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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, and the Americans with Disabilities Act (ADA) of 1990 is directed to contact the Personnel Assistant, (573) 518-2129, Title VI, Title IX, Section 504 and ADA Coordinator, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000, who has been designated to coordinate the college's efforts to comply with the regulations implementing 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 September 2006, for the 2006-2007 and 2007-2008 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.

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 most accurate and updated Mineral Area College Catalog is available at the college's Web site, www.MineralArea.edu.

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 endeavors to be 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. There may be a possibility from time to time that classes will 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 August 1, 2006, for the 2006-2007 and 2007-2008 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 non-compliance.

Address of College and Outreach Centers

Main Campus

5270 Flat River Road
P.O. Box 1000
Park Hills, MO 63601-1000
(573) 431-4593

Fredericktown Center

1450 Madison 517
Fredericktown, MO 63645
(573) 783-7932

Perryville Higher Education Center

St. Mary's of the Barrens Facility
108 South Progress Drive
Perryville, MO 63775
(573) 547-4143

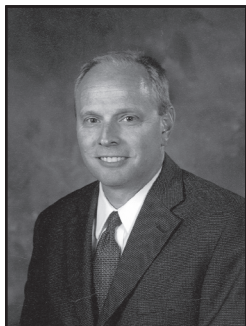
Potosi Center

Potosi High School
#1 Trojan Drive
Potosi, MO 63664
(573) 438-2156 Ext. 43 after 3 p.m.

Winona Center

Winona R-III High School
Highway 19 North
Winona, MO 65588
(573) 325-8101 Ext. 302

Greetings



**Dr. Steven J.
Kurtz**
Interim President

Dear Student,

On behalf of the Board of Trustees, faculty and staff, I would like to thank you for choosing to attend Mineral Area College. Since 1922, Mineral Area College and its predecessor, Flat River Junior College, have served as a provider of intellectual, cultural, and economic life for the community.

Whether you want to train to be competitive in the workforce or whether you are interested in transferring to a four year college or university, our faculty are committed to providing you with a quality education. Our support staff is completely dedicated to providing you the best customer service possible. This is our pledge to you.

I invite you to take a look at the literature that is provided to you in this document. If you need any information clarified, please do not hesitate to call the college, as our professional staff is more than willing to answer any question that you may have.

I wish you the very best in achieving your academic goals.

Sincerely,

Dr. Steve Kurtz
Interim President
Mineral Area College

Trustees



Dr. Don VanHerck
Vice-Chairman



Sally Parker-Nash
Chairwoman



Helen Gordon
Secretary



Elvin Sikes
Treasurer Pro-Tem



Harvey Faircloth
Treasurer



Dr. James H. Bullis
Member

Administration

Steven J. Kurtz, Ed.D.
J. Gil Kennon

Jean Merrill-Doss
Carolyn Kay Crecelius
Russell R. Straughan
Peggy Ropelle

Interim President
Dean of Career & Technical Education,
Vice President of College Affairs
Dean of Student Services
Interim Dean of Arts & Sciences Division
Business Manager
Assistant to the President

Academic Calendar

Fall Semester 2006

Semester Begins	Monday, August 21
Labor Day – No Classes	Monday, September 4
Fall Break – No Classes	Friday, November 3
Thanksgiving Break – No Evening Classes	Wednesday, November 22
Thanksgiving Break	Thursday-Friday, November 23-24
Final Exams – Day Classes	Monday-Saturday, December 11-16
Semester Ends	Saturday, December 16
Grades Due	Monday, December 18

Spring Semester 2007

Martin Luther King, Jr. Day – No Classes	Monday, January 15
Semester Begins	Tuesday, January 16
President’s Day – No Classes	Monday, February 19
Spring Break – No Classes	Monday-Saturday, March 12-17
Spring Holiday – No Classes	Friday, April 6
Commencement	Saturday, May 5
Final Exams – Day Classes	Saturday-Friday, May 12-18
Semester Ends	Friday, May 18
Grades Due	Monday, May 21

Summer Session 2007

Session Begins	Monday, June 4
Independence Day – No Classes	Wednesday, July 4
Final Exams – Day Classes	Monday, July 30
Session Ends	Monday, July 30
Grades Due	Wednesday, August 1

Fall Semester 2007

Semester Begins	Monday, August 20
Labor Day – No Classes	Monday, September 3
Fall Break – No Classes	Friday, November 9
Thanksgiving Break – No Evening Classes	Wednesday, November 21
Thanksgiving Break	Thursday-Friday, November 22-23
Final Exams – Day Classes	Monday-Saturday, December 10-15
Semester Ends	Saturday, December 15
Grades Due	Monday, December 17

Spring Semester 2008

Semester Begins	Monday, January 14
Martin Luther King, Jr. Day – No Classes	Monday, January 21
President’s Day – No Classes	Monday, February 18
Spring Break – No Classes	Monday-Saturday, March 10-15
Spring Holiday – No Classes	Friday, March 21
Commencement	Saturday, May 3
Final Exams – Day Classes	Monday-Saturday, May 12-17
Semester Ends	Saturday, May 17
Grades Due	Monday, May 19

Summer Session 2008

Semester Begins	Monday, June 9
Independence Day – No Classes	Friday, July 4
Final Exams – Day Classes	Friday, August 1
Semester Ends	Friday, August 1
Grades Due	Monday, August 4

Telephone Numbers

Main Campus Number.....(573) 431-4593
Park Hills, Mo.

Outreach Centers

Winona High School.....(573) 325-8101 ext. 302
Fredericktown(573) 783-7932
Perryville Area
Higher Education Center.....(573) 547-4143
Potosi High School.....(573) 438-3479
after 3 p.m.....(573) 438-2156 ext. 43

Important Phone Numbers

ACCESS Office	518-2152
Admissions	518-2228
Arts & Sciences, Dean’s Office	518-2100
Allied Health Dept.	518-2172
Alumni Services	518-2114
Assessment (Testing).....	518-2202
Athletics.....	518-2197
Book Store	518-2106
Business Office	518-2251
Campus Housing (College Park).....	518-1330
CARDS Freshman Orientation.....	518-2130
Career and Technical Education, Dean’s Office.....	518-2157
Career Planning	518-2115
Career Services	518-2198
Central Methodist University	518-2112
Community Center	518-2125
Continuing Education	518-2157
Course Registration	518-2126
Customized Training	518-2127
Enrollment Verification	518-2130
EXCEL.....	518-2131
Financial Aid Office	518-2133
Learning Center	518-2140
Library	518-2141
Mineral Area College Foundation.....	518-2146
North College Center	518-2380
President’s Office	518-2146
Public Service Center.....	518-2148
Regional Technical Education Council (RTEC).....	518-2157
Registration, Registrar’s Office	518-2130
Security	631-2831
Single Parent & Non-Traditional Careers	518-2255
Student Services, Dean’s Office	518-2154
Tech Prep	518-2155
Upward Bound	518-2156

About Mineral Area College

Statement of Philosophy of Purpose

The Statement of Philosophy is an educational agreement between Mineral Area College and its students designed to promote the highest levels of student learning. It describes the historical commitment to teaching excellence of the college's faculty while defining a mutual commitment to student success shared by students, faculty, administrators, and all levels of staff. The college is committed to promoting a close, caring relationship among all members of the college community.

- Mineral Area College is dedicated to the belief that learning beyond high school is essential for the full development of individuals' interests and capacities and for the training of responsible citizens who will make a worthy contribution in a democratic society.
- It further believes the public, two-year community college is in a unique position to contribute to the overall program of higher education by providing the first years of college at a reasonable cost.
- Close to the community it serves, Mineral Area College meets the needs not only of those who will transfer to other institutions, but also of those who are preparing for careers through occupational programs and those who value learning for its own sake.
- Through continuing education and cooperative programs, the college contributes to the economic development and general welfare of the region.
- Mineral Area College believes in an open door policy that offers to everyone an opportunity to benefit from higher education.
- The college will at all times strive for quality in its educational programs.

General Education Key Quality Indicators*

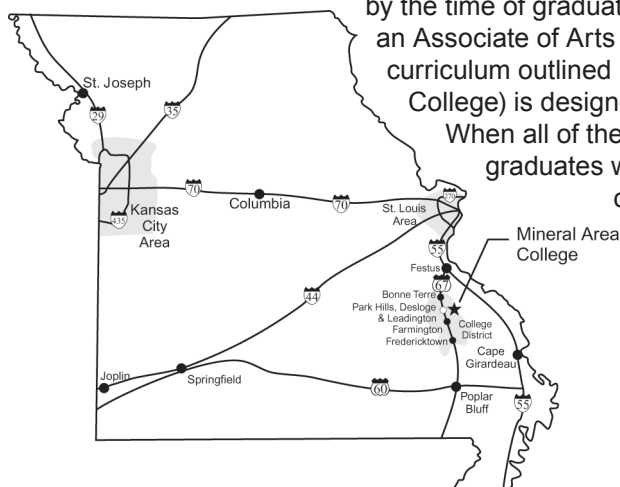
Mineral Area College believes all college students should participate in a core group of learning experiences commonly called general education. General education provides students a foundation for future learning experiences and also serves to enrich students' lives outside the classroom.

Through the general education experience, 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.

Mineral Area College has defined ten 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 this general catalog (44 hours at Mineral Area College) is designed to help students become competent in these areas. When all of these competencies are achieved, the college believes graduates will have a greater 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, Mineral Area College 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 Mineral Area College 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. Mineral Area College 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 Mineral Area College 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, informed 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), Mineral Area College faculty utilize 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 Mineral Area College education not only involves academic achievement, but also life-management skills as well. A Mineral Area College 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 Mineral Area College, 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 Mineral Area College. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts 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 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 Mineral Area College 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.

*Adapted from Northwest Missouri State University

College Core Values

At Mineral Area College, we want to make sure you know what our values are and what is important to us as you join our learning community. Here are the values that we see as critical to success and to the college’s success.

1. We are committed to honoring, respecting and caring for the worth of one another by being professional, fair, honest, and communicative.
2. The development of our teaching and learning environment is a responsibility we share.
3. Our students are entitled to excellence, opportunity, and encouragement so that they may reach their goals.
4. Our teaching shall accurately serve our communities’ educational and training needs.

