Woodwinds IV**

Prerequisite: MSC1421, MSC1422 & MSC2423.

A continuation of MSC2423.

MSC2433 _____ (1-1) 1 cr. hrs.**Applied Brass III**

Prerequisite: MSC1431 & MSC1432.

A continuation of MSC1432.

MSC2434 _____ (1-1) 1 cr. hrs.**Applied Brass IV**

Prerequisite: MSC1431, MSC1432 & MSC2433.

A continuation of MSC2433.

MSC2443 _____ (1-1) 1 cr. hrs.**Applied Percussion III**

Prerequisite: MSC1441 & MSC1442.

A continuation of MSC1442.

MSC2444 _____ (1-1) 1 cr. hrs.**Applied Percussion IV**

Prerequisite: MSC1441, MSC1442 & MSC2443.

A continuation of MSC2443.

MSC2453 _____ (1-1) 1 cr. hrs.**Applied Guitar III**

Prerequisite: MSC1452

MSC2454 _____ (1-1) 1 cr. hrs.**Applied Guitar IV**

Prerequisite: MSC1451, MSC1452 & MSC2453.

A continuation of MSC2453.

MSC2463 _____ (1-1) 1 cr. hrs.**Applied Bass III**

Prerequisite: MSC1461 & MSC1462.

A continuation of MSC1462.

MSC2464 _____ (1-1) 1 cr. hrs.**Applied Bass IV**

Prerequisite: MSC1461, MSC1462 & MSC2463.

A continuation of MSC2463.

MSC2473 _____ (1-1) 1 cr. hrs.**Applied Composition III**

Prerequisite: MSC1471 & MSC 1472

A continuation of 1471.

MSC2474 _____ (1-1) 1 cr. hrs.**Applied Composition IV**

Prerequisite: MSC1471, MSC1472, & MSC2473.

A continuation of MSC2473.

MSC2483 _____ (1-1) 1 cr. hrs.**Applied Jazz III**

Prerequisite: MSC1481 & MSC1482.

A continuation of MSC1482.

MSC2484 _____ (1-1) 1 cr. hrs.**Applied Jazz IV**

Prerequisite: MSC1481, MSC1482 & MSC2483

A continuation of MSC2483.

PRACTICAL NURSING**NUR1270** _____ (2-2) 2 cr. hrs.**Body Function**

Prerequisite: A "C" or above in sequential Practical Nursing program curriculum courses, inclusive of 5 cr. hr. Anatomy.

Designed to provide the student with fundamental knowledge of the functions of the major body systems. Relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions. With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. Covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

NUR1290 _____ (6-0) 6 cr. hrs.**Fundamentals of Nursing**

Prerequisite: Acceptance into the current program in Practical Nursing.

Designed to provide basic knowledge and nursing skills upon which all future care is based. Communication in a nurse-client relationship, maintenance of a safe environment, body mechanics, assessment skills, utilization of observational and manipulative skills and equipment to perform physical examinations, documentation (including spelling, punctuation, and common medical abbreviations), legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing spread of communicable disease, sterile technique, personal hygiene, urine and bowel elimination, care of the inactive client, wound assessment and care, care of the surgical client, airway management, pain management, and care of the terminally ill are emphasized.

NUR1300 _____ (3-0) 3 cr. hrs.**Therapeutic Nutrition**

Prerequisite: Acceptance into the current program of Practical Nursing.

Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; describe how health care providers can teach/assist clients to manipulate use of essential nutrients when pathology causes, or is caused by, nutritional impairment. Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation, storage, and safety. Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and patient/family education. Legal and ethical decision-making issues are explored to emphasize the nurse's role as patient advocate regarding food choices and consumption based on their beliefs and to protect patient rights. Critical thinking through the nursing process provides the foundation for students to assume accountability for their own nursing practice. Discussion includes current trends and future issues in nutrition research.

NUR1310 _____ (1-1) 1 cr. hrs.**Personal and Vocational Concepts**

Prerequisite: Acceptance into the current program in Practical Nursing.

Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

NUR1320 _____ (2-2) 2 cr. hrs.**Geriatric Nursing**

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and a "C" or above in sequential Practical Nursing program curriculum courses.

Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care. Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of body systems assessment handout. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence/dependence in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

NUR1350 _____ (4-2) 4 cr. hrs.**Maternity Nursing**

Prerequisite: Successful completion of all

program in Practical Nursing first trimester courses and a "C" or above in sequential Practical Nursing program curriculum courses.

Through theory and clinical experience, this course is designed to provide information on the physiologic and psychologic changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn, and deviations from normal. Emphasis is placed on high risk pregnancy categories, complications during labor and delivery, medical treatments, evidence-based nursing interventions, the normal newborn, and deviations from normal newborn. Cultural and religious diversity are included in terms of planning/providing physical, emotional, cultural and spiritual support and patient/family education. Legal and ethical decision-making issues are explored to emphasize the importance of the nurses' role as patient advocate.

NUR1370 _____ (2-2) 2 cr. hrs.**Basic Pharmacology**

Prerequisite: Acceptance into the current program in Practical Nursing.

Designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

NUR1380 _____ (12-0) 12 cr. hrs.**Medical-Surgical Nursing**

Prerequisite: Successful completion of all program in Practical Nursing first & second trimester courses and a "C" or above in sequential Practical Nursing program curriculum courses.

Designed to prepare students to respond to a wide array of demands and changes with the current shifting of nursing care from acute care hospital to community-based settings and the home. A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and challenges in client management, including concepts and general principles in perioperative, intraoperative, and postoperative client management, are stressed. Assessment, general management, and therapeutic interventions of specific pathophysiologic dysfunctions of major body systems as well as acute problems of infectious diseases are covered, and include exploration of legal and ethical decision-making issues to continue the emphasis of nurses as client advocates.

NUR1410 _____ (1-1) 1 cr. hrs.**Applied Pharmacology**

Prerequisite: Successful completion of all courses in the first & second trimester and a "C" or above in sequential Practical Nursing program curriculum courses.

Intended to complete the pharmaceutical education started in first trimester Basic Pharmacology for beginning nurse generalists. Discussion includes the various drug classifications, profiles of drugs within each classification, their pharmacokinetics, physiological conditions for which they may

be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications. These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

NUR1420 _____ (3-0) 3 cr. hrs.**Pediatric Nursing**

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, Maternity Nursing, and a "C" or above in sequential Practical Nursing program curriculum courses.

Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Pathophysiology, pharmacotherapy, other medical treatment, psychosocial and cultural implications, and nursing care and teaching of the client and family are emphasized. Nursing measures to alleviate non-adaptive responses utilizing the nursing process, application of communication skills in the pediatric setting, and discussion of the special needs of hospitalized children and medication administration are included to provide a holistic approach to effective pediatric nursing care. Nursing measures to alleviate non-adaptive responses through utilization of the nursing process, application of therapeutic communication skills in the pediatric setting, legal and ethical issues, discussion of the special needs of hospitalized children, as well as adoptions for medication administration are included to provide a holistic approach to the delivery of effective pediatric nursing care across the wellness-illness.

NUR1430 _____ (4-2) 4 cr. hrs.**Mental Health Nursing**

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and a "C" or above in sequential Practical Nursing program curriculum courses.

Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. Intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The roles that emotions and stress play in the behavior of the client and client's family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. Also serves as a comprehensive introduction to psychopathology and psychopharmacology. Synthesis of knowledge is gained through application of theory through a psychiatric clinical component during which students compose a comprehensive clinical

assignment that serves to promote critical thinking and analysis skills.

OFFICE SYSTEMS TECHNOLOGY

OST1000 _____ (3-0) 3 cr. hrs.

Keyboarding I

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation.

OST1020 _____ (3-0) 3 cr. hrs.

Keyboarding II

Prerequisite: OST 1000 or equivalent.
Instruction and practice directed toward improvements of speed and accuracy, with problems covering business letters, tabulated and technical reports, and various business forms.

OST1080 _____ (1-0) 1 cr. hrs.

10-Key Numeric Skill

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100 _____ (2-0) 2 cr. hrs.

Filing Systems/Records Management

Prerequisite: OST100 or the equivalent.
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

OST1200 _____ (3-0) 3 cr. hrs.

Beginning Notehand

Prerequisite: OST1000 or the equivalent.
Teaches an alphabetic system of writing which enables the student to increase their writing speed for effective notetaking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST1300 _____ (3-0) 3 cr. hrs.

Office Procedures I

Prerequisite: OST1000 or the equivalent.
Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

OST1320 _____ (3-0) 3 cr. hrs.

Office Procedures II

Prerequisite: OST1000 or the equivalent.
Designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

OST1350 _____ (3-0) 3 cr. hrs.

Administrative Office Procedures

Prerequisite: CIS 1050, CIS 1750, OST 1000, OST 1020, or instructor consent.

Designed to prepare students to be successful as an administrative professional and carry out the responsibilities of an administrative assistant in today's electronic office. Covers topics in the areas of workplace technologies and efficiencies, time management, human relations techniques, ethical behavior communications, travel and meeting arrangements, document formatting, records management, job application procedures, proofreading and English skills, and decision-making skills.

OST1400 _____ (3-0) 3 cr. hrs.

Business Communication I

Prerequisite: OST1000 or the equivalent.
Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST1500 _____ (3-0) 3 cr. hrs.

Applied Accounting I

Introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. Covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods, and payroll.

OST1520 _____ (3-0) 3 cr. hrs.

Applied Accounting II

Prerequisite: OST1500 with a grade of "C" or above.
Continuation of OST1500 and includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

OST1602 _____ (3-0) 3 cr. hrs.

Introduction to Coding and Reimbursement Systems

Prerequisite: HLT 2350
The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems, and various billing forms used by healthcare entities to report patient encounters in the United States.

OST1608 _____ (3-0) 3 cr. hrs.

Diagnosis and Procedural Coding I

Prerequisites: HLT2360 and OST1622 and OST1602 with a "C" or above, or instructor consent.

Explores the different areas of ICD diagnosis and procedure coding systems, including knowledge gained in medical terminology coursework and Anatomy and Physiology, to select appropriate diagnosis codes.

OST1620 _____ (1-0) 1 cr. hrs.

Medical Office Procedures

Allows the student to experience intensive learning and review of medical office policy and procedures including HIPAA and OSHA materials for the medical office.

OST1622 _____ (3-0) 3 cr. hrs.

Essentials of Anatomy and Physiology for Coders

Provides the coding student with an overview of the structures, functions, and changes in the normal anatomy and physiology of the human body. The micro and macroscopic structure and the function of each system will be reviewed along with selected diseases.

OST1640 _____ (2-0) 2 cr. hrs.

Medical Software and Electronic Billing

Allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work with the software and produce approximately 400 claims electronically.

OST2000 _____ (3-0) 3 cr. hrs.

Transcription Skills

Prerequisite: OST1020 or instructor consent.

Helps develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST2080 _____ (3-0) 3 cr. hrs.

Business Applications

Prerequisite: CIS 1750 or the equivalent.
Acquaints secretarial students with situations and forms they can expect to encounter in the employer's office. A generic administrative assistant simulation (practice set) is used.

OST2200 _____ (3-0) 3 cr. hrs.

Introduction to Business

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2300 _____ (3-0) 3 cr. hrs.

Business Communications II

Designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.

OST2400 _____ (Arranged) 3 cr. hrs.

Business Intern I (Secretarial)

Prerequisite: Sophomore standing and instructor consent.
Supervised occupational experience in local business establishments.

OST2420 _____ (Arranged) 3 cr. hrs.

Business Intern II (Secretarial)

Prerequisite: Sophomore standing and instructor consent.
A continuation of OST2200.

OST2602 _____ (3-0) 3 cr. hrs.

Diagnosis and Procedural Coding II

Prerequisite: OST1608 with a "C" or above or instructor consent.

A continuation of Diagnosis and Procedural Coding I. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

OST2604 _____ (3-0) 3 cr. hrs.

Diagnosis and Procedural Coding III

Prerequisite: OST2602 with a "C" or above or instructor consent.

Instructs the student on procedural coding in the outpatient arena. The student will learn current procedural terminology coding, learn to read operative notes, interpret procedures performed and understand the coding guidelines applicable to these cases. The student will apply knowledge gained in their Medical Terminology and Essentials of Anatomy & Physiology coursework to select appropriate diagnosis codes and procedural codes and apply these to mock patient charts.

OST2610 _____ (3-0) 3 cr. hrs.

Medical Transcription

Prerequisite: HLT2360 and OST1020.
Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on

proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

**OST2980 _____ (Arranged) 1 cr. hrs.
Capstone-Office Systems Technology**

Prerequisite: Instructor consent; must be taken in the last semester prior to graduation.

Prepares students entering the Office Systems-Administrative Systems and Medical Coding career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

PARAMEDIC TECHNOLOGY

**PAR2000 _____ (8-0) 8 cr. hrs.
Principles of Paramedic Technology I**

Prerequisite: COS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2082 and PAR2142.