Vision

Mineral Area College's Vision is a statement of how we see ourselves in the future. Through our vision we prioritize our goals and define our future.

Mineral Area College will be recognized as an innovative and significant educational institution and will

1. Encourage and support individuals, businesses, and organizations to meet their learning needs.
2. Serve as a resource for community enrichment and cultural enhancement.
3. Attract, develop, and retain experienced, caring, dedicated, and professional employees.
4. Recruit, develop, and retain a diverse student population by providing a nondiscriminatory, accessible, quality, convenient, and affordable education.
5. Provide staff, faculty, and students with state-of-the-art technology and tools in programs and services.

Statement of Mission

The Statement of Mission is designed to identify the current objectives of Mineral Area College and our goals for the future and to explain how we plan to fulfill that vision.

As an outstanding, tax-supported community college, Mineral Area College is committed to offering students a high quality, affordable education which will enable them to attain their career and other personal development goals. The college provides a quality teaching and learning environment and makes every effort to provide opportunities for life-changing educational, career, and cultural opportunities.

Goals for the Future

Mineral Area College fulfills its statutory mission through the following goals:

1. College/University Transfer: Provides lower-division courses in general education as well as pre-requisite work leading to the Associate of Arts degree for students who plan to transfer to four-year institutions.
2. General Education: Provides courses that result in personal, cultural, intellectual and social development in transfer and career programs leading to Associate of Arts, Associate in General Studies, Associate of Science, or Associate of Applied Science degrees.
3. Career and Technical Education: Provides courses which assist in the achievement of the technical knowledge and general background information necessary for programs leading to Associate of Science, Associate of Applied Science degrees, as well as one- or two-year occupational certificates.
4. Developmental Education: Provides courses that prepare and remediate students in basic skills such as adult literacy and assists students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
5. Customized and Contract Training: Provides specialized training to address specific needs of business and industry and to further the economic development of the region.
6. Continuing Education: Provides a variety of lifelong learning opportunities that are responsive to people of all ages who continue their quest for personal knowledge and enrichment and who wish to acquire new ideas through non-traditional activities such as seminars, workshops, and non-credit courses for their professional careers.
7. Student Services: Provides support services to assist students in achieving their educational goals, including orientation, assessment, academic advisement, financial assistance, personal and career counseling, job placement, accommodation services for students with disabilities, and other learning resources.
8. Community and Cultural Services: Provides a variety of activities and events that are responsive to the advancement and enhancement of the region's diversity and quality of life.

Corporate and Community Development

Community Services

Adult and Continuing Education courses, seminars, workshops, tours, and other educational activities are designed to meet specific needs of residents of the Mineral Area College service area.

Individuals or groups wishing to upgrade skills, increase knowledge or improve understanding in such

educational program areas as arts, crafts, recreation, sports, physical education, vocational, governmental services, health professions, business education or other special interests may participate in ongoing programs or may request that courses or activities be organized if not already available.

Continuing Education courses and other educational activities are offered on the basis of known needs.

Courses are announced with the regular schedule or at the middle of each semester, depending on when the courses or activities are to start. Workshops, seminars, and similar short-term educational experiences are organized throughout the year as needs are made known.

Missouri Customized Training Program

Workers in the Mineral Area College service region increase their job skills and their average wages through the Missouri Customized Training Program. This program is designed to increase and improve Missouri's workforce by helping new or expanding businesses recruit, train, and retrain workers. Employees receive training customized to specific needs of employers through classroom training and on-the-job training.

Customized Training is offered through the Missouri Department of Elementary and Secondary Education, the Missouri Department of Economic Development, its Division of Workforce Development, and other government agencies.

A program application and more information can be obtained through the Mineral Area College Customized Training office at (573) 518-2127 or the Missouri Customized Training Program, P.O. Box 1987, Jefferson City, Missouri 65102-1087, (800) 877-8698.

New Jobs Training Program

Mineral Area College, in cooperation with the Missouri Department of Economic Development, can fund employee training for eligible employers through the marketing of certificates. The certificates are repaid by using tax credits from the employers' regular withholding of Missouri income taxes. In order to be eligible for this program, employers generally need to create at least 100 new jobs.

This program is intended to provide training and education to workers employed in newly created jobs in Missouri, and to help employers reduce the cost of training new workers. Training services can include skill assessments, pre-employment training, training equipment, instruction, curriculum development, and a variety of other training related services.

In order to start using this program, call the college's Customized Training Office at (573) 518-2127 or the Missouri Department of Economic Development/Division of Workforce Development at (800) 877-8698.

History of Mineral Area College and Flat River Junior College

One way to get to know an institution's culture and values is to learn about its history, and Mineral Area College is no exception.

Late November 1921, a group of former Flat River area high school administrators gathered together to present a proposal for two years of advanced education at home for area high school graduates. Upon obtaining the support of the school districts and the Board of Education, plans were made to open the Flat River Junior College (FRJC). On September 5, 1922, a student body of 38 held classes for the first year on the stage of the auditorium in the Domestic Science basement and in high school classrooms. During the fall 1923, FRJC was ready for its first full term of occupancy. This structure housed FRJC for 42 years and Mineral Area College students three years.

Mineral Area College 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. The college became a successor to Flat River Junior College, the third-oldest public junior college in Missouri, established in 1922 as part of the Flat River Public School System. In the last eight decades, at least 11,000 graduates have gone out into the world with the college's degrees or certificates.

While continuing the operation of the institution it replaced, Mineral Area 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's 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 increases the facility's usable area by 3,800 square feet, 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 Mineral Area College 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-student student 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 an 10,000 square foot 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.

Today, Mineral Area College serves over 3,000 students each semester, and offers 35 vocational/technical education programs and required general education transfer courses that can be applied to almost all academic majors at universities. Mineral Area College 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 Mineral Area College have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. Mineral Area College will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the millennium.

Admissions & Records

POLICIES YOU NEED TO KNOW

Below is a partial list of policies and other Federal Disclosures of which students should be aware before registering for classes at Mineral Area College. Many of the policies are based on state and federal regulations, as well 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, provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records, and personally identifiable information. (See page 31.)

Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect official records directly relating to them. The act does not permit the college to provide information regarding grades, transcripts, or schedules to parents of students 18 years or older.

Directory Information/Public Information

In accordance with the Family Educational Rights and Privacy Act of 1974, Mineral Area College considers the following to be a student's directory information: student name, local and permanent address, telephone number, date and place of birth, major field of study, dates of attendance, past and present participation in officially recognized activities and sports, weight and height of athletic team members, degree(s) conferred (including dates), awards, and the most recent previous educational institution attended by the student. Names and addresses of Mineral Area College graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

Drug-Free Work Place

Mineral Area College 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

Mineral Area College 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 Office of Human Resources, 5270 Flat River Road, Park Hills, MO 63601. (See page 1.)

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 at Mineral Area College.

Services for Students With Disabilities

It is the policy of Mineral Area College to provide accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the American With Disabilities Act of 1990. (See page 20.)

Sexual Harassment Policy

Mineral Area College 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.

Smoke-Free Buildings and Quadrangle

In an effort to respect the health rights of all students, faculty and staff, Mineral Area College has a “Smoke-Free Environment” policy. Smoking is not permitted inside any buildings on the college campus, nor in the Quadrangle. Use of tobacco products is allowed in designated areas outdoors, and is not allowed within 15 feet of any building entrance.

Student Responsibility for Catalog Information

This catalog is effective beginning August 1, 2006, for the 2006-07 and 2007-08 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. (See page 2.)

GENERAL ADMISSIONS

Requirements

Mineral Area College has an “open door” admissions policy. Any person who is at least 16 years old may be admitted to the college. Students should apply to the Admission’s Office before their expected starting date as registration priority is given to early applicants.

The college reserves the right to evaluate requests for admission and to refuse admission to any applicant when considered to be in the best interest of the college. Additionally, the college can 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 selected admission programs at Mineral Area College are:

Programs	Maximum # admitted	Application Deadline
Practical Nursing	32	Dec. 15
Paramedic Technology	20 as of 2006	April 15
* Medical Technology -Radiology	22	Feb. 15 – May 1
Associate Degree in Nursing	Freshman 36, Sophomore 48	Dec. 15
**Medical Technology - Respiratory Therapy	22	N/A

*Selection of the Radiology students is completed by the staff at Mineral Area Regional Medical Center.

**Selection of the Respiratory Therapy 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 24 hours in advance at (573) 518-2228.

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.

Students may apply for admission at any time during the year, 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 Mineral Area College credit are exempt from the application fee but must complete an Application Update Form.

Students needing assistance with the admissions process 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. Mineral Area College'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

Official copies of high school transcripts, home school proof of completion, and GED scores may be requested by the Admissions Office. Previous college transcripts must be submitted prior to enrollment. Transcripts should be mailed directly from the respective school to Mineral Area College Admissions Office, PO Box 1000, Park Hills, MO 63601.

First-time freshmen who have earned dual credit in high school from a college other than Mineral Area College must also have an official college transcript sent. High school seniors will be given tentative admission based on a seventh semester transcript. A final transcript should be requested after graduation. A final transcript should show grades, class rank, and date of graduation.

Official transcripts from all previous institutions must be on file before the student is eligible to register. All final transcripts must be received prior to orientation and registration. To request a high school, college, or Missouri GED transcripts sent to Mineral Area College, students may download a form from www.MineralArea.edu.

4. Placement Tests

Mineral Area College reserves the right to guide enrollment on the basis of placement tests. Placement testing is required for enrollment into English and math courses. 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 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. Mineral Area College'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.

6. Orientation

College Advisement/Registration Day for Students (CARDS) is a required orientation for students entering as first-time freshmen or first-year students with fewer than 24 college credit hours. The orientation is usually held the semester before the student begins at Mineral Area College. The program features academic advising and placement testing, registration for classes, campus tours, and information on housing, financial aid, billing, parking, and student IDs.