Course content includes: foundations of professional Paramedic practice, role/responsibilities of the paramedic, EMS agenda, workforce safety/wellness, research methods, scientific principles and paramedic science, ethics/legal issues, public health, illness/injury prevention, pathophysiology and disease process, review of A&P, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, communications, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, diverse cultures, advanced ventilatory management, resuscitation, and trauma care. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injury.

**PAR2020 _____ (8-0) 8 cr. hrs.
Principles of Paramedic Technology II**

Prerequisite: CIS1050 or CIS1750 is recommended. Corequisites: PAR2042 and PAR2162. Grade "C" or above in sequential paramedic classes. Instructor approval required.

A continuation of the Principles of Paramedic Technology series. Content includes: cardiovascular pharmacology, applied cardiac A&P, cardiac pathophysiology, principles of electrocardiography, ECG monitoring & rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, diagnostic 12-lead/ 15-lead ECG interpretation and application, Right sided/ Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic, assessment of left ventricular function, defibrillation/ cardioversion, external pacing, management of life-threatening dysrhythmias and current AHA guidelines for ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute cardiovascular illness and injury.

**PAR2042 _____ (5-0) 5 cr. hrs.
Principles of Paramedic Technology III**

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2020 and PAR2162. Instructor approval required.

A continuation of the Principles of Paramedic Technology series. Content includes: pulmonology, neurology, endocrinology, immunology, allergies/ anaphylaxis, hematology,

environmental, pediatrics, neonatology, gastroenterology, toxicology, nephrology, urology, disease system pharmacology, applied A&P, pathophysiology, waveform Capnography, pediatric electrocardiography, pediatric ECG interpretation & monitoring, ECG devices and equipment, at-home ECG monitoring, management of typical and atypical pediatric ACS presentations, pediatric defibrillation/ cardioversion, pediatric external pacing, management of pediatric dysrhythmias and current AHA guidelines for PALS, ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment in procedures in the management of adult and pediatric chronic and acute illness and injury.

**PAR2062 _____ (6-0) 6 cr. hrs.
Principles of Paramedic Technology IV**

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2330. Instructor approval required.

Represents the completion of the Principles of Paramedic Technology series. Content includes: obstetrics/ gynecology, behavioral health, geriatrics, abuse/ neglect, addiction, bariatrics, infectious/ communicable disease, disorders of circulation, special challenges, care of the chronically ill patient, care of the home health care patient, community violence, ambulance operations, bioterrorism & WMDs, HAZMAT/ HAZMED, MICS, crime scene awareness, teamwork and operational interface, the community paramedic, disease system pharmacology, system pharmacology, applied A&P, pathophysiology, waveform Capnography, stroke management and current AHA guidelines for PALS, ACLS, and ECC. Students will be required to be persistent toward evaluation of their critical thinking and current scientific dogma regarding current Paramedic science and practice.

**PAR2082 _____ (5-0) 5 cr. hrs.
Pharmacology for Paramedics**

Prerequisite: Acceptance into Paramedic Program. Corequisites: PAR2000 & PAR2142. Instructor approval required.

Provides instruction and application of the following: historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood products and transfusions. Emphasis is placed on assimilation of content knowledge regarding all drug classes, common prescribed medications, and common emergency and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

**PAR2100 _____ (4-0) 4 cr. hrs.
Paramedic Anatomy and Physiology**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program.

Designed specifically for the paramedic student to provide a basic understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized

as a major objective of the program. Learning and evaluation of anatomy will be facilitated using anatomy models and diagrams. Learning of physiology and pathophysiology will be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

**PAR2142 _____ (3-0) 3 cr. hrs.
Paramedic Laboratory I**

Prerequisite: Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2000 and PAR2082.

Provides practical application and instruction to compliment the theory and procedures discussed in the 1st semester Paramedic Program. Practical application includes: assessment and management of the medical and trauma patient, patient interview, communication and therapeutic communication, critical thinking/ clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, ventilatory management, CPR, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT psychomotor skills. Students will obtain certification in BLS for HCPs, ITLS and an approved DOT-- Coaching the Emergency Vehicle Operator (CEVO) course.

**PAR2162 _____ (0-2) 2 cr. hrs.
Paramedic Laboratory II**

Prerequisites: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2020 and PAR2042. Instructor approval required.

Provides practical application and instruction to compliment the theory and procedures discussed in the 2nd semester Paramedic Program. Practical application includes: management and resuscitation of medical emergencies, ECG monitoring devices, ECG rhythm interpretation, at-home ECG monitoring, diagnostic 12-lead/15-lead ECG interpretation and application, Right sided/ Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias, team dynamics, consideration of cardiac medication administration, operation and maintenance of automated compression devices, auto-ventilator and CPAP, and current AHA guidelines for ACLS and ECC. Students will obtain certification in AHA ACLS and PALS.

**PAR2200 _____ (Arranged) 1 cr. hrs.
Paramedic Clinical I**

Prerequisite: Must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2000 and PAR2142.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training,

Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2220 _____ (Arranged) 2 cr. hrs.
Paramedic Clinical II**

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2042 and PAR2020. Instructor approval required.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2240 _____ (Arranged) 1 cr. hrs.
Paramedic Clinical III**

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062 and PAR2330. Instructor approval required.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2300 _____ (Arranged) 1 cr. hrs.
Paramedic Internship I**

Prerequisite: Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2000 and PAR2142.

Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: FEMA NIMS 100b, 200b, 700a, 800b Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2322 _____ (Arranged) 2 cr. hrs.
Paramedic Internship II**

Prerequisites: Grade "C" or above in sequential paramedic classes. Corequisites: PAR 2020 and PAR2042. Instructor approval required.

Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Field Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2330 _____ (2-2) 2 cr. hrs.
Paramedic Laboratory III**

Prerequisite: Must have current Missouri or NREMT EMT License; successful completion of Semester 2 Paramedic Program (PAR2020, 2042, 2220, 2162 and 2322).

Overview of Paramedic practice integrating the theory and psychomotor skills behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

**PAR2342 _____ (Arranged) 5 cr. hrs.
Paramedic Internship III**

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062 and PAR2330. Instructor approval required.

Completes the Paramedic Internship series with the Paramedic student successfully demonstrating the role of the team leader. The course completes the application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Field Internship objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2500 _____ (Arranged) 6 cr. hrs.
Paramedic Science Update**

Prerequisite: Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Instructor consent is required. Must have a declared major of Paramedic Technology.

A hybrid course consisting of online didactic work with arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows licensed paramedics that graduated from other institutions to complete the contact hour and curriculum transfer requirements for the AAS in Paramedic Technology. Updates include: research methods; health care issues;

current clinical science; waveform Capnography; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

**PAR2510 _____ (Arranged) 3 cr. hrs.
Paramedic Refresher**

Prerequisite: CIS1050 or CIS1750 recommended. Must have basic computer and internet skills. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution or have completed a Paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Instructor consent required.

A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their Paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the Paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course exceeds Paramedic level NAEMSE and BEMS re-licensure requirements.

PERSONAL AWARENESS

**PAW1060 _____ (1-0) 1 cr. hrs.
Preparation for Employment**

Designed to teach students skills essential to the development of a sound job seeking strategy. Requires students to prepare a resume, cover letter, follow-up letter, and application blank, as well as practice interviewing techniques and learn tips to improve their chances of being successfully employed.

**PAW1080 _____ (2-0) 2 cr. hrs.
Career Search**

The essentials of the career search process are explored: needs, wants, values, roles, personality types, job satisfiers, job market, work styles and decision making. Looks at internal motivators as well as external factors that influence job satisfaction. Intended for anyone desiring a life or career change.

**PAW1900 _____ (1-0) 1 cr. hrs.
Stress Management**

A study of the causes, danger signals and effects of stress. Students will be able to identify positive and negative areas of stress in his/her life and then use specific techniques of stress management to reinforce, control and cope with stress.

**PAW1940 _____ (2-0) 2 cr. hrs.
Stress Management II**

A further study of optimal health as it relates to stress management.

PHYSICAL EDUCATION

**PED1020 _____ (2-2) 2 cr. hrs.
Introduction to Recreation and Outdoor Education**

For students considering a career in recreational and outdoor education. Helps students develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

**PED1050 _____ (2-0) 2 cr. hrs.
Officiating of Sport Activities (Fall, Spring)**

A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

**PED1070 _____ (2-0) 2 cr. hrs.
Fundamentals of Basketball (Spring)**

History of basic fundamentals, rules, and methods of developing material for this sport. Designed for students majoring or minoring in physical education.

**PED1270 _____ (3-0) 3 cr. hrs.
Care and Prevention of Athletic Injuries**

Introduces students to the basic medical concepts and related scientific information to provide groundwork in the prevention, recognition, assessment, management, and rehabilitation of sports related injuries and illness.

**PED1360 _____ (1-1) 1 cr. hrs.
Water Aerobics I**

Offers the knowledge and skills to keep fit for life. Teaches safety and a progressive approach to improve fitness levels.

**PED2000 _____ (1-1) 1 cr. hrs.
Basic Physical Fitness**

This class is designed to meet the needs of the student for recreational activity and body conditioning.

**PED2070 _____ (1-0) 1 cr. hrs.
Introduction to Sport Climbing**

Introduction to the sport of climbing through use of the Alpine Climbing facility within the Public Safety Multi-Use Training Site on the Park Hills Campus. Students will become familiar with safety procedures and protocols for sport climbing along with development of new psychomotor skills related to sport climbing activities. Students will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. Open to FST majors; non-FST majors may enroll with instructor approval.

**PED2080 _____ (1-1) 1 cr. hrs.
Beginning Golf**

Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.

**PED2130 _____ (1-0) 1 cr. hrs.
Tai Chi I**

A self-placed system of continually following movements that are performed in slow graceful manners. Appropriate for any person regardless of their condition and can be modified for disabled students.

**PED2132 _____ (1-0) 1 cr. hrs.
Tai Chi II**

Prerequisite: PED2130 A continuation of Tai Chi I with the addition of form II, history, and literature.

**PED2180 _____ (1-0) 1 cr. hrs.
Beginning Basketball**

Will learn the rules, strategies and skill of basketball and apply these concepts in various competitive basketball games. Co-ed; non-basketball athletes.

**PED2350 _____ (Arranged) 1 cr. hrs.
Varsity Sports-Women's Softball**

Prerequisite: Instructor consent.
Participate in the woman's varsity softball program.

**PED2520 _____ (0-2) 1 cr. hrs.
Varsity Cheerleading I**

Prerequisite: Instructor consent.
Restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year. Cheerleaders are required to

attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road. One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

**PED2530 _____ (0-2) 1 cr. hrs.
Varsity Cheerleading II**

Prerequisite: PED2520.
One unit of physical education credit is granted if the student completes a second full year on the cheerleading squad.

**PED2540 _____ (Arranged) 1 cr. hrs.
Varsity Sports-Men's Golf**

Prerequisite: Instructor consent.
Participation in the men's varsity golf program.

**PED2550 _____ (1-1) 1 cr. hrs.
Varsity Sports-Men's Basketball**

Prerequisite: Instructor consent.
Participation in the men's varsity basketball program.

**PED2560 _____ (Arranged) 1 cr. hrs.
Varsity Sports-Women's Basketball**

Prerequisite: Instructor consent.
Participation in the women's varsity basketball program.

**PED2570 _____ (Arranged) 1 cr. hrs.
Varsity Sports-Women's Volleyball**

Prerequisite: Instructor consent.
Participation in the women's varsity volleyball program.

**PED2580 _____ (Arranged) 1 cr. hrs.
Varsity Sports-Men's Baseball**

Prerequisite: Instructor consent.
Participation in the men's varsity baseball program.

**PED2650 _____ (0-2) 1 cr. hrs.
Fundamentals of Trap and Skeet**

Designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

**PED2700 _____ (Arranged) 1 cr. hrs.
Wellness Center I**

Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. An introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Must meet with instructor during first week of classes.

**PED2710 _____ (Arranged) 1 cr. hrs.
Wellness Center II**

Prerequisite: PED 2700 with a grade of "C" or better.
Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Must meet with instructor during first week of classes.

**PED2720 _____ (Arranged) 1 cr. hrs.
Total Fitness**

Prerequisite: PED 2700 & PED 2710 with a grade of "C" or better.
Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will

participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Must meet with instructor during first week of classes.

**PED2730 _____ (Arranged) 1 cr. hrs.
Cycling for Fitness**

Prerequisite: PED 2700, PED 2710, & 2720 with a grade of "C" or better.

The development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods. Must meet with instructor during first week of classes.

**PED2760 _____ (1-0) 1 cr. hrs.
Principles of Strength Training**

Study of principles, concepts, and theories of strength training. Designed to prepare students to teach and supervise strength training programs in athletics, recreation and physical education.

**PED2780 _____ (Arranged) 2 cr. hrs.
Fit for Life**

An online class where students can earn activity credit by recording workouts through a program called 'mapmyrun.' Students will participate in a cardiovascular exercise for 30 minutes or more that will be logged, recorded and sent to instructor's email for credit. Mapmyrun has the capability to determine distance, time and location. In order to meet class requirements, students will be required to show improvement in their cardiovascular endurance over the course of the 16 weeks. The activity component makes up sixty (60) percent of the work; the remaining forty (40) percent of the coursework will come from journal articles/ essays and weekly discussion board posts on MyMAC.