Students who are admitted late and/or cannot attend a CARDS program may not register until 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 student housing offers affordable, convenient, on-campus housing for up to 224 Mineral

Area College students. The 8-acre residential complex opened in 2000. It features 72 units: four efficiency units; 28 two-bedroom, two-bath units; and 40 four-bedroom, two-bath units. All residences are furnished and include kitchenettes. The complex has central laundry facilities, a clubhouse, a picnic pavilion with barbecue grills, a pool, and sand volleyball courts. More information can be obtained by contacting College Park, (573) 518-1330 or collegepark@MineralArea.edu.

Students who reside in College Park on-campus housing must sign a waiver stating that the college has provided the student, or if the student is a minor, the student's parents or guardian, with detailed written information on the availability, effectiveness, and risks associated with the meningococcal vaccine. Students who elect to receive the meningococcal vaccine are not required to sign a waiver but are required to present a record of said vaccination to the director of College Park.

Student Classification

Full-Time/Part-Time Classification

A student carrying 12 or more semester hours during the fall and spring semesters is considered full-time. Six hours is considered full-time in the summer term.

First-Time Student

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

Transfer Student

Students who attended another institution of higher education since high school graduation and before applying to Mineral Area College are considered transfer students.

Continuing Student

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

Returning Student

A returning student is an applicant who has previously earned at least one hour of credit at Mineral Area College.

Returning students who have not been enrolled at Mineral Area College for a semester or more (excluding summer session) may reactivate their files by updating their admission information with the Registrar's Office. Files for students who have not attended within five years will be destroyed. Transcribed grades earned at Mineral Area College 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 Mineral Area College must have complete and official transcripts sent from those institutions to the Registrar's Office.

Non-Traditional Student

Non-Degree Seeking Student

Students admitted for credit course work may classify themselves as non-degree seeking if they are not seeking a degree, certificate, or financial aid at Mineral Area College. Students seeking any type of financial aid (Social Security, veteran 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 of age, take the college's assessment test or submit ACT scores, and submit a high school transcript from the last school attended.

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 Mineral Area College, but must submit to the Registrar's Office documents required by Missouri State Statute 167.031 concerning home school graduates.

To be admitted, graduates of home schools, non-accredited high schools or correspondence schools must be at least 16 years of age, submit transcript verifying completion of academic program, and take the college's assessment test or submit ACT scores.

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

Dual Enrollment/Joint Enrollment

Special admission is granted to students attending an accredited high school and participating in the Mineral Area College Dual Credit/Dual Enrollment Program. Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit. Eligible high school juniors and seniors, who are at least 16 years of age, may attend classes through the Dual Credit/Dual Enrollment program. This program allows high school students the opportunity to earn college credit hours before the time they would normally begin college.

Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit.

Concurrently Enrolled Student

Students who are enrolled at Mineral Area College and another college/university in the same semester are considered concurrent students. These students should submit a Mineral Area College Admissions Application. Students must provide proof of completion of prerequisites to enroll in Mineral Area College classes.

Visiting Student

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

International Students

Mineral Area College is authorized under federal law to enroll international students. International students requesting I-20s for F-1 visa to study at Mineral Area College must fulfill the following requirements for admission:

Complete (in English) Application for Admission. A \$15 application fee in U.S. currency must accompany the application. A check or money order must be drawn on a U.S. bank and be made payable to Mineral Area College. Foreign money orders cannot be accepted. The applicant's complete name and date of birth must be clearly indicated on all methods of payment. The application cannot be processed without the application fee and under no circumstances will the college waive or postpone this fee.

Submit evidence of English proficiency if native or predominant language is not English. Students must score 550 or above on the paper-based test, 213 on the computer-based test, or 79 on the Internet-based TOEFL test and have an official score report sent to the Registrar's Office.

High School Transcript. Students must submit official or certified copies of transcript of upper-secondary school (high school) credits showing graduation requirements have been met. Such transcripts must be accompanied by the grading system used. All documents must be issued in the native language and be accompanied by Certified English Translation (an attestation signed by translator indicating that he or she is fluent in both English and the original language of the document and competent to render a true and accurate translation). Records are considered official only when sent directly from the issuing institution and must bear the original seal of the institution or the original signature of the institution's records official. A satisfactory score on the General Education Development (GED) test in lieu of a high school transcript can be accepted.

College and/or University Transcripts. Students must submit official transcript(s) from all colleges and universities attended. Such transcripts must be translated into English accompanied by the grading system used. All documents must be issued in the native language and be accompanied by the Certified

English Translation. Records are considered official only when sent directly from the issuing institution and must bear the original seal of the institution or the original signature of the institution's record official.

Transfer Clearance Form. Students must submit this form if transferring from a U.S. college or university. The Transfer Clearance Form is provided by the Registrar's Office at Mineral Area College and must be completed by the DSO at current college or university.

Submit ACT scores. Test results are considered official only when sent to the Registrar's Office directly from the testing agency. The ACT institutional code of Mineral Area College is 023060. For overseas testing contact ACT Universal Testing, P. O. Box 4028, Iowa City, IA 52243-4028, USA, Telephone: (319) 337-1448, Fax: (319) 337-1285, E-mail: osus@act.org. Website: www.act.org.

U.S. Department of Justice Form I-134, Affidavit of Support, and College Entrance Examination Board Certification of Finances. Students must submit these forms to verify financial resources. Applicant must demonstrate proof of financial support for the first year of study and demonstrate availability of funds for the length of their course of study.

Good Health Verification. Students must submit good health verification by a qualified physician. The health verification must indicate applicant is in good health and free from communicable diseases.

Insurance. Students must submit certification of current accident and sickness insurance applicable within the U.S. during enrollment. The insurance must have provisions for hospitalization, basic injury and sickness treatment, medically supervised repatriation, return of mortal remains, and emergency evacuation.

File Completion Deadlines. The deadline for submitting all above documents is April 1 for the fall semester, September 1 for the spring semester, and March 1 for the summer session. Photocopies of all documents submitted to Mineral Area College are advised, as the documents may be required by the consulate/embassy during student visa application. All application documents submitted to Mineral Area College become the property of the college and cannot be returned or reproduced.

Acceptance. When the above admission requirements are met, the student's case may be reviewed by the Admissions, Graduation and Academic Standards Committee for acceptance or rejection. If accepted for admission, the registrar, the college's PDSO, will issue and sign an I-20 form.

Expenses. International students pay Mineral Area College's out-of state tuition rate. The college does not provide financial aid, housing, or transportation for international students.

Mineral Area College is an approved SEVIS school. Admission inquiries should be directed to the Registrar's Office.

Satisfactory Academic Progress

Once enrolled, a student on an F-1 visa must

- Complete a minimum of 12 credit hours per semester;
- Complete a certificate program in no more than four semesters or an associate's degree in not more than six semesters, excluding summer and interim session;
- Provide proof of health insurance.

Finances and Work

International students are not eligible 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 may be admitted upon presenting a valid passport, Resident Alien card, Application for Admission, evidence of English proficiency (see above), and official transcripts of previous education.

RECORDS AND REGISTRATION

Advanced Placement

Mineral Area College accepts advanced placement scores of three or higher for credit. Students who successfully complete the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Test scores should be sent to the Registrar's Office. An evaluation fee of \$25 is charged. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. There is no assurance that another institution of higher learning will accept AP credit.

Change Of Program and/or Advisor Change

Students can change programs and/or of their advisor by filing a form with the Registrar's Office. The form is also available on the web under Registrar's Forms.

College Level Examination Program (CLEP)

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 the General Exams of CLEP, selected subject matter exams, and educational experiences in business, industry and/or the armed services. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. Contact the Registrar's Office for more information. An evaluation fee of \$25 is charged.

The College Level Examination Program evaluates knowledge gained through reading, job experience, non-college training programs, etc. The program is sponsored by the College Entrance Examination Board. Credit must be applicable in students' program of study. Scores should be sent to the Registrar's Office.

Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect official records directly relating to them. The act does not permit the college to provide information regarding grades, transcripts, or schedules to parents of students 18 years or older.

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 the General Exams of CLEP, selected subject matter exams, and educational experiences in business, industry and/or the armed services. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. Contact the Registrar's Office for more information. An evaluation fee of \$25 is charged.

Credit Transfer From Other Colleges

Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the following Association of Colleges and Schools: North Central, Middle States, New England, Northwest, Southern and Western. Students with transfer credit must request an official transcript from each institution attended be sent directly to the Registrar's Office. Only official transcripts will be evaluated by the registrar. Please allow two to four weeks for Mineral Area College to receive the transcript(s). All transfer credits earned with an "F" grade or higher will be transferred and calculated in the cumulative grade point average. Quality points and grade points will be transferred and averaged into the student's cumulative grade point average earned at Mineral Area College.

Evening And Weekend Classes

Evening courses are available throughout the year for people working toward a degree and for those interested in upgrading practical skills. Admission requirements for evening and weekend classes are the same as for day program. Any course listed in the catalog, as well as special courses, may be offered in the evening or Friday and Saturday if there is an apparent demand for such courses. The evening and weekend classes are identical in credit and in course content to day courses.

Full-time Course Load And Freshman-Sophomore Classification

Students are classified according to hours enrolled and hours completed. Part-time students earn fewer than 12 hours per semester, while full-time students carry 12 or more. During the summer session, full-time student status requires 6 or more credit hours.

A freshman is any student who has completed fewer than 30 credit hours; a sophomore has completed 30 credit hours or more.

Grade Reports

Grades are issued at the end of each semester. Students may view their semester grades on the Internet via the Student Information System (SIS) using their Personal Identification Number (PIN). Grade reports are mailed only to high school students who are enrolled in Mineral Area College's dual credit courses. The grade report lists the letter grade awarded in each course, the grade points earned in each

course, the student's total semester grade point average, and the total cumulative grade point average. The official grade point average is available only on the Mineral Area College transcript.

Military Experience Evaluation

Any current member of the U.S. Armed Forces, U.S. Reserves, National Guard or eligible veterans who have successfully completed basic training may be granted two hours of college credit in physical education upon submitting his or her form DD-214 or equivalent. In some limited situations, the student may qualify for additional credit. Credit is normally granted for military course work with an equivalent at Mineral Area College and appropriate to the student's major. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. An evaluation fee of \$25 is charged. Inquiries should be directed to the Registrar's Office.