**PED2820 _____ (3-0) 3 cr. hrs.
Sport and Society**

The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.

**PED2840 _____ (3-0) 3 cr. hrs.
Psychology of Coaching and Human Performance**

Development of a coaching philosophy, instructional techniques, and strategies for dealing with teaching, practice, and game situations.

PHILOSOPHY**PHI1400 _____ (3-0) 3 cr. hrs.
Introduction to Philosophy**

Introduces students to some of the great philosophers. Thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

**PHI1410 _____ (3-0) 3 cr. hrs.
Comparative Religion**

A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. Meets cultural diversity requirement.

**PHI1420 _____ (3-0) 3 cr. hrs.
Introduction to Ethics**

A historical introduction to ethical theory with emphasis on comparison of contemporary

American ethics with classical and modern moral principles.

PHYSICAL SCIENCE

PHS1130 _____ (4-2) 5 cr. hrs.
Physical Science

Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or Compass Algebra score of 38 or higher or ACT math score of 19 or higher.

Introduction to the study of physical science for non-science majors. Especially recommended for elementary education majors. The first half of the course emphasizes the major ideas of physics while the second half emphasizes topics in chemistry.

PHS1200 _____ (3-0) 3 cr. hrs.
Introduction to Astronomy

Introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

PHS1210 _____ (3-4) 5 cr. hrs.
Chemistry for Alternative Energy

Prerequisites: A grade of "C" or better in MAT0950 or TEC1900 or higher level math, or Compass Algebra score of 38 or higher or ACT math score of 19 or higher.

Not intended to provide a foundation for students entering General Chemistry. Provides an overview and a basic understanding of the chemical principles behind the sources of alternative energy and the fundamental chemical concepts of how they are utilized and implemented in society. Identification of sources of alternative energy which include biodiesel, bioethanol, biogas, solar, wind, geothermal, nuclear, and hydroelectric systems as well as current topics of alternative energy will be discussed. Building a general understanding of the chemistry behind these sources of alternative energy in both a laboratory and classroom setting will give students a hands on experience, as well as, displaying the importance of chemical safety in a laboratory-type and work place environment. Prepares students for entry level employment and chemical competency in alternative energy industry.

PHS1230 _____ (3-0) 3 cr. hrs.
Oceanography

Covers all areas of oceanographic study. The primary emphasis is physical oceanography, i.e. waves, tides, currents, shoreline, ocean basins, ocean sediments and properties of salt water. A portion of the course covers marine ecology and marine life.

PHS1250 _____ (3-4) 5 cr. hrs.
Introductory Chemistry

Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or have a Compass Algebra score of 38 or higher or an ACT math score of 19 or higher.

A presentation of the fundamentals of chemistry for the non-science major who needs a course in physical science or who wishes to broaden his general scientific knowledge.

PHS1270 _____ (3-0) 3 cr. hrs.
Introduction to Meteorology

Prerequisite: A grade of "C" or better in MAT 0900 or minimum ACT score of 15 in math or minimum Compass Algebra score of 23.

Introduces students to basic concepts of weather and climate, the components of

weather, and covers some of the fundamental laws governing weather forecasting.

PHS1350 _____ (4-3) 5 cr. hrs.
General Chemistry I (Fall)

Prerequisites: One unit of high school chemistry AND Compass Algebra score of 66 or higher or an ACT math score of 23 or higher. High school physics is recommended as is being enrolled in MAT1230 or a higher math.

A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes quantitative measurements and procedures.

PHS1380 _____ (1-3) 2 cr. hrs.
Qualitative Analysis (Spring)

Prerequisite: A grade of "C" or better in PHS1350 or equivalent.

The study of the general theories for the qualitative separation and identification of metals. Students perform investigations in the laboratory which are pertinent to and coordinated with the lecture topics. The student may enroll separately from PHS1390.

PHS1390 _____ (3-3) 4 cr. hrs.
General Chemistry II (Spring)

Prerequisite: A grade of "C" or better in PHS1350 or equivalent.

A continuation of PHS1350 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS1400 _____ (4-2) 5 cr. hrs.
Earth Science

Prerequisite: Grade of "C" or better in MAT0900; or MAT0020 and MAT0030 and MAT0040; or higher level math course; or minimum ACT math score of 15; or COMPASS score of 23.

An introduction to the earth sciences emphasizing the structure, materials, and history of the earth, its place in the solar system, and the processes that occur in shaping the earth. Four one-hour lectures and one two-hour laboratory per week.

PHS1420 _____ (3-2) 4 cr. hrs.
College Physics I (Fall)

Prerequisite: College Algebra with a grade of "C" or better in MAT1230 or equivalent.

An introduction to the nature of physical thinking and selected topics in mechanics, statics, dynamics, heat and thermodynamics, oscillatory motion and sound. Three lectures and one two-hour lab per week.

PHS1440 _____ (3-2) 4 cr. hrs.
College Physics II (Spring)

Prerequisite: PHS1420 with a grade of "C" or better.

A continuation of PHS1420, with emphasis on electricity, magnetism, optics and modern physics.

PHS2230 _____ (4-2) 4 cr. hrs.
General Physics I (Spring)

Prerequisite: Should be preceded or accompanied by MAT2150.

An introductory course designed to meet the needs of physical science or engineering majors. Newtonian mechanics, heat and thermodynamics, and introductory mechanical wave motion are included. Three lecture hours, one problem session, and one laboratory per week.

PHS2240 _____ (4-2) 4 cr. hrs.
General Physics II (Fall)

Prerequisite: PHS2230 with grade of "C" or better.

A continuation of PHS2230 that includes wave motion and sound, electricity and magnetism, and light phenomena.

PHS2300 _____ (3-4) 5 cr. hrs.
Introduction to Organic Chemistry

Prerequisite: A grade of "C" or better in PHS1250 or equivalent.

A brief introduction to modern organic chemistry for students interested in agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics, and forestry.

PHS2350 _____ (3-6) 5 cr. hrs.
Organic Chemistry I (Fall)

Prerequisite: A grade of "C" or better in PHS1390 or equivalent.

The first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Designed for the student who has chosen chemistry or chemical engineering as a major field of study. Also for the student who has chosen a field of study such as dentistry, pre-medicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

PHS2360 _____ (3-6) 5 cr. hrs.
Organic Chemistry II (Spring)

Prerequisite: A grade of "C" or better in PHS2350 or equivalent.

A continuation of PHS2350. The second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three lectures and two three-hour labs per week.

PHS2410 _____ (3-4) 5 cr. hrs.
Physical Geology

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introductory course in geology emphasizing the Earth's crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, topographic and geologic maps. Three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total

PHS2420 _____ (3-0) 3 cr. hrs.
Earth Science I

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introduction to the Earth sciences emphasizing structure, materials, history of the Earth, and the processes that occur in shaping the Earth and oceanography.

PHYSIOLOGY AND HEALTH

PHY1120 _____ (2-0) 2 cr. hrs.
School Health

Deals with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. Designed to give students a practical knowledge of personal health care. Will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

POLITICAL SCIENCE**POS1180** _____ (3-0) 3 cr. hrs.**American Political Systems**

Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.

A required course of all students pursuing the AA, AAT or AGS degree; covers local, state, and national government systems. Also satisfies the U.S. and Missouri constitution requirements.

PSYCHOLOGY**PSY1040** _____ (1-0) 1 cr. hrs.**Mental Health First Aid**

Students will learn how to administer "first aid" to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1060 _____ (1-0) 1 cr. hrs.**Success Over Stress**

Students will gain an understanding of stress in its many forms and develop ways to help themselves and others deal with stress, both proactively and retroactively.

PSY1130 _____ (3-0) 3 cr. hrs.**General Psychology I**

Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.

A broad overview of the general field of psychology and fundamental principles of human behavior. Includes the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140 _____ (3-0) 3 cr. hrs.**General Psychology II**

Prerequisite: PSY1130.

A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Covers a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160 _____ (3-0) 3 cr. hrs.**Applied Psychology**

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 _____ (3-0) 3 cr. hrs.**Human Growth and Development**

Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.

Provides the student with a lifespan approach to development. Examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY2000 _____ (3-0) 3 cr. hrs.**Abnormal Psychology**

Prerequisite: PSY1130.

A survey of various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

PHYSICAL THERAPY**ASSISTANT****PTA1000** (5-0) 5 cr. hrs.**Anatomy and Physiology for Physical Therapy Assistant**

Prerequisite: Acceptance into PTA program.

An introductory course examining the structural, histological and chemical composition of the systems of the human body, with particular emphasis on systems as they are encountered by a physical therapy assistant.

PTA1002 _____ (2-2) 2 cr. hrs.**Introduction to Physical Therapy Assisting**

Prerequisite: Acceptance into PTA program.

Introduces the student to the roles of the PTA, PT, and other health care professionals. Focuses on the study of professional behaviors supported by documents from the APTA, upholding ethical practices, abiding by applicable laws, and maintaining patient confidentiality. Other topics include communication strategies, patient diversity, and issue related to disability services. Students are introduced to SOAP note documentation.

PTA1020 _____ (3-0) 3 cr. hrs.**Health and Disease I**

Prerequisite: Acceptance into PTA program.

A survey of the normal function and common diseases affecting the cardiovascular, respiratory, musculoskeletal, integumentary, urinary, reproductive, and endocrine systems. The disease process and physical therapy interventions for clinical presentations are also introduced.

PTA1040 _____ (3-0) 3 cr. hrs.**Human Development**

Prerequisite: Acceptance into PTA program.

Explores the cognitive, emotional, physical, and social factors that affect human growth and development across the lifespan, from conception to death. Emphasis is on theories, current research (including Health People 2010) and practical applications. Lecture, reflective writing, observations and group presentations are utilized to enhance learning.

PTA1062 _____ (3-0) 3 cr. hrs.**Basic Patient Care and Lab**

Prerequisite: Acceptance into PTA program.

Provides building blocks for the student physical therapist assistant. Topics include a review of basic medical terminology, an introduction to proper documentation, legal and ethical issues as they pertain to physical therapist assistants, the Americans with Disabilities Act, and professional communication as part of a healthcare team. It also covers basic concepts such as CPR, positioning, body mechanics and transfers, infection control, standard precautions and aseptic technique, vital signs, wound care, bandaging & dressing, vital signs, wheelchair management, gait training, safety, and massage.

PTA1080 _____ (3-0) 3 cr. hrs.**Physical Agents and Modalities with Lab**

Prerequisite: Acceptance into PTA program.

Introduces theory and practical information about various modalities and physical agents commonly used in physical therapy practice. Basic scientific and physiologic principles supporting the use of physical agents are explored. Indications, contraindications, and precautions for the use of each modality are presented. The physiology of pain and how modalities affect it are also explored.

PTA1100 _____ (1-1) 1 cr. hrs.**Clinical Practice I**

Prerequisite: Acceptance into PTA program.

First in a series of three focused clinical experiences in an approved clinical site, this part time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2200 _____ (3-0) 3 cr. hrs.**Health and Disease II**

Prerequisite: PTA1020, Health & Disease I with a grade of "C" or better.

Surveys disease processes not covered in Health & Disease I, focusing on disease through the lifespan with a concentration on pediatric pathologies and common disorders found in the elderly. Other topics include disorders of the digestive system, liver, gallbladder, and kidney, hereditary and infectious diseases, neoplasms, and nervous system pathology including TBI, CVA, and SCI. Students are challenged to develop educational tools to describe selected conditions with proper medical terminology using both written and verbal communication methods.

PTA2210 _____ (3-0) 3 cr. hrs.**Health and Disease**

Prerequisite: Acceptance into PTA Program.

The combination of the current Health & Disease I and Health & Disease II to meet accreditation standards for the Physical Therapy Assistance Program. This course is strictly for the PTA Program.

PTA2220 _____ (4-2) 4 cr. hrs.**Functions of Anatomy & Kinesiology w/Lab**

Prerequisite: Acceptance into PTA program.

An in-depth study of the science of human structure and function, with a particular focus on the musculoskeletal system. Data collection regarding musculoskeletal function is explored, particularly goniometry and manual muscle testing, which are used to measure the effectiveness of physical therapy interventions over time.

PTA2224 _____ (2-2) 2 cr. hrs.**Tests and Measures**

Prerequisite: Acceptance into PTA program.

Provides training in goniometry techniques, manual muscle testing procedures, and palpation of bony landmarks and soft tissue structures as well as other selected tests and measures commonly utilized in physical therapy.

PTA2240 _____ (Arranged) 3 cr. hrs.**Orthopedic Therapeutic Exercise and Lab**

Prerequisite: PTA1060, Basic Patient Care & Lab with a grade of "C" or better.

A study of the various common orthopedic issues encountered by PTs & PTAs, proper measuring techniques, and treatment options for the orthopedic issues studied.