Records On Hold

If a student's record has been placed on hold for any reason (including, but not limited to an unsubmitted official transcript, a financial obligation to Mineral Area College, library books due or failure to pay for parking violations), the student will not be allowed to do any of the following until the hold is removed: enroll in courses in subsequent semesters, obtain a transcript, receive a diploma or certificate, or access the Student Information System.

Registration

Students are encouraged to register early. Currently enrolled, admitted, and readmitted students who have no indebtedness to Mineral Area College and who have a complete admission file may register early for the following term's classes. Details are provided in each semester course schedule booklet, also available at www.MineralArea.edu.

Students enrolled during the fall semester may early register 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.

Release Of Transcripts And Diplomas

A student may not graduate or receive any diploma, certificates, grades, transcript, or letter of recommendation until all financial obligations have been satisfied. Any diplomas, certificates, grades, transcripts, or letters of recommendation shall be retained by Mineral Area College as a security interest until all such obligations are satisfied. 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.

Student Information System

The Student Information System (SIS) allows current and prospective students to check the course catalog and each semester's course offerings. An ID or PIN (Personal Identification Number) is not required to access the course catalog or course offerings.

SIS also provides a convenient method for currently enrolled students to register and pay for classes and access academic and personal information, such as student schedules, transcripts, financial aid, and student billing.

SIS operates in a secure environment. Students must use their Student Identification Number and PIN to access their personal information. Initial PINS are created by using date of birth. Students are then prompted to change the PIN to something unique to them. This becomes the PIN number for future access.

SIS is accessed at www.MineralArea.edu.

Transcript Requests

A transcript of each student's grades and credits at Mineral Area College is available through the Registrar's Office. A transcript request form is available at www.MineralArea.edu. All transcript requests must be in writing addressed to the Registrar's Office, Mineral Area College, P. O. Box 1000, Park Hills, MO 63601-1000, or faxed to (573) 518-2166 and must include the following information: student's full legal name

and any former name, Social Security number or student identification number, birth date, current address including day telephone number, and address to which transcript is to be mailed. The students must give complete information as to the street address and location and office or agency to which the transcript is to be mailed, and the student must have his or her original signature to authorize the release of the transcript. A computer generated signature is not valid.

Students may also request transcripts in the Registrar's Office by supplying all of the above information. Transcripts are \$4 if mailed and \$8 if faxed. Transcripts can only be processed when payment is received. A faxed transcript request must contain all the above-listed information as well as credit card information including expiration date. Requests for transcripts to be faxed will not receive priority processing.

Official transcripts are issued only to other educational institutions, employers, state departments of education, and similar agencies. Transcripts given directly to students are stamped "Issued to Student" and may not be accepted by other institutions and agencies.

Students should allow two to three working days for processing. Additional time is required at the end of the semester. The college reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition fees, library fines, materials, College Park rent due, or fines associated with College Park.

Transfer To Other Colleges

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at Mineral Area College 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 Mineral Area College. 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, Mineral Area College has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career 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 Mineral Area College. Students planning to transfer should refer directly to the official college or web site of the institution they plan to attend and meet those requirements and recommendations for a selected area of concentration.

Verification Of Enrollment

A student may either complete a verification of enrollment form on campus or write a letter and mail it to the Registrar's Office with the following information: Full name, address and phone number, Social Security number, date of birth, semester(s) to be verified, health insurance, parent name, Social Security number for identification, and student signature.

Current semester enrollment verification can be requested after classes have been in session for one week. Two to three days should be allowed for processing. The Verification of Enrollment form is available at www.MineralArea.edu on the Registrar's Forms page.

Support Services

ACCESS Office

The ACCESS Office provides individualized services and accommodations for students with documented disabilities under the Americans with Disabilities Act. Students who benefit from contacting the office may have physical, visual, hearing, learning, or psychiatric disabilities. In order to apply for services, students have to be willing to self-disclose their disability and provide documentation of their disability from a qualified professional.

Disability support services can include assistance with registration, personal advising, classroom adaptations, alternative testing methods, access to taped textbooks, 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.

Additionally, the ACCESS Office 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 post-secondary 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 at (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. Further information regarding student responsibilities and documentation can be found at the Disability Support Services link on the college web site at www.MineralArea.edu.

Advisement System

The advisement system is faculty-based, in which students are assigned a faculty adviser based on their choice of major. An adviser and/or a major may be changed upon request to the Registrar's Office.

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 conform to 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 decisionmaking.

Assessment

The preferred test for placement at Mineral Area College is the ACT, administered in October, December, February, April, and June each year. MAC also offers the Compass examination for those students unable to complete the ACT prior to registration. The Compass test is an un-timed examination that is taken on the computer. Students need not have computer skills to take the test. It is extremely user-friendly and much less stressful than traditional tests. Students can use their own calculators or the onscreen calculators to take the math test. The Compass test 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 one time, and they may take the entire battery or any of the three subject area tests. The fee for the entire battery is \$15, and any single test is \$10.

GED TEST To register for this test, students must have received their GED application from Jefferson City and have completed the GED demographic form at East Missouri Action Agency prior to registration at MAC. A \$20 non-refundable fee (cash or money order) is payable when they register for testing. Registration must be completed prior to the day of testing. Students must present a Missouri driver's license or Missouri non-driver ID and the GED Authorization Form to be admitted to the test.

CBASE The Missouri General Assembly established the requirement that candidates for entry into state-approved teacher education programs must achieve a satisfactory rating in specified subject area tests. The College Base (CBASE) was adopted by the State Board of Education, and candidates must score 235 or higher in each of the four subject areas: English, mathematics, science, and social studies. The CBASE is offered five times each year. To schedule the CBASE, the \$50 testing fee must be paid in the Student Services Office no later than the Wednesday prior to testing (a late fee of \$15 will be required after

the Wednesday deadline). Since this test has limited seating, students are encouraged to register as far in advance as possible to assure a seat.

EXIT EXAMINATION All degree seeking students at Mineral Area College will take an exit examination prior to graduation. Although the test battery is required, there are no required scores to meet graduation requirements. There is no fee to students for this test

PEARSON VUE TESTING Mineral Area College is an authorized testing center for technology certification testing through Pearson Vue Inc. This includes Cisco and Microsoft certifications as well as numerous other certifications. Fees and testing times are dependent on the type of certification testing.

Those students wishing to schedule any of these tests should contact the Assessment Office. Students should arrive at least 10 minutes prior to the test and bring a picture ID (required).

Bookstore

Mineral Area College operates a bookstore in the Student Center where textbooks, supplemental reference books, software, and necessary school supplies may be purchased. In addition, a wide variety of convenience, gifts, and college-related items 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.

Cardinals Nest

Breakfast, lunch and dinner are located in the Cardinals Nest next to the Field House. Hours are 8 a.m.-8 p.m., Monday-Thursday, and Fridays 8 a.m.-4 p.m.

Career Placement

Students may stop by the MAC Career Placement office to find a part-time job that works around a class schedule – or to launch a full blown career search. Here, students and alumni can research local company profiles, gain access to Internet Job Search Tools, solicit advice on interview techniques, and begin networking to land the right position. Current job openings are posted on www.MineralArea.edu under Employment Opportunities. To apply for these positions, students can stop by the Career Placement office located on the second floor of the Arts and Sciences building in Room 28 or call (573) 518-2198. Mineral Area College's Career Placement office is a partnership with Workforce Employment Solutions Inc. that connects students and alumni to regional employers.

Career Planning Center

The Career Planning Center provides help in career decision-making, career information, job search techniques, and college transfer information. A wide variety of services are offered to assist with the job search process or to help individuals who need to make career decisions.

Classes are offered to help students who are undecided or questioning their college major and/or career future. These courses are described in the Course Descriptions section of this publication.

Counseling and center resources are free and available to any Mineral Area College student or community member. A career library houses information on careers and job searches, as well as a large collection of college catalogs. Computerized career information systems provide job, college, and career information. The center provides testing, measuring work-related interests, values, abilities, and aptitudes. Help is also available for those needing assistance with resume development.

Personal 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 Mineral Area College. Referrals to outside agencies are also available for more severe concerns.

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

C.H. Cozean Library

The college's 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 find, generate, evaluate, and apply information that lets them continue their education into lifelong learning.

The collection consists of approximately 33,000 volumes, 200 periodical subscriptions, 1,700 videos, 12 electronic databases, and a variety of many other resources.

The library is a member of MOBIUS (Missouri Bibliographic Information User System). MOBIUS is responsible for The Common Library Platform, which allows faculty and students to request library materials from Missouri colleges and universities, using any personal computer in any location with access to the Internet. This creates a collection of approximately 17 million items. Materials are delivered within one or two days of being requested by the MOBIUS Delivery System.

The catalog is accessible online 24 hours a day, patrons can view their own library account, and materials not available in Mineral Area College's library may be borrowed through Galahad (the college's cluster with Southeast Missouri University and Three Rivers Community College) or MOBIUS.

Loan Periods: Books from the circulating collection may be checked out for three weeks, and magazines may be checked out for one week. Reference books may be used in the library only. Loan periods for other formats vary.

Returns and Renewals: Materials must be returned to the library on or before the due date to avoid a fine, and they must be returned to the library to renew and extend the checkout date. No materials will be renewed over the telephone.

Overdue Materials: There will be a charge of 10 cents per day on all overdue materials except reserve materials. A 10 cents per hour fine is charged on reserve materials. There is a maximum overdue fine of \$10 per item. The borrower is responsible for lost or damaged materials. Students should contact any circulation clerk for the complete policy on overdue and lost or damaged materials. Students with unpaid bills will not be permitted to register or receive grades or transcripts.

Patrons: All students have library privileges. Non-students who are residents of the Mineral Area College taxing district may acquire a community borrower's card entitling them to check out privileges. In-district residents may obtain a community borrower's card by submitting a one-time \$10 deposit. When the patron no longer wants to use the library facilities, he/she may relinquish the community borrower's card and the deposit will be returned. Out-of-district residents may also acquire a community borrower's card by making a one-time \$10 refundable deposit, plus a nonrefundable fee.

Health Services

The college 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 disabilities and unique health concerns should contact the ACCESS Office, (573) 518-2152, for special services.