PTA2242 _____ (4-2) 5 cr. hrs.**Therapeutic Exercise I and Lab**

Prerequisite: Acceptance into PTA program.

A study of the various common orthopedic diagnoses encountered by PTs & PTAs including special tests, peripheral joint mobilization, therapeutic exercise, interventions and progression. Principles of neurological control over sensation, perception, motor control, balance, coordination, functional mobility, and ambulation are examined. Common neurological diagnosis and treatment interventions are explored.

**PTA2260 _____ (2-2) 2 cr. hrs.
Trends and Issues in Physical Therapy**

Prerequisite: Acceptance into PTA program.

This seminar gives students the opportunity to explore current issues and trends in the field of physical therapy, as well as some trends that are being used less and less. This exploration is facilitated by guest lectures from local professionals in the field.

**PTA2282 _____ (Arranged) 3 cr. hrs.
Clinical Practice II**

Prerequisite: Acceptance into PTA program and PTA1100.

Second in a series of four focused clinical experiences in an approved clinical site, this full-time (160 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

**PTA2300 _____ (Arranged) 3 cr. hrs.
Neurological Therapeutic Exercise and Lab**

Prerequisite: PTA1060, Basic Patient Care & Lab with a grade of "C" or better.

An introduction to the complexities of treating neurological dysfunction. Principles of neurological control over sensation, perception, motor control, balance, posture, coordination, functional mobility & ambulation are examined through observation in a laboratory environment. Theories and therapeutic techniques commonly associated with the neurological patient are also explored.

**PTA2302 _____ (4-2) 4 cr. hrs.
Therapeutic Exercise II**

Prerequisite: Acceptance into PTA program and PTA2242.

Explores the specialty topics of pediatrics, cardiopulmonary physical therapy, hydrotherapy, women's health, treatment of lymphedema, and the essentials of prosthetics and orthotics.

**PTA2320 _____ (3-0) 3 cr. hrs.
PTA as a Profession**

Prerequisite: Acceptance into PTA program.

Provides an in-depth look into the role and scope of practice of the physical therapy assistant. Legal and ethical issues guiding professional behavior and conduct are explored in more detail, and the health care delivery system is further examined. Documentation skills necessary to be successful in the clinic are also reinforced.

**PTA2340 _____ (2-2) 2 cr. hrs.
Special Problems in PTA**

Prerequisite: Acceptance into PTA program.

This seminar gives students the opportunity to explore current issues and student areas of interest in the field lectures from local professionals in the field.

**PTA2362 _____ (Arranged) 4 cr. hrs.
Clinical Practice III**

Prerequisite: Acceptance into PTA Program and PTA2282.

Third in a series of four focused clinical experiences in an approved clinical site, this six-week full-time (40 hours/week) clinical provides the student with one of two culminating opportunities to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to

direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

**PTA2400 _____ (Arranged) 4 cr. hrs.
Clinical Practice IV**

Prerequisite: Acceptance into PTA program and PTA2362.

Final in a series of four focused clinical experiences in an approved clinical site, this six-week full-time (40 hours/week) clinical provides the student with a culminating opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

RADIOLOGY**RDL1022 _____ (3-0) 3 cr. hrs.****Radiation Protection and Biology**

Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated and to also provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

**RDL1040 _____ (3-0) 3 cr. hrs.
Radiographic Anatomy I**

Designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

**RDL1060 _____ (3-0) 3 cr. hrs.
Radiographic Procedures I**

Provides the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

**RDL1082 _____ (3-0) 3 cr. hrs.
Introduction to Radiology and Patient Care**

Basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiology and the practitioner's role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

**RDL1102 _____ (Arranged) 6 cr. hrs.
Clinical I**

Through structured competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection,

and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

**RDL1220 _____ (3-0) 3 cr. hrs.
Radiographic Exposure I**

Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

**RDL1240 _____ (3-0) 3 cr. hrs.
Radiographic Procedures II**

Prerequisite: RDL1060.

Provides the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

**RDL1260 _____ (3-0) 3 cr. hrs.
Radiographic Physics I**

Designed to establish a basic knowledge of atomic structure and terminology.

**RDL1270 _____ (3-0) 3 cr. hrs.
Imaging Acquisition**

An understanding of the components, principles and operation of film and digital imaging systems found in diagnostic radiology. Factors that impact acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist to bridge between film-based and digital system quality systems. Principles of digital system quality assurance and maintenance are presented. Film imaging with related accessories is also emphasized.

**RDL1300 _____ (Arranged) 6 cr. hrs.
Clinical II**

Prerequisite: RDL1100.

Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

**RDL1400 _____ (Arranged) 5 cr. hrs.
Clinical III**

Prerequisite: RDL1300.

Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the Computed Tomography department will occur.

**RDL2022 _____ (3-0) 3 cr. hrs.
Radiographic Equipment**

Prerequisite: RDL 1260.

Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

**RDL2040 _____ (3-0) 3 cr. hrs.
Radiographic Procedures III**

Prerequisite: RDL1240

Provides the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

DESCRIPTION: RDL-RST**RDL2080** _____ (3-0) 3 cr. hrs.**Radiographic Exposure II***Prerequisite:* RDL1220

Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100 _____ (Arranged) 6 cr. hrs.**Clinical IV***Prerequisite:* RDL1400

Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

RDL2240 _____ (3-0) 3 cr. hrs.**Cross Sectional Anatomy**

Provides entry-level radiography students with principles related to computer tomography (CT) imaging.

RDL2260 _____ (3-0) 3 cr. hrs.**Radiographic Anatomy II***Prerequisite:* RDL1040

Designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

RDL2280 _____ (Arranged) 6 cr. hrs.**Clinical V***Prerequisite:* RDL2100

Students will finish all mandatory competencies, rechecks, and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation and patient care skills to become Registered Technologists.

RDL2400 _____ (1-0) 1 cr. hrs.**Radiology Registry Review**

Provides each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R). Must be a second year Radiology Student.

RENEWABLE ENERGY TECHNOLOGY**RET1000** _____ (Arranged) 3 cr. hrs.**Introduction to Renewable Energy Technology**

Designed to provide students with an introduction and comprehensive overview of energy (forms of energy, uses of energy, sources of energy) and specific types of energy including biomass, geothermal, wind power, solar power, fuel cells, and hydropower. Emphasis will be placed on the exploration of principles and concepts as well as the application of energy concepts and practices through the completion of experiments, learning exercises, field trips, writing activities, and design projects in emerging renewable energy technologies. Primary topics include defining, storing and moving energy; renewable energy, production and costs, conservation, assessments, chemical, thermal energy, electrical, radiant energy, fossil fuels, biomass, wind energy.

RET1020 _____ (Arranged) 3 cr. hrs.**Instrumentation Principles**

Designed to provide students with an introduction to instrumentation and measurement tools utilized in modern biofuels production facilities. Assists students in developing skills related to the management, measuring energy, basic control elements, control systems and open and close loop circuitry. Students will demonstrate the ability to use the instruments and technologies of renewable energy technology industries to perform experiments in the laboratory and to solve given problems.

RET1040 _____ (Arranged) 3 cr. hrs.**Industrial Safety and Sanitation**

Designed to provide students with an introduction to industrial safety principles, concepts, and practices. Emphasis is placed on industrial safety, OSHA, and safety regulations. Students will demonstrate the ability to clearly articulate safety principles and practices and governmental safety practices. The primary topics include safety regulations, work environments, OSHA compliance, accident prevention, record keeping, safe guards, hazardous materials, and materials handling.

RET2000 _____ (Arranged) 3 cr. hrs.**Bioprocess Practices**

Prerequisite or corequisite: RET1040 with a grade of "C" or better.

Designed to provide students with a historical perspective and investigations into early applications of biofuels like biodiesel, ethanol, methanol, methane, and hydrogen. Emphasis is placed on the study of biochemical methods involved in the generation of products. Students will investigate the potential of different raw materials and plants as fuel sources, examine the process through which plant matter is converted into fuel.

RET2020 _____ (Arranged) 3 cr. hrs.**Solar Energy Systems**

Prerequisite or corequisite: RET1040 with a grade of "C" or better.

Introduces the student to solar electricity production, storage, and conversion for use. A brief review of electrical/ electronics, voltage, current laws, and formulas along with solar energy discussion and hands on, will help the student to construct and repair solar electrical/ electronic systems.

RET2040 _____ (Arranged) 3 cr. hrs.**Wind Energy Systems**

Prerequisite or corequisite: RET 1040 with a grade of "C" or better.

Introduces the student to wind electricity production, storage, and conversion for use. A brief review of electrical/ electronics, voltage, current laws, and formulas along with wind energy discussion and hands on, will help the student to construct and repair wind electrical/ electronic systems.

RESPIRATORY THERAPY**RST1000** _____ (3-0) 3 cr. hrs.**Introduction to Respiratory Care**

Follows fundamentals of Respiratory Therapy I & II, and continues to prepare the student as a competent respiratory therapist at the advanced level. Deals first with how the mechanical ventilator functions; then with the indications and initiation of mechanical ventilation as well as the adjustments suitable to correct situations. Non-invasive mechanical ventilation is discussed and discontinuation/weaning of mechanical support is reviewed.

RST1020 _____ (5-0) 5 cr. hrs.**Respiratory Care Pharmacology**

Designed to give the respiratory care student useful knowledge regarding medications used in treating patients with cardiopulmonary disorders. This will include various drugs, their indications, contraindications, dosage, methods of delivery and mode of action. Many of the drugs studied are not prepared or administered by respiratory therapists but their actions do affect the patient's cardiopulmonary status. Therefore, it is essential for the respiratory care practitioner to have an understanding of these drugs.

RST1040 _____ (3-2) 5 cr. hrs.**Respiratory Care Basic Science**

Designed to give the respiratory care student useful knowledge regarding principles of chemistry including atomic theory and molecular structure, ions & solutions, temperature scales, and acid-base theory. Principles of gas physics including units of force and mass, states of matter, kinetic theory, gas pressures and the ideal gas law are covered. Fluid dynamics and humidity calculations are included. Relevant math concepts including metric units are used. The final units of the class will consist of application of chemistry and physics concepts to analyze and interpret arterial blood gases.

RST1060 _____ (3-2) 5 cr. hrs.**Anatomy & Physiology for Respiratory Care**

Provides respiratory therapy students with a fundamental knowledge of human anatomy and physiology. Will rely mostly upon lecture and class discussion. There will also be laboratory opportunities when students will be able to dissect various animal tissues and organs. Students are encouraged to use the supplementary computer programs to further their understanding of anatomic and physiologic principles.

RST1080 _____ (3-0) 3 cr. hrs.**Cardiopulmonary Anatomy & Physiology***Prerequisite:* RST1060.

Designed to give the student an in-depth understanding of the cardiopulmonary system, its abnormalities and corrective techniques. Proper function of the cardiopulmonary system is critical to maintenance of normal gas exchange and, therefore, to life. Since the structure of this system is intimately related to its function, structural abnormalities are quickly expressed in functional terms. The structures that will be covered include the nose, mouth, pharynx, larynx, trachea, lungs, heart, circulatory vessels, surrounding chest walls, diaphragm, muscles of ventilation and the mechanisms which control pulse and respiration. The interactions of these systems will then be discussed. Methods of monitoring function and evaluation of disease states will also be covered.

RST1100 _____ (4-0) 4 cr. hrs.**Fundamentals of Respiratory Therapy I**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Designed to reemphasize the competencies learned during the first quarter of Lab I. This course will enable the students to put together the concepts learned and the physiology of these practices. It will give a more in depth look at the indications, hazards, and complications of the therapies used in respiratory care.

RST1120 _____ (2-2) 2 cr. hrs.**Respiratory Care Laboratory I**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Provides students the opportunity to practice the competencies that will be expected of a first year respiratory therapy student concerning safe patient care. Basic respiratory care procedures will be demonstrated and practiced under direct supervision of the Director of Clinical Education for the respiratory therapy program or another member of the respiratory therapy faculty.

**RST1140 _____ (1-1) 1 cr. hrs.
Clinical Observation**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Provides students the opportunity to explore the healthcare system. Students will be exposed to many different disciplines and departments in the hospital setting. Students will observe healthcare professionals doing many types of professions, including respiratory care.

**RST2000 _____ (2-2) 2 cr. hrs.
Adult Respiratory Disease I**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

**RST2020 _____ (2-2) 2 cr. hrs.
Adult Respiratory Disease II**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

A continuation of RST2000.

**RST2040 _____ (1-1) 1 cr. hrs.
Microbiology for Respiratory Therapy**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Designed to give the student a practical understanding of micro organisms, especially those which are pathogenic to man. Included will be the classification of various organisms, pathology, isolation techniques, and infection control procedures. Sterilization and disinfection of equipment will also be discussed.

**RST2060 _____ (2-2) 2 cr. hrs.
Pediatric Respiratory Disease**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Designed to give the student an understanding of various respiratory disease entities which affect newborn, infant and pediatric patients. The various stages of fetal development of the respiratory system, differences between adult and pediatric patients and methods for diagnosing, evaluating, and treating pediatric patients will be covered.