Learning Center

In the Learning Center, located on the second floor of the library and at each Outreach Center, students may enroll in 1-credit hour developmental courses designed to help improve basic skills. Students proceed at their own rate, beginning at a level at which they function successfully.

Math Lab: A Math Lab assists all students needing help in mathematics from arithmetic skills through college algebra.

Writing Lab: A Writing Lab assists students needing help in writing papers or brushing up on grammar.

New Traditions

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

New 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 vocational 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.

New Traditions also provides professional development seminars for area educators.

Parking

Free parking is provided on several large student parking lots. Parking regulations are distributed at registration and are available any time in the Student Services Office. Students have the responsibility of

familiarizing themselves with these regulations and abiding by the prescribed rules. Fines are assessed for violation of 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.

Student vehicles are not allowed on faculty or handicapped lots at any time.

Regional Technical Education Council

The Regional Technical Education Council (RTEC) of the MAC service region was established in 1996. RTEC improves delivery of post-secondary career and technical education and provides direction and services related to manufacturing and technology, emphasizing high-skill, high-wage occupations in the region.

RTEC improves post-secondary career and technical education by developing new associate of applied science degrees and related post-secondary programs. RTEC also coordinates services with Customized Training and Tech Prep, tailoring services to local business and industry needs. RTEC promotes the benefits of career and technical education and increases access to training through delivery methods such as distance learning.

Links are maintained with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, UniTec Career Center in Bonne Terre, Cape Girardeau 63 School District, Winona School District, Current River Consortium, and Southeast Missouri State University.

RTEC is made of representatives from business and industry, public and private education, labor unions, and government agencies. It is funded by the Coordinating Board for Higher Education.

For more information about RTEC, students may call (573) 518-2157 or the Coordinating Board for Higher Education, 3515 Amazonas, Jefferson City, MO 65109, (573) 751-2361.

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 in applying for financial aid, encouragement, and support.

Three of seven TRIO programs are on Mineral Area College's campus: Upward Bound works 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.

Upward Bound started at Mineral Area College in November 1995. The program works with qualified high school students in the area 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 and provide use monthly Saturday programs to 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.

EXCEL/Student Support Services (SSS) is the second TRIO program located at Mineral Area College. EXCEL was originally funded in 1997, and its third four year grant cycle began September 1, 2005. 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. 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. That 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 600 young people in grades six 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

Mineral Area College 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 Mineral Area College 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 Mineral Area College, 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:

Effective Fall Semester 2006.

- **Resident of the Taxing District:** \$75/semester credit hour.
- **Student from Outside Taxing District:** \$99/semester credit hour.
- **Out of State and International Tuition:** \$118/semester credit hour.

Classification for Tuition Purposes

The college uses the student's residence to determine tuition (in-taxing district and out-of-taxing district of the Junior College District of Mineral Area). The student may, however, contact the Business Office with questions concerning residency classification.

Resident of the Taxing District of Mineral Area College

To qualify for in-taxing district tuition rates, a student may enroll in credit coursework if she or he

- Has continuously lived in the taxing district for 12 consecutive months or longer and can show a year's worth of payroll receipts, rent receipts, or property tax payments;
- Has an in-taxing district mailing address (P.O. box unacceptable);
- Is a minor whose parents or legal guardian have an in-taxing district mailing address (P.O. box unacceptable);
- Is married to a spouse who has an in-taxing district mailing address (P.O. box unacceptable);
- 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 Mineral Area College.

Students from Outside the Taxing District of Mineral Area College

An out-of-district student is one who claims as his/her permanent residence an address located in Missouri but not within the college district.

Out-of-State Student

An out-of-state student is one who claims as his/her permanent residence an address located outside Missouri, as defined in the Missouri Department of Higher Education residency policy.

International Student

An international student on any type of visa is any alien who comes to the United States for a temporary stay that will end when his or her purpose has been accomplished. (See pg. 15.)

65 Years of Age or Older (Senior Scholar Program)

All residents in the college service region, age 65 and older, may take college-level courses on a not-for-credit, or 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. Students must declare their intent to audit when first enrolling. Courses are available only when 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 Mineral Area College 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 Mineral Area College Board of Trustees.

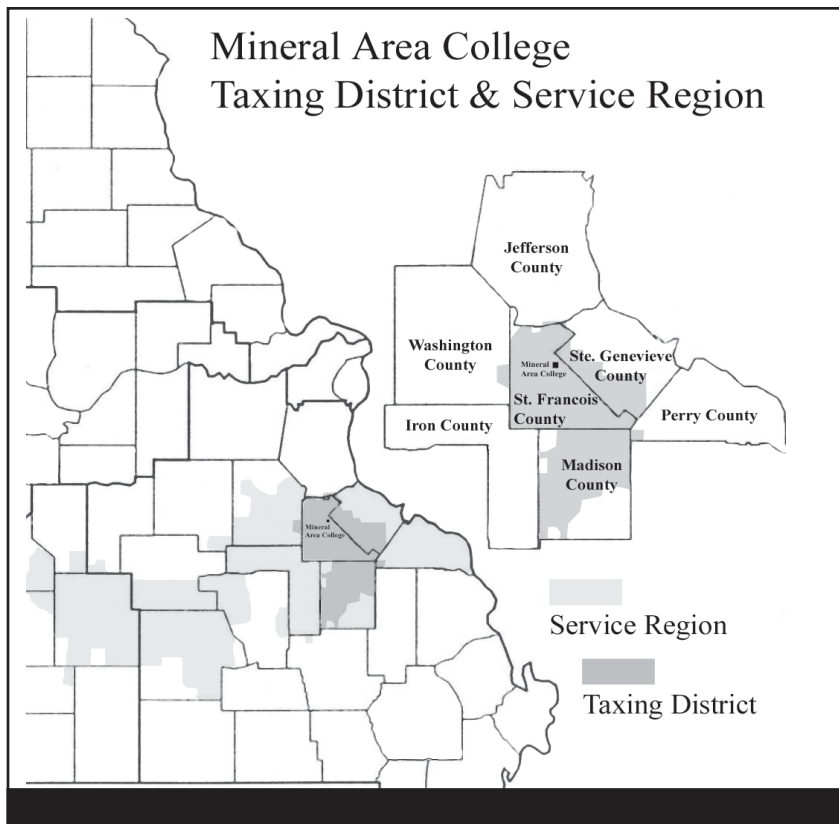
Books and Materials

The student is expected to obtain the books, supplies, and consumable materials needed in his/her studies. In addition, some

TUITION & FEES

In-District Resident Rate	\$75 per credit hour
See definition Page 24	
Out-of-District Resident Rate	\$99 per credit hour
See definition Page 24	
Out-of-State Resident Rate	\$118 per credit hour
See definition Page 24	

NOTE: Tuition and fees are subject to change with notice.



programs require the purchase of special items such as tools or specialized equipment. A complete listing of special costs is available from the Business Office, College Bookstore, program coordinator, or specific instructor.

Fees for Non-Credit Classes

A person enrolling in a non-credit course offered through the Mineral Area College'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 Booklet. Students should write their Social Security 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 canceled check is 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 Cashier's Office, by mail, or online at www.MineralArea.edu.

Payment Deadlines

Upon registration of any fall or spring semester 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 canceled and course selections terminated.

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

Account Balances

Students will be billed monthly for unpaid remaining balances. All balances may be paid off early.

On the next day following the Payment Due Date Without Penalty, students with any remaining unpaid balance will be assessed a one-time, \$25 late fee. Students will also be assessed an interest/finance charge of .75 percent per month on unpaid balances (i.e., $\$100 \times .75\% = .75$).

Third-Party Billing

Mineral Area College 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 Mineral Area College 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 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 finally 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.

A 100 percent refund of tuition and fees is given for complete withdrawal from all classes before the first

day of class for any semester or session. After the first day of classes and during the first 12.5 percent of a semester or session, a 90 percent refund of all tuition and fees owed will be given for complete withdrawal from all classes. For a 16-week semester, 12.5 percent of the session is the tenth day of classes.

A 100 percent refund of tuition and fees is given for dropping individual classes during the first 12.5 percent of the semester (first two weeks of fall and spring for 16-week semesters; first week of summer session for an eight-week term), so long as a student does not drop to 0 credit hours. After 12.5 percent of the semester has passed, no refunds will be given.

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 Business Manager, 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. Obtain, complete and submit the Free Application for Federal Student Aid (FAFSA). The form is available in high school counseling offices or the college's Financial Aid Office. This form may also be completed online at www.fafsa.ed.gov.
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 Stafford Loan, and Scholarship Programs.

Return of Title IV Funds Policy

Effective July 1, 2000, Mineral Area College 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)
- Stafford Subsidized and Unsubsidized Loans
- Parent (PLUS) Loans
- EXCEL SSS Grant

Following are two examples of 60 percent points in a semester. These two examples are based upon enrollment in regular 16-week courses. Dates will vary for short-term and summer sessions:

Fall 2005 Semester: Oct. 21, 2005;

Spring 2006 Semester: March 21, 2006.

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.

Mineral Area College 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 prior to 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

To maintain academic eligibility for financial assistance, a student must successfully complete a minimum of two-thirds of all coursework attempted each semester.*

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

A student who fails to meet the above criteria will be placed on financial aid probation for the next semester of enrollment. A student receiving financial aid while on probation must meet the minimum requirements or become ineligible for future aid at Mineral Area College.

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

In the event of extenuating circumstances, the student may write a letter or apply to the Financial Aid Office, requesting to be considered for retention of financial aid eligibility. If the student disagrees with the decision, he/she may request a hearing with the dean of Student Services.

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 requiring 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 Mineral Area College financial aid.

The minimum standards apply to all federal and state-funded student financial aid programs.

*Total credit hours attempted will be verified at the end of the 20th day of classwork each semester. (Withdrawals before the verification date and audit courses are not counted in attempted coursework.)

**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.

***The maximum timeframe 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 Mineral Area College 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 20 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 Stafford Loan

1. Long-term Missouri Department of Higher Education guaranteed loans are available through some banks, savings and loan associations, credit unions, or other lending institutions.
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 Stafford Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs

In addition to the federally funded programs, students may also apply for the Charles Gallagher Educational Grant Program. The Missouri Legislature in 1972 passed Senate Bill 613, which authorized funds to help Missouri-resident, undergraduate students in need of financial aid to attend qualified colleges in Missouri. Each eligible student may receive half the cost of tuition and fees if funds are available.