**RST2080 _____ (3-0) 3 cr. hrs.
Fundamentals of Respiratory Therapy II**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

A continuation of Fundamentals of Respiratory Therapy I. Prepares students for basic competencies, troubleshooting and critical thinking needed in the clinical setting. Emphasis is placed on four different units of instruction detailing the commonly used respiratory care modalities covered in the second quarter of Lab I.

**RST2100 _____ (1-1) 1 cr. hrs.
Respiratory Care Laboratory II**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Provides students time to practice some of the more advanced level respiratory care modalities concentrating primarily on both noninvasive and invasive mechanical ventilation. Special ventilatory techniques, monitoring of those techniques and critical thinking with troubleshooting will be practiced as well.

**RST2120 _____ (Arranged) 9 cr. hrs.
Clinical Practice I**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Provides students the opportunity to complete competencies practiced in Lab I. Each student will be assigned 24 hours per week with a clinical site respiratory therapy department. During this rotation students will achieve proficient status on all of their clinical competencies.

**RST2140 _____ (3-0) 3 cr. hrs.
Fundamentals of Respiratory Therapy III**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

A continuation of Respiratory Therapy I & II. Continues to prepare the student as a competent respiratory therapist at the advanced level. Deals first with how the mechanical ventilator functions; then with the indications and initiation of mechanical ventilation as well as the adjustments suitable to correct situations. Non-invasive mechanical ventilation is discussed and discontinuation/weaning of mechanical support is reviewed.

**RST2160 _____ (1-1) 1 cr. hrs.
Respiratory Care Laboratory III**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

A continuation of Respiratory Lab I and II. Continues to prepare the student for work as an advanced level respiratory therapist. Lab III will deal with pulmonary function testing, equipment, and interpretation. Divided into three units of instruction consisting of indications of spirometry, lung volumes and testing, and basic equipment & interpretation. The main objective is to prepare the student for basic administration and interpretation of both bedside spirometry and pulmonary function testing.

**RST2180 _____ (Arranged) 7 cr. hrs.
Clinical Practice II**

Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.

Provides students the opportunity to complete competencies practiced in Lab I. Each student will be assigned 24 hours per week with a clinical site respiratory therapy department. During this rotation students will achieve proficient status on all of their clinical competencies.

SOCIOLOGY

**SOC1060 _____ (1-0) 1 cr. hrs.
Alcohol and College Life**

Students will examine issues related to alcohol and drug use in college and how they can affect students physically, psychologically, and socially.

**SOC1130 _____ (3-0) 3 cr. hrs.
General Sociology**

Prerequisite: A minimum score of 18 on the

ACT reading or a minimum score of 80 on the Compass reading or concurrent enrollment in RDG0900.

Systematically examines behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiated by race, ethnicity, gender, class, region, and sociocultural change upon people's attitudes and behaviors.

**SOC1230 _____ (3-0) 3 cr. hrs.
Social Problems (Spring)**

Designed to look at specific areas of major American social problems. Proposed problems to be studied include: drugs, crime and delinquency, mental disorders, sexual behavior, race relations, family problems, poverty, war and peace.

**SOC1240 _____ (3-0) 3 cr. hrs.
Substance Abuse and Modern Society**

Prerequisite: PSY1130 or SOC1130.

An overview of the drug problems in America and its institutions. Included is an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

**SOC1540 _____ (3-0) 3 cr. hrs.
Introduction to Cultural Anthropology**

Introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems. Meets cultural diversity requirement.

**SOC1600 _____ (3-0) 3 cr. hrs.
Ethnicity and Cultural Differences in America**

Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.

An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South. Meets cultural diversity requirement.

**SOC1620 _____ (3-0) 3 cr. hrs.
Human Diversity**

Designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds. Meets cultural diversity requirement.

SOCIAL WORK

**SWK1000 _____ (3-0) 3 cr. hrs.
Introduction to Social Work**

Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the

Compass reading or concurrent enrollment in RDG0900.

A survey course designed to introduce the student to the field of social work. Offers an overview of the settings in which Social Workers practice, the populations they serve, and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

**SWK2000 _____ (3-0) 3 cr. hrs.
Theories and Skills in Helping**

Prerequisite: SWK1000 or instructor consent.

Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.

**SWK2020 _____ (3-0) 3 cr. hrs.
Policy and Politics**

Prerequisite: SWK1000.

Provides an examination of social welfare policy development. Will focus on historical factors, value assumptions, and social-political-economic contexts. Specific social issues in the field of human services will be explored and related to policy development. The processes and skills necessary for examination and evaluation of programs/policies (federal, state, local) will be emphasized.

TECHNOLOGY

**TEC1000 _____ (Arranged) 6 cr. hrs.
Machine Shop I**

Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

**TEC1020 _____ (1-0) 1 cr. hrs.
Introduction to Technology**

A survey course designed to orient students to the various areas of specialization in the field of technology.

**TEC1022 _____ (3-0) 3 cr. hrs.
Environmental Technology**

Prerequisite: Instructor Consent

Introduction to the effects of hazardous substances on human and environmental health which includes the identification of risks, respiratory protection, hazard communication, material storage, noise control, mitigation, and radiation. Federal and State Health and Safety regulations per HAZWOPER 40 hour and OSHA 10 hour Health and Safety Training program in accordance with hazardous waste.

**TEC1040 _____ (Arranged) 3 cr. hrs.
Technical Writing**

Prerequisite: ENG1330 or ENG0970 with a grade of "C" or better.

Report writing for students majoring in technology. Each student will learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables, and written material.

**TEC1070 _____ (Arranged) 4 cr. hrs.
Unified Technical Concepts I**

Prerequisite: TEC1900 with a grade of "C" or above.

A flexible, modular, integrated approach to teaching the traditional Technical or Applied Physics course. A central core emphasizes both the analogies between basic physical principles and the applications of these principles in modern technology. Emphasis is on motion, energy, linear and rotation.

**TEC1080 _____ (Arranged) 4 cr. hrs.
Unified Technical Concepts II**

Prerequisite: TEC1900, TEC1070 with a grade of "C" or above, or instructor consent.

A continuation of Unified Technical Concepts I, using a flexible, integrated modular approach to Technical Physics. Emphasis is on gravity, fluid, waves, and gases.

**TEC1100 _____ (Arranged) 3 cr. hrs.
Technical Internship I**

Prerequisites: Instructor consent, sophomore standing, GPA of 2.5 and successful completion of or concurrent enrollment in PAW1060.

Supervised occupational experience in local business, municipal and governmental agencies.

**TEC1150 _____ (1-4) 3 cr. hrs.
Engineering Drawing**

A basic course in graphics with intensive practice in sketching orthographic and pictorial representation, depicting point, line and plane relationships. The use of instruments, problem solving in perspective and parallel projections, auxiliary and sectional views, and reproduction and working drawings are considered.

**TEC1160 _____ (Arranged) 6 cr. hrs.
Machine Shop II**

Prerequisite: TEC1000.

A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

**TEC1200 _____ (3-0) 3 cr. hrs.
Architectural Design and Drafting**

Prerequisite: TEC1300 or instructor consent.

The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

**TEC1220 _____ (3-0) 3 cr. hrs.
Mechanical Design and Drafting**

Prerequisite: TEC1300 or instructor consent.

The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

**TEC1260 _____ (3-0) 3 cr. hrs.
Topographic and Map Drafting**

Prerequisite: TEC1300.

The methods of plotting maps, showing horizontal and vertical control, and practice inputting field data into graphic form.

**TEC1300 _____ (3-0) 3 cr. hrs.
Computer Aided Design/Drafting**

A self-paced course devoted to learning the basic operation of a microcomputer based CAD/D system. Fundamentals of system operation and commands will be stressed.

**TEC1320 _____ (3-0) 3 cr. hrs.
Advanced Computer Aided Design/Drafting**

Prerequisite: TEC1300 with a grade of "C" or above, or instructor consent.

A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

**TEC1330 _____ (3-0) 3 cr. hrs.
CAD/D-Special Problems**

Prerequisite: TEC1300 with a grade of "C" or above, or instructor consent.

Will introduce the student to construct architectural drawings through the use of REVIT software.

**TEC1350 _____ (Arranged) 3 cr. hrs.
Introduction to Robotics**

Provides the use and development of robotics within the context of productivity, safety and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

**TEC1370 _____ (3-0) 3 cr. hrs.
Basic Computer Programming-Technicians**

An introductory course to microcomputer applications for the student entering any of the technology fields. Emphasis will be placed on using microcomputer programs to solve engineering problems.

**TEC1390 _____ (Arranged) 6 cr. hrs.
Machine Shop III**

Prerequisites: TEC1000 and TEC1160 with a grade of "C" or above.

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. Offered by Mineral Area College at UniTec Career Center.

**TEC1400 _____ (5-0) 5 cr. hrs.
Machine Design**

Prerequisites: TEC1760 with a grade of "C" or above.

The theory of designing mechanical components to safely and effectively transmit force and motion. Units of study include basic stresses, combined stress, deflection, impact, column effect, and fatigue.

**TEC1430 _____ (Arranged) 6 cr. hrs.
Machine Shop IV**

Prerequisites: TEC1000, TEC1160, and TEC1390 with a grade of "C" or above.

An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. Offered by Mineral Area College at UniTec Career Center.

**TEC1490 _____ (1-0) 1 cr. hrs.
Survey Writing Skills and Legal Problems**

Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

**TEC1500 _____ (Arranged) 3 cr. hrs.
Plant Layout**

A study of the techniques used to develop efficient arrangement of men, materials, and machines in industrial and commercial buildings. Includes the nature of plant layout, factors influencing plant layout, and how to plan the layout emphasis.

**TEC1520 _____ (Arranged) 3 cr. hrs.
Construction Methods and Estimating**

Introduction to the methods of construction, the estimating of quantities, and cost of architectural materials.

**TEC1530 _____ (3-0) 3 cr. hrs.
Three-Dimensional Modeling CAD/D**

Prerequisite: TEC1300 and TEC 1320 with a grade of "C" or above.

A self-paced course devoted to learning three-dimensional drafting and design based on computer CADD/D system. Emphasis will be on wireframe and solid entity design.

**TEC1540 _____ (3-0) 3 cr. hrs.
Surveying I**

Introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mathematically checking results, accuracy and appearance are stressed.

**TEC1550 _____ (3-0) 3 cr. hrs.
Surveying II**

Prerequisite: TEC1540 with a grade of "C" or above, or instructor consent.

A continuation of TEC1540 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

**TEC1560 _____ (Arranged) 3 cr. hrs.
Manufacturing Process and Estimating**

A study to emphasize the principles of manufacturing processes and their efficient utilization as applied to engineering products. Course content includes: metals, foundry processes, plastics, metalworking processes, measurement and inspection, welding and economics of process planning.

**TEC1570 _____ (2-0) 2 cr. hrs.
Legal Aspects of Surveying and Land Boundaries**

Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and review of real estate property law pertaining to surveying in general.

**TEC1580 _____ (Arranged) 3 cr. hrs.
Quality Control and Testing Fundamentals**

A study of the principles used to insure a good quality product and an introduction to basic laboratory equipment procedures. Course content includes: simple quality control and inspection tests, types of quality control systems, sampling plans, organizations aspects and reliability study.

**TEC1590 _____ (2-0) 2 cr. hrs.
Legal Principles and Roles in Surveying**

Designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

**TEC1600 _____ (3-0) 3 cr. hrs.
Materials Analysis**

The study of the properties of engineering materials and the means to obtain measures of those properties by analysis and testing. Materials tested include: steel, aluminum, plastic, concrete, and wood.

**TEC1620 _____ (3-0) 3 cr. hrs.
Soils Analysis**

A study of soils as an engineering material, including problem solving the effects of moisture content, density, water flow, and adjacent soil pressures.

**TEC1630 _____ (3-0) 3 cr. hrs.
Principles of Engineering**

Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges,

documenting their work and communicating solutions to peers and members of the professional community.

**TEC1640 _____ (3-0) 3 cr. hrs.
Environmental Analysis**

Designed primarily for the civil technician interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper design of equipment used (both preventative and corrective), and methods of laboratory testing.

**TEC1670 _____ (2-0) 2 cr. hrs.
Design and Development I**

Introduces students to design and development of a product needed to solve a problem. The student, working in design teams, will be required to use critical thinking to design a component from perception to a working prototype in order to prove out the solution. Students are asked to work from set design specifications to develop a design approach, building a working prototype, test to the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

**TEC1680 _____ (3-0) 3 cr. hrs.
Civil Engineering and Architecture**

Civil Engineering and Architecture is the study of the design and construction of residential and commercial building projects. The course includes an introduction to many of the varied factors involved in building design and construction including building components and systems, structural design, storm water management, site design, utilities and services, cost estimation, energy efficiency, and careers in the design and construction industry.

**TEC1690 _____ (3-0) 3 cr. hrs.
Introduction to Geographic Information Systems**

Prerequisite: CIS1050 with a "C" or above, or higher level computer class.

Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, documenting their work and communicating solutions to peers and members of the professional community.

**TEC1720 _____ (Arranged) 3 cr. hrs.
Mechanisms**

Prerequisite: TEC1900 with a grade of "C" or above, or instructor consent.

A study of utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements.

**TEC1730 _____ (Arranged) 1 cr. hrs.
Problem Analysis**

A comprehensive study of the use and capabilities of the scientific calculator. Areas of emphasis will be to introduce the student to new concepts or techniques followed by examples in problem solving.

**TEC1740 _____ (3-0) 3 cr. hrs.
Mechanical and Electrical Systems**

Provides the necessary theory for designing piping, plumbing, heating, ventilating, air conditioning, and electrical systems. Various code requirements, as well as engineering and industrial standards, are presented. Conventional equipment, fixtures, materials, controls and

workmanship are discussed in relation to costing and specifications.

**TEC1760 _____ (5-0) 5 cr. hrs.
Mechanics and Strength of Materials**

A study of structural engineering bodies that have external applied loads and determining the internal load distribution. Problem solving will be in the areas of loads, internal force, internal deformations and sizing of structures

**TEC1770 _____ (Arranged) 3 cr. hrs.
Computer Numerical Control**

Prerequisite: TEC1160 with a grade of "C" or above, or instructor consent.

An introductory course in CNC programming. Create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

**TEC1780 _____ (Arranged) 3 cr. hrs.
Blueprint Reading**

An introductory course for all Technology students. Interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

**TEC1790 _____ (Arranged) 3 cr. hrs.
Basic Numerical Control Programming**

Covers good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, and enabling the student to prepare simple 3 axis N/C part programs.

**TEC1800 _____ (Arranged) 3 cr. hrs.
Advanced Numerical Control Programming**

Prerequisite: TEC 1770 and TEC1790 with a grade of "C" or above.

Will build on material learned in TEC1770 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in MasterCam for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

**TEC1810 _____ (Arranged) 2 cr. hrs.
N/C Planning & Tooling**

Prerequisites: TEC1790 with a grade of "C" or above, or instructor consent.

An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. Student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

**TEC1850 _____ (Arranged) 9 cr. hrs.
Industrial Maintenance Skilled Proficiency CI**

Addresses basic concepts of electrical, motor control, programmable logic controllers, fluid power, and mechanical drives. A combination of theory and hands on through Learning Activity Packets (LAPS). Study units support just-in-time study skills through the presentation of theory immediately reinforced with hands on application. Teaches basic problem solving skills with industrial grade components similar to what students will see on the job.

**TEC1880 _____ (3-0) 3 cr. hrs.
Basic Machine Tool**

A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.

**TEC1890 _____ (3-0) 3 cr. hrs.
Advanced Basic Machine Tool**

Prerequisites: TEC 1800.
An advanced course for students who have completed Basic Machine Tool.

TEC1900 _____ (3-0) 3 cr. hrs.
Technical Mathematics I

Prerequisites: ACT Math score of at least 17 or a Compass Algebra score of 23. A grade of "C" or better in MAT 0900 or Learning Center Modules MAT0020, MAT0030, MAT0040.

College mathematics for students majoring in technology. Includes calculator applications, algebra, geometry, graphical methods and trigonometry.

TEC1910 _____ (3-0) 3 cr. hrs.
Technical Mathematics II

Prerequisite: TEC1900 with a grade of "C" or above.

A continuation of TEC1900. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

TEC1920 _____ (3-0) 3 cr. hrs.
Teamwork and Work Communication

Provides students an overview of the soft skills needed to communicate effectively on the job in the manufacturing sector. Emphasis is placed on working in a team environment, communication styles, and group problem-solving strategies. The use of soft skills in a digital workplace will also be addressed.

TEC1930 _____ (Arranged) 3 cr. hrs.
Manufacturing Safety OSHA 30/HAZCOM

Designed to complete the requirements for certification in OSHA 30 hour General Industry and new HAZCOM 2012 changes. The course will cover all required topics and focuses on Safety in a Manufacturing Environment.

TEC1940 _____ (3-0) 3 cr. hrs.
Manufacturing Management

Designed to introduce students to the principles, practices, functions, and challenges of manufacturing management.

TEC2030 _____ (3-0) 3 cr. hrs.
Basic Fluid Power

The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission components.

TEC2040 _____ (Arranged) 3 cr. hrs.
Introduction to Process Control

Introductory/first level course that covers the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. Intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

TEC2050 _____ (3-0) 3 cr. hrs.
Engineering Design and Development

Prerequisites: CIS1750 and TEC1300.

Introduces students to design and development of a product needed to solve a problem. Students, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test to the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

TEC2120 _____ (Arranged) 3 cr. hrs.
Technical Internship II

Prerequisite: TEC1100 with a grade of "C" or better.

A supervised occupational experience with

local business. Students shall perform 90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. Required for the following Associate of Applied Science majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

TEC2130 _____ (1-4) 3 cr. hrs.
Hydraulic Systems

Prerequisite: TEC2030

A combination of lecture/lab challenges provides students with knowledge of industrial hydraulic systems. Will expand on the Basic Fluid Power course and focus on hydraulics applications. Focus will also be on the troubleshooting aspect of un-loader, pilot operated, and counterbalance circuits. Other topics include hi-lo pumps, pressure compensated pumps, and flushing.

TEC2140 _____ (1-4) 3 cr. hrs.
Pneumatic Systems

Prerequisite: TEC2030

A combination of lecture/lab challenges will provide students with knowledge of industrial pneumatic systems. Will expand on the Basic Fluid Power course and focus on pneumatics applications. Focus will also be on the troubleshooting aspect of pumps, compressors, and pneumatics in air-over-oil and vacuum systems.

THEATRE**THE1000** _____ (3-0) 3 cr. hrs.
Introduction to Theatre

A comprehensive introduction to the art of theater examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Students will develop projects in these areas and attend theatre productions.

THE1040 _____ (3-0) 3 cr. hrs.
Beginning Acting

Methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theater games, improvisations, and short dramatic scenes are emphasized.

THE1080 _____ (Arranged) 3 cr. hrs.
Children's Theatre (Creative Drama)

A performance and study based class, students will review the history and purpose of creative dramatics in the school. Students will rehearse and perform one-act plays at area elementary schools.

THE1100 _____ (Arranged) 1 cr. hrs.
Directed Studies in Theatre Arts

Supervised study in the varied aspects of the theater under the direct supervision of the theatre director or technical director in conjunction with Mineral Area College's theatrical productions. This study may include acting, directing, costuming, makeup, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated.

THE1120 _____ (3-0) 3 cr. hrs.
Stagecraft

Instruction in and operation of equipment used in technical theater. Areas include scenery, lighting, sound, properties and makeup. Lecture, demonstration and hands-on lab experience.

THE1200 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Drama

An analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdism and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. Reading intensive course.

THE1300 _____ (3-0) 3 cr. hrs.
Directing I

An introduction to the position of director in theatre. Students will learn how to appraise their resources, select a play, cast, block, work in union with the technical areas to present a single point of view, assist actors in creating characters, integrate a group of individuals into a cohesive cast, create moving stage pictures and present a production for performance.

THE2020 _____ (3-0) 3 cr. hrs.
Script Analysis

Theatrical theory and presents the research processes necessary to the consideration of any play prior to production, which is necessary for all artistic roles that are involved in creating a theatrical show. The format provided in class will enable the student to take understanding, inspiration, and insight from the deconstruction of a playwright's work and learn to isolate the plot, characters, actions, and design necessities and possibilities.

THE2040 _____ (3-0) 3 cr. hrs.
Acting II

Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film.

THE2060 _____ (3-0) 3 cr. hrs.
Playwriting

A writing intensive course designed to enhance a student's ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other's work. The 10-minute play and one-act formats will be used.

THE2120 _____ (3-0) 3 cr. hrs.
World Drama

Students will learn to understand and appreciate the dramatic form through the study of representative plays through theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion-oriented and the play script is emphasized as a means to dramatic productions. Reading intensive course. Meets cultural diversity requirement.

THE2140 _____ (3-0) 3 cr. hrs.
Theatre History I

Study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre. Meets cultural diversity requirement.

THE2200 _____ (3-0) 3 cr. hrs.
Theatre History II

Includes theatre after Shakespeare to the present. Students will study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. Meets cultural diversity requirement.

Learning Center Courses

Mineral Area College offers a number of its courses in module format. These module courses are offered through the Learning Centers located on each campus and offer students flexibility in completing both developmental courses and select electives. Each module is a single credit hour. Module courses with a four-digit code beginning with "0" do not count toward any degree, but can be combined to replace classroom courses that may be required for some students. Module courses with a four-digit code beginning with "1" count as elective credit toward many degrees.

NOTE: Learning Center courses with numbering that begins with a "0" (as in "ENG0210") do not apply toward any degree.

BUSINESS ADMINISTRATION BUS0010 _____ (Arranged) 1 cr. hrs. Introductory Accounting I

For the student with no prior knowledge of accounting. Introduces basic accounting terms and offers the student a quick preparation for college level accounting.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, BUS 0010 is not financial aid eligible.

BUS0020 _____ (Arranged) 1 cr. hrs. Introductory Accounting II

Offers further preparation prior to enrolling in college level accounting.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, BUS 0020 is not financial aid eligible.

ENGLISH/COMMUNICATIONS

The following courses require the student to have a mandatory number of hours of attendance in the Learning Center. A portion of these hours will be dedicated to instruction time with an instructor scheduled according to the student's needs. Enrollment in any English course is contingent upon the successful completion with a grade of "C" or better in all prerequisites or ACT/COMPASS test scores as indicated in the course descriptions. Courses with numbering that begins with a "0" do not apply toward any degree.

ENG0130 _____ (1-1) 1 cr. hrs. Writing Process III

Exposes students to various modes of writing such as essays, tests, or homework in the areas of science, history, literature, etc.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, ENG 0130 is not financial aid eligible.

ENG0210 _____ (Arranged) 1 cr. hrs. Sentence and Paragraphs I

Prerequisite: ACT English score of 0-12 or Compass ENG/writing score of 0-26.

First of three modules in Basic Writing I. Covers sentence-level concepts including subjects and verbs, nouns, pronouns, and tense.

ENG0220 _____ (Arranged) 1 cr. hrs. Sentences and Paragraphs II

Prerequisite: Grade of "C" or better in ENG0210.

Second of three modules in Basic Writing I. Covers adjectives and adverbs, prepositions, subject-verb agreement, and pronoun reference.

ENG0230 _____ (Arranged) 1 cr. hrs. Sentences and Paragraphs III

Prerequisite: Grade of "C" or better in ENG0220.

Third of three modules in Basic Writing I. Covers punctuation, abbreviations, numbers, capitalization, and basic paragraph development. Success in this course ('C' or better) allows the student to take Basic Writing II (ENG0970) in the classroom or to begin the Basic Writing II sequence in the Learning Center (ENG0240, ENG0250, ENG0260).

ENG0240 _____ (Arranged) 1 cr. hrs. Paragraphs and Essays I

Prerequisite: ACT English score of 13-17 or Compass English/Writing score of 27-69, or a grade of "C" or better in ENG0960 or ENG0230.

First of three modules in Basic Writing II. Covers introductory paragraph building skills like combining sentences, developing and organizing paragraphs, and revising paragraphs..

ENG0250 _____ (Arranged) 1 cr. hrs. Paragraphs and Essays II

Prerequisite: Grade of "C" or better in ENG0240.

Second of three modules in Basic Writing II. Reviews more complex punctuation and grammatical concepts, such as parallelism, commas, quotation marks, and apostrophes. Also covers additional patterns of paragraph development.

ENG0260 _____ (Arranged) 1 cr. hrs. Paragraphs and Essays III

Prerequisite: Grade of "C" or better in ENG0250.

Third of three modules in Basic Writing II. Reinforces complex sentence-level concepts such as run-ons and fragments, misplaced modifiers, advanced punctuation, and precise language. Also covers additional patterns of development. Success in this course ('C' or better) allows the student to take English Composition I (ENG1330).

ENG0800 _____ (3-0) 3 cr. hrs. English as a Second Language I

Prerequisite: TOEFL score of or below 550 (paper-based) 173 (computer-based), or 61 (internet-based).

An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills.

ENG0820 _____ (3-0) 3 cr. hrs. English as a Second Language II

Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a grade of a "C" or better.

Offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing.

ENG0960 _____ (3-0) 3 cr. hrs. Basic Writing Skills I

Prerequisite: ACT English score 0-12; or Compass Writing score of 0-26.

Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. Focuses on mechanics, e.g.,

agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward any Associate Degree.

ENG0970 _____ (3-0) 3 cr. hrs. Basic Writing Skills II

Prerequisite: ACT English score 13-17; or Compass English/Writing score of 27-69, or a grade of "C" or higher in ENG0960, or Learning Center Modules ENG0210, ENG0220 and ENG0230.