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 Mineral Area College is handled by the Registrar's 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 grade point average of 2.5 on a 4.0 scale; and
- 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 post-secondary 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 \$2,000 per academic year. 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 post-secondary 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 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 charged at Mineral Area College.

Missouri College Guarantee Program

This scholarship is based on demonstrated financial need, as well as high school and college academic achievement. To be eligible, a student must

- Have a high school GPA of 2.5 or higher on a 4.0 scale;
- Score 20 or higher on the ACT;
- Be enrolled full-time at a participating Missouri post-secondary school;
- 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 students' eligibility for other federal and state need-based programs. Maximum scholarship award is based on tuition costs at University of Missouri. Students are selected from completion of the FAFSA prior to April 1 and information provided on their ACT/SAT application.

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

Mineral Area College 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

Mineral Area College 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

Mineral Area College 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 Mineral Area College 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 Mineral Area College and through the local community. The scholarships at Mineral Area College include those established through the Board of Trustees, Foundation Office, the Athletic Department, various Mineral Area College 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 can be obtained from the Financial Aid Office.

Since thousands of scholarships are offered nationwide, the library is another resource for references concerning financial awards. Scholarships may also be found on the Internet through various Internet addresses provided by Financial Aid.

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, Mineral Area College 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 post-secondary institutions.

Copies of parents' and students' federal tax forms 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.

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 check payable to the student. Payments are usually made during the sixth week of each semester. Federal College Work Study payroll checks are issued the tenth of each month, made payable to the student.

Student Activities

In keeping with the objectives and philosophy of the college, Student Activities offers a wide variety of opportunities and activities for students outside the classroom. Students are encouraged to participate in extracurricular activities for a well-rounded academic experience.

Student Organizations

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. The organization lets students participate in art shows as well as take field trips to view work of other artists.

Christian Student Union

The Christian Student Union provides students with opportunities for Christian fellowship, Bible study, personal growth and ministry to others. Membership is open to all denominations.

Delta Psi Omega

Delta Psi Omega is a dramatic fraternity, providing an honor society for those exhibiting a high standard of work in theater. As Mineral Area College 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.

International Club

This club, open to all students, promotes interaction among students of different cultures and nationalities. It encourages students to broaden their perspectives through understanding and appreciating other languages and societies. The club's activities involve exploring foreign arts, traditions, and observances during events throughout the year.

Little Theatre Guild

The Little Theatre Guild was organized to present dramatic productions. Participants receive training in acting, directing, and technical theater. The guild presents at least two major productions each semester and two productions during the summer. The guild sponsors Children's Theatre Troupe, which performs at area elementary schools. The Little Theatre Guild is open to all Mineral Area College students and members of the community.

Mineral Area College Ambassadors

A Mineral Area College Ambassador is a representative for the student body and campus. Ambassadors must maintain at least a 2.5 GPA and possess good oral communication and leadership skills. Ambassadors are selected through an application process and receive an hourly rate for their work. Ambassadors help during registration, recruitment, campus tours, events, phone surveys for student retention and tracking, and other activities and events.

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 and there are no dues. Any student interested in business management may attend and participate in the activities.

MoSALPN

Missouri State Association of Licensed Practical Nurses Inc. is open to all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain,

and elevate nursing's professional standards. Membership benefits include receiving bimonthly newsletters from the association, being updated on legislative proposals and changes affecting the nursing profession, participating in Legislative Day at the Missouri State Capitol, and being given the opportunity to attend the annual MoSALPN convention. Other activities include attending numerous workshops and meetings regarding health promotion, maintenance, and new technology and treatment interventions. Graduate nurses are eligible to continue membership in this professional organization.

Phi Beta Lambda

Phi Beta Lambda is a national organization of post-secondary students preparing for careers in business and business-related programs. It provides educational, vocational, and leadership opportunities to improve students' business skills and learning. All Phi Beta Lambda members are encouraged to participate in state and national conferences each year. Membership is open to any student enrolled at Mineral Area College.

Phi Theta Kappa

Phi Theta Kappa is the international scholastic honor society for community college students. The Lambda Chapter was established at Flat River Junior College in 1926 and continued on at Mineral Area College. To be eligible for induction, a student must be enrolled at Mineral Area College and have completed 12 credit hours with a cumulative GPA of 3.5 on a 4.0-point scale. Members failing to maintain their scholastic averages receive probation for one semester and are dropped if the required 3.0 GPA is not maintained.

Postsecondary Agricultural Student

The Postsecondary Agricultural Student (PAS) organization 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 the variety of 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 program areas such as landscaping, floriculture, soil science, equine management, livestock, dairy, and crop production. Other competition areas include public speaking, employment interview, and career planning and progress.

Psi Beta

Psi Beta is the national honor society in psychology for community colleges. Psi Beta was founded to stimulate, encourage and recognize students' outstanding scholarship and interest in psychology. Students completing 12 semester hours of total college credit, who have an overall GPA of 3.0, and who have at least a "B" average in psychology may be invited to join the Mineral Area College chapter of Psi Beta.

Robotics, Automation, Design and Information (RAD-I.T.) Club

The Robotics, Automation, Design and Information Technology Club seeks to promote scholastic efforts and student involvement in the areas of computers, computer science, electronics, computer-aided design, and engineering, as well as other related technical disciplines. It acts as a support group for students in these areas, facilitates student support for academic programs across these disciplines, and provides social and educational activities and opportunities for its membership. Any student may join. It seeks to carry out its mission by having regular meetings, attracting lecturers and demonstrators with skills knowledge, taking field trips, attending meetings, seminars, and conventions, and collaborating on technology projects and artifacts.

Student Activities Council

Student Activities Council directs, administers and executes student activities and social events for the student body.

The council consists of representatives from all recognized student organizations. The council reports and answers to the Student Activities director.

Student Government Association

This is the official student governing board and policymaking group of the student body. It acts as liaison among students, faculty, and administration. Through SGA, 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 Nurses Association

Students in the ADN Program 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.

Mineral Area College nursing students can join the National Student Nurses Association (NSNA). Membership with the NSNA automatically includes membership in the local and state organizations.

The college sponsors an active local chapter called the Mineral Area College Student Nurses Association (Mineral Area College 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), the group focusing on issues affecting Missouri student nurses.

Departmental Activities

Art Department

The Mineral Area College Art Department offers a variety of culturally enriching experiences for students who can view a wide variety of art and participate in art exhibits. The college has a hallway gallery near the art studio for student work, and a gallery in the lobby of the Community Center. These exhibits are changed often to allow maximum exposure to art work students may produce. The program offers a high-energy exchange of work and ideas with the Music and Theater Departments through several interdisciplinary projects.

The basic idea of the program is to motivate the student's creative talents while preparing him/her for continuance 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 that include the following:

Community Band – This group is much like its daytime equivalent (Concert Band) except that it meets for one, two-hour rehearsal. It is open to all MAC students as well as community musicians of all ages.

Community Choir – This group is the evening version of the MAC Singers. A large choral ensemble (soprano/alto/tenor/bass) consists of MAC students as well as community vocalists. Open to all.

Concert Band – This class is a performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles are rehearsed and performed each semester. Open to all students who play an instrument.

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

Jazz Combo - 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. Open to all vocalists or instrumentalists through the consent of the director.

Kicks Band – The community version of the daytime Jazz Ensemble. It meets for one, two-hour rehearsal throughout the year and is the primary performing group at the MAC Jazz Festival. MAC Students are welcome to audition, depending on need.

Mineral Area College Singers - This class is a performing ensemble focusing on the large choral ensemble repertoire (soprano/alto/tenor/bass). Open to all students with the consent of the instructor.

Steel Drum Ensemble - This class is 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.

Studio Orchestra - This class is a performing ensemble focusing on the creation and production of a

large-scale musical-variety show. Open to all students by audition, who sing or play an instrument in any style of music.

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 an extensive amount of concerts, recitals, community functions, school functions, theatrical musicals (1 each semester including summer), dances, recruiting tours, and professional jobs throughout the school year. Periodically, these ensembles play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student at Mineral Area College.

Every spring, Mineral Area College hosts an annual Jazz Festival. This festival, organized and managed by the department, brings 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 jazz artists outstanding in their field.

Student Music Educators National Conference

The Music Department sponsors a student chapter of the Music Educators National Conference. This parent organization is one of the most active and visible of all professional music organizations, dealing with issues pertaining to music education.

Legal issues, curriculum, and professional growth are just some of the topics this group deals with on a national basis. Locally, the group helps sponsor activities for the music department on both professional and social levels.

Theater 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. Its purpose is to bring entertainment, social opportunities, and a view of the world to audiences and those involved in the show.

The Guild produces a minimum of eight shows on campus, one "community-only" show and two 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 at least two musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance, one for high school students, the other for younger students. The guild works with the College for Kids program to provide two sessions of theater for pre-middle school children, or trips for college students to attend plays outside the area, and participation in the annual American College Theatre Festival.

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 Mineral Area College. The college has attained national and state-wide recognition for men's basketball and baseball and for women's basketball and volleyball.

Cheerleaders

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

Mascot— "Kirby the Cardinal"

Mineral Area College 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 Mineral Area

College's activities, both on and off campus, including some of the home and away sporting events, summer camps, parades and other events in the community. The student chosen to portray Kirby is awarded a Leadership and Services Scholarship.

Men's Basketball

The Mineral Area College Cardinals have won many games and have achieved seven national rankings. Academic All-Americans and NJCAA All-Americans have been a part of the post-1984 graduating classes. The Academic All-American honor requires a 3.6 GPA.

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 MCCAC Conference provides an excellent race every year as well. Scholarships are awarded.

Women's Basketball

With several Conference Championships and Sub-Regional Championships, the women's basketball program has displayed its prowess. They have had a great deal of success in the MCCAC Conference. 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 11 Academic All-Americans. Scholarships are awarded on a merit basis.

Women's Volleyball

The women's volleyball program also carries a strong winning percentage. The team plays an excellent schedule and concentrates its recruiting on local athletes. 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 keeping themselves informed on the policies that govern educational studies at Mineral Area College. In this section, there is information pertaining to earning credits, course loads, graduation, academic progress, and other policies. For additional information, please contact either the dean of career and technical education, or the dean of arts and sciences.

Administrative Withdrawal

Faculty may drop a student for “excessive absence” after two weeks of consecutive absences which occur 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.

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, field trips etc., a written 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 implemented for a student who fails to meet corequisite or prerequisite requirements for a course.

Applying for Graduation

To be eligible for graduation from Mineral Area College, a student must adhere to the following:

1. File an Application for Graduation Candidacy with the Registrar’s Office during the first two weeks of the fall or spring semester or during the first week of the 8-week summer term. Mineral Area College does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student’s responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.
2. Attach a completed degree/certificate plan, signed by an advisor, to the Application for Graduation Candidacy.
3. Submit a one-time, non-refundable \$40 processing fee which is due at the time of application.
4. Complete a separate application for each degree/certificate for which you are applying.
5. Complete the specific requirements of each degree/certificate program as outlined in the college catalog, with the last 15 semester hours earned at Mineral Area College.
6. Earn a cumulative grade point average of at least 2.0 or better.
7. Resolve all financial obligations to the college and return all library and college materials.
8. Spring candidates for graduation are required to be measured for a cap and gown. Measuring takes place in early March at the Mineral Area College Bookstore.
9. Spring candidates for graduation are required to complete an Outcomes Assessment (exit) exam. The exit exam is not required for fall and summer candidates for graduation. Spring candidates for graduation will be notified of exit exam dates by the director of assessment.

Auditing a Course

A student who is not concerned with earning college credit may register for a course as an audit. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Regular fees and enrollment procedures are required. However, the student will not be required to take examinations nor complete homework assignments. No credit hours earned or any other level of performance will be indicated on the transcript. Once registered, changing from an audit to credit will not be permitted. Students receiving financial aid or veterans benefits cannot count audit courses to establish full- or part-time status. Audited courses do not count towards graduation requirements or to satisfy prerequisite requirements for other courses.

Change in Class Schedule

Adding a Class

This term refers to the short period of time at the beginning of any semester or session when students can add an open class with or without the instructor's signature. Restricted classes require a signature by the instructor in order for a student to register. 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 week of a 16-week term (3 days 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.

To add a class 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. Keep copy of form for proof of adding a class
5. Pay any additional fees required

Dropping a Class

This term refers to the time a student may drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing from a class. Unless otherwise indicate for specific programs, students may officially 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 1/8th 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
5. If you are entitled to a refund, checks are processed weekly and mailed

Students may also drop or withdraw from a class on the Student Information System (SIS) at www.MineralArea.edu. The responsibility of dropping a course rests with the student. Any informal arrangements made with instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student cannot drop a course merely by not attending classes.

Class Cancellations

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

Commencement Exercises and Issuance of Diplomas

The commencement ceremony is the culmination of the student's program of study. Each May, Mineral Area College conducts a graduation exercise whereby faculty, staff, family and friends come together to recognize and honor academic achievements. Graduates from each term are encouraged to attend, but May graduates are required to participate in the ceremony unless excused by the appropriate dean.

Participation in the graduation ceremony is allowed prior to verification of completion of final courses. Diploma covers and certificates are distributed at the May graduation ceremony. The actual degree or certificate is posted to the official transcript and the certificate or diploma is released after final degree audits have been completed and all degree requirements have been verified by the registrar. Diplomas and certificates will be mailed to the address indicated on the Application for Graduation Candidacy.

Diplomas and certificates for August graduates are mailed by the appropriate dean's office after the summer term ends. Diplomas and certificates for December graduates are mailed after the fall semester ends.

Class Schedule

Details on courses, registration, scheduling, deadlines, dates, instructions, fee and refund policies are provided in the class schedule, available well before the beginning of each semester. The class schedule is available in the Student Services Office and at outreach centers. The schedule is also published at www.MineralArea.edu.

Course Grade Appeal Procedures

Students with concerns about course requirements, class procedures, teaching styles, or grades should whenever possible first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If concerns exist after consulting with the instructor, students should then contact the appropriate program coordinator and/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 a committee. Anonymous calls or unsigned letters will not be acknowledged.

Only concerns expressed by the individual student involved will be dealt with. 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 they have an inaccuracy in his/her official record (transcript), he or she must notify the Registrar's office immediately. 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.

Correspondence Courses

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

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 and receive an official letter from the college acknowledging their success:

- Academic Workload 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.

Degrees And Certificates

Mineral Area College offers a wide range of programs of study leading to the Associate of Applied Science degree, Associate of Arts degree, Associate of Science degree, Associate in General Studies degree and One-Year Certificate.

Associate of Applied Science Degree (AAS) The Associate of Applied Science degree 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) The Associate of Arts degree is awarded to a student completing the requirements of the Liberal Arts/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.

Associate in General Studies (AGS) The Associate in General Studies Degree 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 if they have received an AA degree.

The requirements for earning the Associate in General Studies are less specific (and therefore easier to schedule) than for the AA, AS, or AAS degree. Please note that the degree is not designed for transfer and courses will be evaluated on a course-by-course basis by the transfer institution.

Associate of Science Degree (AS) The Associate of Science degree is awarded to students completing the requirements of specifically identified programs (Nursing-RN, Medical Technology-Radiology, and Medical Technology-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 Mineral Area College 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 Mineral Area College.

Distance Education

Mineral Area College provides a broad selection of distance learning courses that can be taken toward the completion of a degree. Distance learning courses provide flexibility and convenience to those pursuing educational objectives. The college offers course via the internet and in an audio format (DVD/VHS) format, commonly known as telecourses.

Distance learning courses are not easier than on-campus courses. The courses offered are equivalent to on-campus courses in terms of content, degree of difficulty and transferability. They require self-discipline and proficient reading skills. A self-assessment at www.GatewayConsortium.org is available for students to determine for themselves if a distance learning course is for them.

Mineral Area College is approved by the Higher Learning Commission of the North Central Association to offer the A.A.S. in Criminal Justice entirely by internet. For more information, please call the Director of Public Safety at (573) 518-2247.

Dual Credit

Mineral Area College has agreements with area high schools which permit qualified high school juniors and seniors to earn college credit while satisfying high school graduation requirements. This program allows students to get an early start on meeting college requirements.

Students must meet Missouri Department of Higher Education requirements and Mineral Area College 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 implement to the Missouri Department of Higher Education dual credit policy. Students are recommended to contact the institutions in which they plan to transfer for its policy on the acceptance of dual credit.

English As A Second Language

Mineral Area College 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.

It is the policy of Mineral Area College that all non-native speakers of English 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 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.

General Education Block (42 Credit Hour Block)

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, Mineral Area College has identified a 42-hour block of general education classes that is part of the Associate of Arts degree. If the student graduates with an Associate of Arts degree, then transfers to another participating school in the state, the receiving institution should accept the Mineral Area College 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to Mineral Area College 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 Mineral Area College 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 of Arts 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.

Grading System

A student must be enrolled in a class in order to receive academic credit. Mineral Area College employs a five-level grading system using the letters A, B, C, D, F, W, I, H and P.

These letters having the following meaning:

- 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 work. The student has demonstrated average proficiency in mastering course objectives.
- D**— Below average. The student has demonstrated below average but 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.
- H**— Audit (no credit). Students who audit a class 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
- H = No grade points
- P = No grade points

Once a grade is recorded in the Registrar's Office, it is a permanent grade. Changes cannot be made unless the instructor has made an error in calculating the grade. Any change must be approved by the dean of the respective division.

Grade Point Average (GPA)

Courses in which a student receives pass-fail credit, a "W," an "I," an "H," or a "P" are not included in the grade point average.

For example:

1 credit hour of A = $1 \times 4.0 = 4$

4 credit hours of B = $4 \times 3.0 = 12$

6 credit hours of C = $6 \times 2.0 = 12$

2 credit hours of D = $2 \times 1.0 = 2$

13=Credit Hours,Grade Points=30

30 divided by 13 = 2.308 GPA

Graduation Requirements

The requirements for graduation at Mineral Area College are those specified in the college catalog when a student enters the college. However, any student may elect to meet the requirements stated in a catalog printed in a later year. Students who discontinue enrollment for two consecutive semesters, summers excluded, will be required to follow the catalog in effect upon their return. A student should be aware that course prerequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary for completion of a college degree, certificate or diploma program. The student must satisfy course prerequisites 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 grade point average of 3.5 or above in his or her program of study.

There is a one-time, non-refundable, \$40 processing fee due at the time of application. Annual deadlines to file a graduation application are as follows:

- Fall Semester....end of second week of 16-week term.
- Spring Semester....end of second week of 16-week term.
- Summer Session....end of first week of 8-week term.

One commencement ceremony is held annually in May to honor graduates.

Honors Program

Mineral Area College offers an Honors Program for students wishing to participate in their education and gain an understanding of the subject matter. Honors classes offer an opportunity to meet peers of comparable abilities and experience greater teacher-student interaction. Course work emphasizes individuality, originality, and participative learning. In addition, critical thinking, analytical writing, and/or oral expression may be required in honors classes.

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

- High School GPA of 2.75 or above on a 4.0 scale, or a 7.5 on a 11.0 scale.
- ACT composite score of 19 or above.
- GED score of 2900 or above.
- Letter of recommendation from a high school teacher or counselor.

Returning students must maintain a cumulative grade point of 2.75 or above in order to remain eligible to take honors courses.

In order to successfully complete the Honors Program and receive recognition at Commencement, students must complete 12 credit hours of Honors credit with a "C" or better, and have a final cumulative GPA of 3.25.

Incomplete Policy

Assignment of an "I" grade is a faculty prerogative and is issued when the 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 for giving a student more time to complete the course or to improve a grade. In no case may an "I" be agreed upon prior to 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 complete the Incomplete Grade Request form and file the form with the appropriate dean, along with the final grade sheet for the course. 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 removal of an incomplete grade is one year from the first day of the term in which the incomplete grade was recorded, unless a shorter period of time is specified by the instructor. The instructor must indicate the deadline on the Incomplete Grade Request Form, which is provided by 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 date of 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 period of time, the Registrar's Office will automatically convert the grade to an "F".