Basic Writing Skills II primarily emphasizes efficiency in paragraph writing and diction. It includes a review of sentence structure, grammar, and punctuation. Does not apply toward an Associate Degree.

MATHEMATICS

The following courses require the student to have a mandatory number of hours of attendance in the Learning Center. A portion of these hours will be dedicated to instruction time with an instructor scheduled according to the student's needs. Enrollment in any mathematics course is contingent upon the successful completion with a grade of "C" or better in all prerequisites or ACT/COMPASS test scores as indicated in the course descriptions. Courses with numbering that begins with a "0" do not apply toward any degree.

MAT0020 _____ (Arranged) 1 cr. hrs. Arithmetic Skills I

Prerequisite: ACT score of 0-14 or Compass Algebra score of 0-22.

First of three modules in Arithmetic. Covers basic arithmetic concepts including whole numbers, prime factors, multiplication and division of fractions.

MAT0030 _____ (Arranged) 1 cr. hrs. Arithmetic Skills II

Prerequisite: Grade of "C" or better in MAT0020.

Second of three modules in Arithmetic. Covers addition and subtraction of fractions, all operations involving decimals, ratios, and proportion.

MAT0040 _____ (Arranged) 1 cr. hrs. Arithmetic Skills III

Prerequisite: Grade of "C" or better in MAT0030.

Third of three modules in Arithmetic. Covers percent, simple interest, geometry, signed numbers and pre-algebra skills. Success in this course allows the student to take Elementary Algebra (MAT0950) in the classroom or to begin the Elementary Algebra sequence in the Learning Center (MAT0110, MAT0120, MAT0130).

MAT0110 _____ (Arranged) 1 cr. hrs. Elementary Algebra I

Prerequisite: ACT score of 15-18; Compass Algebra score of 23-37 or "C" or better in MAT0020, MAT0030 and MAT0040.

First of three modules in Elementary Algebra. Covers operations with real numbers, properties of real numbers, linear equations, linear inequalities, and applied problems.

MAT0120 _____ (Arranged) 1 cr. hrs. Elementary Algebra II

Prerequisite: "C" or better in MAT0110.

Second of three modules in Elementary Algebra. Covers exponents, multiplication and division of rational expressions, and beginning graphing.

MAT0130 _____ (Arranged) 1 cr. hrs.
Elementary Algebra III

Prerequisite: "C" or better in MAT0120.

Third of three modules in Elementary Algebra. Covers equations in two variables, roots, radicals, factoring, and quadratic equations. Success in this course allows the student to take Intermediate Algebra.

MAT0900 _____ (3-0) 3 cr. hrs.
Arithmetic

Prerequisite: ACT score of 0-14; or Compass Algebra score of 0-22,

A refresher course with topics that include operations on whole numbers, fractions and decimals; ratio, proportion and percent; the English and metric systems of measurement; basic geometry; and an introduction to signed numbers. This course does not meet math requirements for the AA, AAT, or AGS degree and does not apply as elective credit toward the AA, AGS or AAT degree.

MAT0950 _____ (3-0) 3 cr. hrs.
Elementary Algebra

Prerequisite: ACT score of 15-18; or Compass Algebra score of 23-37; or Compass College Algebra score of 23-30; or a grade of "C" or better in MAT0900 or Learning Center Modules MAT0020, MAT0030 and MAT0040.

Designed to introduce students to the concepts of algebra. Includes the real number system, including a review of signed numbers, writing and simplifying algebraic expressions; solving and graphing linear equations and inequalities; exponents and polynomials; and factoring. Does not meet math requirements for the AA, AAT or AGS degree and does not satisfy any MAC degree requirement.

MANAGEMENT**MGT0010** _____ (1-1) 1 cr. hrs.
Basic Consumer Law

Basic legal terms, legal proceedings, and essential legal topics of interest to consumers are covered.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, MGT 0010 is not financial aid eligible.

READING

Mineral Area College offers reading courses to meet the reading readiness requirement. Several courses have a reading prerequisite or corequisite as outlined in the course descriptions. To meet the reading readiness requirement, students need to successfully complete one of the following criteria: a grade of "C" or better in RDG0900 College Reading and Study Skills; a minimum reading Compass score of 80; a minimum reading ACT score of 18; or have earned 24 degree applicable credit hours with a cumulative GPA of 2.0.

RDG0020 _____ (3-0) 3 cr. hrs.
Fundamentals Reading for College I

Prerequisite: Completion of RDG0010 with a grade of 'C' or above, OR ACT score of 9-13, OR COMPASS score of 28-63.

Offers advanced vocabulary development and reading comprehension. Additional emphasis will be placed on introductory critical reading skills (assessing sequence, causation, correlation, and generalization) and study skills (outlining, test taking strategies, time management).

RDG0750 _____ (3-0) 3 cr. hrs.
Introduction to College Reading

Prerequisite: Compass or ACT score on file.

The focus of this course is to develop vocabulary and improve comprehension. Additional areas of emphasis include developing personal fluency and reading independence.

RDG0900 _____ (3-0) 3 cr. hrs.
College Reading & Study Skills

Prerequisite: Compass Score 51-79, ACT Score 12-17, or successful completion (C or better) of Basic Reading Skills.

Designed to help students develop higher level reading and thinking skills applicable in a variety of settings. Coursework focuses on increasing reading efficiency through the improvement of vocabulary and comprehension. Additionally, emphasis is placed on building study skills germane to college level coursework.

Administration & Faculty

Melynda C. Barks

Business and Office Technology
B.S., Southeast Missouri State University, 1999;
M.Ed., Central Methodist State University, 2005;
M.B.A., Missouri Baptist University, 2008.

Danielle Basler

Mineral Area Council on the Arts, Executive Director/Theater
Coordinator
B.F.A., Maryville University, 2002.

Mary Bauwens

Director, Perryville Higher Education Center
B.S., Southeast Missouri State University; M.A.T.,
Webster University, 1997

Alan L. Bayless

Agri-Business
B.S., University of Missouri-Columbia, 1982;
M.Ed., University of Missouri-Columbia, 1989.

Debi Bayless

Director, College Park
A.S., Mineral Area College, 2001.

Esther A. Blum, RN, M.S.N.

Associate Degree Nursing
B.S.N., University of Missouri-Columbia, 1985;
M.S.N., University of Missouri-Columbia, 1993.

Tim Braddy

Database Management Systems Coordinator
A.S., Columbia College, 2009.

Greg Branham

Learning Center/Math Lab
A.S., Mineral Area College, 1992; A.S., Mineral
Area College, 1994; B.S., Lindenwood College,
1996; M.N.S., Southeast Missouri University,
2010.

Cindy Burnett

Director, Educational Talent Search I & II
A.A., Mineral Area College, 1992; B.S., Central
Methodist University, 2001; M.S., Central
Methodist University, 2008.

Nathan Calkins

Chemistry
B.A., Truman State University, 2004; PhD,
University of Missouri-Columbia, 2010.

Stephanie Campbell

Economics
B.S., Southeast Missouri State University, 1989;
M.S., Southern Illinois University, 1998.

Giovanni Carollo

Law Enforcement Academy
B.A., Lindenwood University, 2005; M.S.,
Lindenwood University, 2006.

Harry Cecil

Music
B.M., Truman State University, 2005; M.M.,
University of Missouri-Columbia, 2007.

Lisa Clauser

Payroll Manager
A.S., Mineral Area College, 1983; B.S., Central
Methodist University, 2004.

Brandi Lea Craig

Network Administrator
B.S.B.A., Southeast Missouri State University,
2001.

Carolyn Kay Crecelius

Dean, Arts & Sciences
A.G.S., Moberly Junior College, 1965; B.S. in
Ed., University of Missouri-Columbia, 1967; M.A.,
Northeast Missouri State University (Truman
University), 1973; Post-graduate work, University
of Missouri, Webster University, Southeast
Missouri State University.

Tabatha A. Crites

Mathematics
A.A., Mineral Area College, 1985; B.S., Southwest
Missouri State University, 1987; M.N.S.,
Southeast Missouri State University, 2005.

Michelle, Dane

Academic Advisor, Upward Bound II
A.A., Mineral Area College, 2001; B.A., Central
Methodist University, 2001; M.A., Central
Methodist University, 2008.

Tanya C. DeGonia

MCCE Career Education Coordinator
B.S., Arkansas State University, Jonesboro AR,
1984; M.Ed. Counseling, University of Missouri-
St. Louis, 1998; Licensed Professional Counselor-
LPC, 2002.

Julia Dill

Graphic Designer
A.G.S., Mineral Area College, 2006;
A.A.T., Mineral Area College, 2013;
Central Methodist University, 2010-
2014.

Teri Vineyard Douglas, RN, M.S.N.

Director, Allied Health
A.S., Mineral Area College, 1978;
B.S.N., Southwest Missouri State
University, 1980; University of
Missouri-Kansas City, 1989;
University of Missouri-St. Louis,
1990; Southeast Missouri State
University, 1991, 1993; M.S.N.,
University of Missouri-Kansas City/
St. Louis, 1994.

Julie Downs

Career & Technical Education Programs of
Study Facilitator/Career Counselor
B.S.W., University of Missouri –
Columbia, 1994; M.S.W., University
of Missouri-Columbia, 2000.

Marc Drye

History/Political Science
B.S., University of Missouri-
Columbia, 1984; M.A., University of
Missouri-Columbia, 1991.

Gena Dunn

Academic Advisor, Educational Talent Search I
B.S., Central Methodist University,
1997; M.Ed., Missouri Baptist
University, 2006.

Mary (Judy) East

Potosi Campus Director
A.A., Mineral Area College, 1983;
National College of Education, 1984-
1985; Southeast Missouri State
University, Summer 1985, 1986;
B.A., National College of Education,
1988.

Mark Easter

Counselor/Advisor
A.A., Mineral Area College, 1985;
B.A., Lindenwood University, 1988;
M.Ed., University of Missouri-St.
Louis, 2001.

Michael R. Easter

Director of Assessment
B.S., University of Missouri-
Columbia, 1966; M.Ed., University of
Missouri-Columbia, 1973; Graduate
Studies, St. Louis University,
Lindenwood University, University of
Oregon.

Lisa Edburg

Coordinator of Institutional Research
A.S., Mineral Area College, 1993;
B.S., Central Methodist University,
2004; M.Ed, Central Methodist
University, 2007.

Judy Young Edgar

History
A.A., Mineral Area College, 1980;
B.S.E., Southeast Missouri State
University, 1982; M.A., Southeast
Missouri State University, 1997.

Angela Erickson, RN, B.S.N

Associate Degree Nursing
A.S., Jefferson College, 1992; B.S.N.,
Central Methodist University, 2006.

Connie Evans

Academic Advisor, Educational Talent Search II
A.A., Mineral Area College, 1999;
B.S.W., University of Missouri-St.
Louis, 2002; B.S., University of
Missouri-St. Louis, 2002.

Richard Flotron

Law Enforcement Academy Training
Coordinator, District Police Chief, Criminal
Justice Instructor
A.A., Jefferson College; B.S.,
Southeast Missouri State University;
M.S., Lindenwood University.

Chad Follis

Horticulture
B.S., University of Missouri-
Columbia, 1998; M.S., University of
Missouri-Columbia, 2001.

Paul S. Fritch

Technology
A.A., Mineral Area College, 1991;
B.S., Southeast Missouri State
University, 1993.

Charles Gallaher

Theatre
A.A., Mineral Area College, 2001;
B.S.E., Missouri State University,
2003; M.A., Lindenwood, 2010.

Rhonda J. Gamble

Physiological Sciences
B.S., Oklahoma State University,
1974; M.S., Oklahoma State
University, 1977; PhD, Oklahoma
State University, 1984.

Anthony Gans

Mass Communications
B.A., Miami University of Ohio, 1976;
M.S., Miami University of Ohio,
1978.

Jim Gerwitz

Criminal Justice
A.A., Mineral Area College, 1995;
B.S., Central Methodist College,
1999.

Laura Glasbrenner

English
B.A., Truman State University, 2008;
M.A., Missouri State University 2010.

Michael Goldsmith

Music
B.A., Northeast Missouri State
University, 1992; M.Ed., William
Woods University, 2003.

Keith R. Green

Manufacturing Technology
A.A.S., Jefferson College, 1981.

Cynthia Greif

Academic Advisor, Educational Talent Search II
A.A., Mineral Area College, 1984;
B.S., Southeast Missouri State
University, 1990.

Sarah Haas

Public Information
B.A., University of Missouri-
Columbia, 1992.

Ryan Harrington

Library
A.A., Mineral Area College, 2004;
B.S.E., Central Methodist University,
2006.

Cathy Hawn

Mathematics
A.A., Mineral Area College, 1988;
B.S., Southeast Missouri State
University, 1990; M.N.S., Southeast
Missouri State University, 1996.

Amy R. Henson

Business
A.A.S., Jefferson College, 1987; B.S.,
Maryville University, 1998; M.B.A.,
Maryville University, 2002; Ph.D.,
University of Missouri-St. Louis,
2013.

Bev Hickam

Director, Business & Industry Programs
B.S., Southeast Missouri University,
1975; M.S.E., Southern Illinois
University, 1999.

Melissa Hopkins

Cataloger, C.H. Cozean Library
B.S., Central Methodist University,
1992; M.A., University of Missouri-
Columbia, 2003.

Catherine Hutcheson, LPN, RN, B.S.N

Associate Degree Nursing
LPN, Sikeston Public School, 1993;
RN, Park College, 1994; B.S.N,
Southeast Missouri State University,
2001.

Charlene Jansen

Paramedic Technology
B.S., Lindenwood, 2007; M.M.,
Fontbonne University, 2009.

Dan Jaycox

English
B.A., Southeast Missouri State
University, 2003; M.A., Southeast
Missouri State University, 2007.

Pam Jaycox

English
B.A., Southeast Missouri University,
2005; M.A., Southeast Missouri
University, 2007.

Rick Jenkins

Assistant Controller
B.S., Southeast Missouri University,
1983.

Pam Junge

Practical Nursing
B.S.N., Maryville University, 2010.

Andrea Kemper

Admissions Recruiter
A.A., Mineral Area College, 1997;
B.S., Central Methodist University,
2008.

Gil Kennon

Vice President, College Affairs & Dean of
Career and Technical Education
B.S. Ed., Southwest Missouri State
University, 1975; M.S. Ed., University
of Missouri-Columbia, 2001.

**Ellen Ketcherside, RN, CCRN,
MA**

Associate Degree Nursing
B.S.N., St. Louis University, 1978;
M.A., Webster University, 1982.

Linda A. King

Chief Accountant
A.S., Mineral Area College, 1981;
B.S., Southeast Missouri State
University, 1983; CPA, 1986; M.Ed.,
Central Methodist College, 2002.

Todd Kline

Business
B.A., Southeast Missouri University,
1989; MB.A., Missouri Baptist
University, 2008.

Christopher Klusmeyer

MoWINS Instructor
A.A.S., Mineral Area College, 2006;
B.G.S., University of Missouri-St.
Louis, 1996

Stephanie Knebel

Biology
M.S., Southern Illinois University-
Edwardsville, 2002; Ph.D., Saint
Louis University, 2013.

Steven J. Kurtz

President
A.S., Pima Community College,
1986; B.S. University of Arizona,
1988; M.B.A., University of Texas-
El Paso, 1991; Ed.D., University of
Idaho, 1998.

Lana LaBruyere

Business Education
A.A., Mineral Area College, 1992;
B.S., Arkansas State University,
1994; M.B.A., Webster University,
2005.

Judy (Susie) LaChance

Financial Aid
A.A., Mineral Area College, 2006;
B.S., Central Methodist University,
2009; M.S., Central Methodist
University, 2012.

Debra Lee

Staff Interpreter, Instructor
A.A., St. Louis Community College
at FV, 1991; B.S., Central Methodist
University, 2006; M.B.A., Northwest
Missouri State University, 2011.

Sandra Lefever

Academic Advisor, Upward Bound II
A.A.S, ITT, 2000; B.S.E, Central
Methodist University, 2007;
Graduate Studies, Central Methodist
University, 2008-present.

Lisa Leftridge

Director, ACCESS
A.A., Mineral Area College, 1991;
B.A., University of Missouri-
Columbia, 1994; M.Ed, University of
Missouri-Columbia, 1996.

Jayne Mahnken

Practical Nursing
A.A., Southeast Missouri State
University, 1984; B.S.N., Southeast
Missouri State University, 2007.

Chad Majeske

Academic Advisor Upward Bound
B.S., Eastern Michigan University,
2003; M.T.D., Idaho State University,
2011.

Jennifer Majeske

Pharmacy Technician
A.S., Idaho State University, 2011;
B.A., Idaho State University, 2012.

Patricia McFarlin

Computer Services
A.S., Mineral Area College 1996;
B.S., Central Methodist University,
2002; M.S., Central Methodist
University, 2007.

Roger K. McMillian

Business and Office Technology
A.A., Mineral Area College, 1984;
B.S., Southeast Missouri State
University, 1986; M.Ed, Southwest
Baptist University, 1999; MB.A.,
Missouri Baptist University, 2008.

Dean Meenach

EMS Education
A.A.S, St. Louis Community College,
2005; RN, Excelsior College, 2007;
Emergency Medical Technician, St.
Louis Community College; B.S.N.,
Chamberlain College of Nursing,
2010.

Elizabeth Mell

Career Advisor
A.A., Mineral Area College, 1986;
B.S.W, Southeast Missouri State
University, 1995; M.S.W, University
of Missouri-St. Louis, 2007.

Mary Jean Merrill-Doss

Dean, Student Services
A.A., Mineral Area College, 1984;
B.S., Southern Illinois University-
Carbondale, 1984; Graduate
Studies, Southern Illinois University-
Carbondale, 1984-88; M.A.T.,
Webster University, 1993; Doctoral
Studies, Nova Southeastern
University-Ft. Lauderdale, 1998-
2001, University of Missouri-St.
Louis, 2003.

Jay Miller

English
A.A., North Seattle Community
College, 1987; B.A., Seattle Pacific
University, 1990; M.A., Baylor
University, 1993; Ph.D., Wayne State
University, 2000.

Tina Miller

MoWINS Grant Program Support Specialist
A.G.S., Mineral Area College, 2008.

Chad Mills

Athletic Director
A.A., Mineral Area College, 1995;
B.S., McKendree University, 1998;
M.S. Ed., Missouri Baptist University,
2010.

Kara Mills

Radiology
A.S., Mineral Area College, 2000;
B.S., Central Methodist University,
2009.

Victoria Morgan

Learning Management Systems Coordinator
A.A.S., Jefferson College, 1993;
A.A., Jefferson College, 1999; B.A.,
Columbia College, 2006; M.Ed.,
University of Missouri-Columbia,
2008.

Emily Murdock

English
B.A., Truman State University, 2008; M.A., Truman State University, 2010.

Kathryn Neff

Director, Human Resources
B.S.B.A., University of Missouri-Columbia, 1995; B.J., University of Missouri-Columbia, 1995; M.B.A., University of Missouri-St.Louis, 2004.

Rebecca Neighbors

Director, Upward Bound I & II
A.A., Mineral Area College, 1994; B.S., Southeast Missouri State University, 1996; M.S.W., Saint Louis University, 2001.

Joel Nivens

Potosi Learning Center Instructor
A.A., Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010.

Manfred Nute

Psychology
B.S., Central Missouri State University, 1975; M.S., Central Missouri State University, 1977; Ph.D., Saint Louis University, 1990.

Jeremy Partney

Coordinator, Wellness Center
A.G.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.

Jenny Peters

Mathematics
B.S., Missouri Southern State University, 2006; M.A., University of Missouri-Columbia, 2008.

Nancy M. Petersen

Biology & Life Science
B.S.E., Southeast Missouri State University, 1983; M.N.S., Southeast Missouri State University, 1992.

Chad Pipkin

Director, Information Technology
B.S., Southeast Missouri State University, 2001.

Deborah Portell

Assistant Director, Financial Aid
A.S., Mineral Area College, 2001; B.S., Central Methodist University, 2010.

Mark Potratz

Director, Public Safety
A.S., Hamilton Technical College, 1998; B.A., Lindenwood University, 2000; M.S., Lindenwood, 2001.

Pam Reeder

Registrar
B.L.S., St. Edwards University, 1989; M.Ed., Cleveland State University, 2005.

Marcella D. Rehkop

Director, Fredericktown Outreach Center
Northland Pioneer College, 1974; Jefferson College, 1987; A.A., Mineral Area College, 1990; B.S., Central Methodist College, 1995; Southeast Missouri State University, 1997; Webster University, 1997; M.A., Webster University, 1999, S.P.E., William Woods University, 2010.

William J. Richardson

Mathematics
B.S.E., Southeast Missouri State University, 1976; M.A.T., Webster University, 1997.

Tami K. Roberts-Simmons

Computer Information Systems
B.S., Southeast Missouri State University, 1989; M.A.T., Webster University, 2000.

Jodi Rowland

Biology
B.S., Southeast Missouri State University, 2008; M.N.S., Southeast Missouri State University, 2011.

Doug Ruess

Coordinator, Criminal Justice Programs
B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.

Billy Sansagraw

MoWINS Instructor
A.A.S., Mineral Area College, 1999; Ranken Technical College, 2007.

George A. Saum

Physics & Engineering
B.S., University of Missouri-Columbia, 1953; M.A., University of Missouri-Columbia, 1955; Ph. D., University of Missouri-Columbia, 1958.

Brian Scheidt

Geology/Earth Science
A.S., Joliet Junior College, 1996; B.S., Eastern Illinois University, 1998; M.S., Southern Illinois University, 2003.

Brandon Scheldt

English
B.A., University of Kentucky, 2001; M.A., Southeast Missouri State University, 2009.

Chris T. Schmitt

Law Enforcement Academy
B.A., Central Methodist College, 1993; M.S., Lindenwood University, 2010.

Karen Ruth Seaber

English
B.S., University of Memphis, 1982; M.A., Southeast Missouri State University, 2004.

Denise G. Sebastian

Director, Financial Aid
A.S., Mineral Area College, 1982; B.S., Central Methodist College at Mineral Area College, 1998; M.B.A., Missouri Baptist University, 2012.

Jessica Sheckles

Reading
B.S., Southeast Missouri State University, 1998; M.S., Southwest Baptist University, 2002.

Alison Sheets

MoWINS Grant Program Support Specialist
B. S., Northwestern State University, 1994.

Julie Sheets

Director, Admissions
B.S., Murray State University, 1997; M.Ed., Central Methodist College, 2003.

Stacia Smith

Paramedic-RN Bridge
B.S.N., St. Louis University, 1998.

Matthew D. Sopko

Assistant Director, EXCEL Student Support Services; Psychology
B.S., Southeast Missouri State University, 1980; M.A., Southern Illinois University, 1984; Doctoral Studies, University of Missouri-St. Louis, 1999-2002.

Melissa Stephens

Modern Foreign Language
A.A., Three Rivers Community College, 1999; B.S. Arkansas State University, 2002; M.A., University of Memphis, 2006.

Melissa Stetina

Academic Advisor, Upward Bound II
A.A., Mineral Area College, 1993; B.S.W., University of Missouri-St. Louis, 1995.

Diana I. Stuart

Associate Dean of Instruction/AQIP Liaison
A.A., Mineral Area College, 1983; B.S.Ed., Southwest Missouri State University, 1984; M.A., Arkansas State University, 1988; Southeast Missouri State University, 1989; Ph.D., Webster University, 2012.

Sadonya Suttles

Nursing Hybrid

B.S.N., Central Methodist University, 2012.

Corey Tate

Men's Head Basketball Coach

A.A., Mineral Area College, 1994;
B.S., University of Missouri-
Columbia, 1997.**Paula Thompson**

Practical Nursing

A.D.N., Mineral Area College, 2006,
B.S.N, Central Methodist University,
2010.**Kevin Thurman**

Assistant to the President

A.G.S., Mineral Area College, 1991;
B.S., Southeast Missouri State
University, 1994.**Christa Tinsley**

Academic Advisor, Educational Talent Search

B.S., Southeast Missouri State
University, 1994.**Pamela Watkins**

Director, Continuing Education

B.S., University of the Ozarks, 1998;
Graduate Studies, University of
Arkansas, 2009 to present.**Traci Weissmueller**

Admissions Advisor

B.S., Southeast Missouri State
University, 2007.**Kevin White**

Music

B.M.E., Murray State University,
1983; M.M., Loyola University - New
Orleans, 1988; D.M.A., University of
South Carolina, 1996.**Stacy Wilfong**

Radiology

A.S., Mineral Area College, 2003;
B.S.E, University of Arkansas, 2000;
M.A.T., University of St. Mary, 2009.**Margaret L. Williams**

Chemistry

University of Missouri-Kansas
City, 1979-81; B.S., University
of Missouri-Rolla, 1984; PhD,
University of Missouri-Rolla, 1993.**Jim Wilson**

Art

B.F.A., Kansas City Art Institute,
1967; M.F.A., Boston University,
1971.**D. Lynne Wisdom**

Business

A.A., Mineral Area College, 2001;
B.S., Central Methodist University,
2003; M.B.A. Webster University,
2004.**C. Denise Wright**

English

A.A.S, Mineral Area College, 1973;
A.A. Mineral Area College, 1999;
B.S., Southeast Missouri State
University, 2001; M.A., Southeast
Missouri State University, 2008.**Andrea Yates**

Nursing Hybrid

B.S.N., Southeast Missouri State
University, 2010.**Rebecca Young**

Library Specialist

B.S.E., University of Missouri-
St. Louis, 2002; M.Ed., Central
Methodist University, 2009; M.L.S.,
University of Wisconsin – Milwaukee,
2012.**Shawn Young**

Education

B.S., Southeast Missouri State
University, 1997; M.Ed., Southwest
Baptist University, 1999;,, PhD,
Missouri Baptist University, 2012.

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