Overload Policy

The maximum course load for the fall and spring semesters is 18 credit hours. The maximum course load for the summer term is 10 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with dean approval. The following GPAs are recommended for students who take more than the allotted maximum for a regular term:

2.75 GPA – 19 hours (or 11 hours in the summer)

3.00 GPA – 20 hours (or 12 hours in the summer)

3.50 GPA – 21 hours (or 13 hours in the summer)

Pass-Fail Grading System

A maximum of 6 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 in General Studies degree. A maximum of 3 credit hours on a "pass-fail" basis may be applied towards the requirements of a one-year vocational certificate. A student must enroll on a pass-fail basis at registration and will not be allowed to change after the class has met. A student must have a minimum of 2.1 GPA for all other credit hours presented for graduation requirements.

Prerequisite

A prerequisite is a required course that you must successfully complete before enrolling for a course. Prerequisites are listed in the college catalog with the course description. Students will be administratively withdrawn if a prerequisite or corequisite is not met.

Professional Teacher Education Program

The professional teacher education program is approved by the Missouri Department of Elementary and Secondary Education. The college offers a teacher education core for students seeking any area of professional education. The program also includes electives in the major area of certification. Students are required to pass a criminal background check before enrolling in their first education course. Students are recommended to contact the Teacher Education Program Coordinator at (573) 518-2252 for more information.

Teacher Education Core:

EDU123 Introduction to Education

EDU110 Psychology of Adolescence (Secondary Majors)

or

EDU130 Childhood Development (Early Childhood or Elementary Majors)

EDU128 Technology for Teachers

EDU260 Portfolio Assessment

Electives:

Early Childhood:

EDU202 Children's Literature

EDU240 Infant and Toddler Methods and Materials

EDU242 Organization and Management of Early Childhood Programs

Elementary Education:

EDU202 Children's Literature

EDU245 Classroom Strategies

Secondary Education:

EDU145 Classroom Strategies

Repeat Of A Course

A student who received a grade of "C" or below in a given course may repeat the course to raise his/her grade point average. When a course is repeated, the first grade remains on the transcript but only the latter grade will be counted for graduation or in computing grade points. A "Permission to Repeat Course Form" must be completed and filed with the Registrar's Office. Students may not repeat a lower level course that serves as a prerequisite for a course that was already completed by the student with a "C" or better. For example, if a student receives a grade of "C" in MAT113 and subsequently completes MAT123 in a following term with a grade of "C", the student is not allowed to repeat MAT113 in a future semester.

Withdrawing 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 for processing. The day the completed form is received by the Registrar's Office is the official date of withdrawal.

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 or term 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 he/she was passing or failing at the time, a "W" (Withdrawal) will be entered upon his/her 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 "F" grades for those classes, as well as a possible financial obligation.

To withdraw from the college the student must:

1. Obtain a Withdrawal/Exit Form
2. Complete the form
3. Deliver the Withdrawal/Exit Form to the Registrar's Office for processing
4. Wait for any refund due to be mailed by the Business Office, if entitled to a refund

When a student withdraws from a class or from Mineral Area College, his or her record will show a "W", 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 wherever 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 remission will be granted upon presenting an original copy of their orders to the Registrar's Office. Should a student have 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.

Student shall receive a full refund for textbooks purchased at the Mineral Area College Bookstore.

The College Park housing refund will be prorated based on the actual number of days room and board was used.

Degrees & Certificates

Arts & Sciences Division

The Arts & Sciences division offers both the Associate of Arts and the Associate in 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 Associate of Arts 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 in General Studies is offered to provide learners an opportunity to design a degree program. Because the Associate in General Studies degree is not accepted entirely by four year colleges and universities, students are subject by a course by course evaluation.

The college transfer program at Mineral Area College 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 Mineral Area College, 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

Mineral Area College 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

Mineral Area College 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 (44 hours at Mineral Area College) 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 twenty-first 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, Mineral Area College 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 Mineral Area College 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. Mineral Area College 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 Mineral Area College 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, informed 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), Mineral Area College faculty utilize 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 Mineral Area College education not only involves academic achievement, but also life-management skills as well. A Mineral Area College 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 Mineral Area College, 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 Mineral Area College. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts 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 Mineral Area College 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.

Associate of Arts Fields of Study:

Art
Biological Science
Chemistry
Computer Science
English
Family and Consumer Science
Foreign Language
Government
History
Human Services
Information Systems
Mass Communications
Mathematics
Music
Physics
Psychology
Speech and Drama
Teacher Education (Elementary and Secondary)

Pre-Professional Areas:

Agriculture
Architecture
Business Administration
Engineering
Forestry
Journalism
Law
Medicine
Pharmacy
Social Community Services
Teacher Education (Elementary & Secondary)

Secondary Education:

Agriculture
Art
Biology
Business Education
Chemistry
English
Family and Consumer Science
Foreign Language
Mathematics
Music
Physical Education
Social Studies
Speech

Requirements for Associate of Arts Degree:

Area:

COMMUNICATIONS (9 semester hours)

- English Composition I (ENG133)
- English Composition II (ENG134)
- One (1) oral communication course required:
 - Public Speaking (ENG144)
 - Interpersonal Communications (ENG167)
 - Oral Interpretation of Literature (ENG200)

HUMANITIES (9 semester hours)

Three (3) courses from at least two (2) disciplines; 3 hours of which must be a cultural diversity course (*denotes class fulfills cultural diversity requirement. Registrar maintains updated list.)

Art:

- History of Art I (ART149)*
- History of Art II, (ART150)*
- History of Art III (ART151) *
- Intro to Humanities (ART153)

Literature:

- Intro to Literature: Prose & Poetry (ENG157)
- Literary Masterpieces I (ENG212)*
- Literary Masterpieces II (ENG213)*
- English Literature I (ENG233)
- English Literature II (ENG234)
- American Literature I (ENG243)
- American Literature II (ENG244)
- Readings in Short Fiction (ENG246)
- Multi-Cultural Literature (ENG250)*
- Young Adult Literature (ENG253)*

Theatre:

- Intro to Theatre (THE100)
- Intro to Literature: Drama (THE120)
- World Drama (THE212)*

Mass Communications:

- Intro to Cinema (COM106)*

Foreign Language:

- Any Modern Foreign Language Course (MFL prefix)*

Music:

(Studio & Ensemble Courses do not fulfill humanities requirement. However, up to 6 hours of ensemble courses may count toward the AA degree as elective credit.)

- Music Theory I (MUS131)
- Music Theory II (MUS132)

- Music Theory III (MUS133)
- Music Theory IV (MUS134)
- Appreciation of Music (MUS163)
- Appreciation of Jazz (MUS165)
- History and Form of Rock Music (MUS168)*
- Introduction to Music (MUS173)

Social:

- World Civilization I (HIS110)*
- World Civilization II (HIS152)*
- Western Civilization I (HIS113)*
- Western Civilization II (HIS114)*
- History of Christianity (HIS119)
- Introduction to Latin American History (HIS136)*
- Modern Latin America (HIS150)*
- Introduction to Philosophy (PHI140)
- Comparative Religion (PHI141)*
- Introduction to Ethics (PHI142)
- Introduction to Cultural Anthropology (SOC154)*
- Ethnicity & cultural Differences in America (SOC160)*
- Human Diversity (SOC162)*

PHYSICAL & BIOLOGICAL SCIENCES (8-10 Semester Hours)

Two (2) courses, one from each discipline (Biology or Physical Sciences), including at least one (1) with its associated laboratory component.

Biology:

- Introduction to Biological Sciences (BIO110)
- General Biology (BIO115)
- General Botany (BIO125)
- Local Flora (BIO133)
- Local Fauna (BIO134)
- General Zoology (BIO135)
- Environmental Science (BIO143)
- Environmental Science Lab (BIZ143)
- Field Biology (BIO224)
- Survey of Genetics (BIO234)
- Human Anatomy & Physiology (BIO254)

Physical Science:

- Physical Science (PHS113)
- Principles of Geology (PHS115)
- Introductory Astronomy (PHS120)
- Oceanography (PHS123)
- Introductory Chemistry (PHS125)
- General Chemistry I (PHS135)
- Qualitative Analysis (PHS138)
- General Chemistry II (PHS139)
- College Physics I (PHS142)
- College Physics II (PHS144)
- General Physics I (PHS223)
- General Physics II (PHS224)
- Modern Physics (PHS225)

Introduction to Organic Chemistry (PHS230)
 Organic Chemistry I (PHS235)
 Organic Chemistry II (PHS236)
 Earth Science (PHS240)
 Physical Geology (PHS241)
 Earth Science I (PHS242)
 Earth Science II (PHS243)

MATHEMATICS (3 semester hours) 3 hrs

One (1) course—College Algebra (MAT123), or an alternative that includes a significant component of College Algebra, or a course which has College Algebra as a prerequisite. Declared Elementary Education majors may graduate with Foundations of Math (MAT153).

HISTORY & POLITICAL SCIENCE (6 semester hours)

Select one group:

- (A) American History I (HIS123) and American History II (HIS124)
- (B) American National Government (POS113) and American State & Local Government (POS114)
- (C) American History I (HIS123) and American National Government (POS113) or American State & Local Government (POS114)
- (D) American National Government (POS113) and American History I (HIS123) or American History II (HIS124)

SOCIAL & BEHAVIORAL SCIENCES (3 semester hours)

Principles of Macroeconomics (BUS293)
 Principles of Microeconomics (BUS294)
 General Psychology I (PSY113)
 General Psychology II (PSY114)
 Applied Psychology (PSY116)
 Human Growth & Development (PSY125)
 Abnormal Psychology (PSY200)
 General Sociology (SOC113)
 Social Problems (SOC123)
 Substance Abuse in Modern Society (SOC124)
 Introduction to Cultural Anthropology (SOC154)
 Ethnicity & Cultural Differences in America (SOC160)
 Human Diversity (SOC162)

COMPUTER INFORMATION SYSTEMS (3 semester hours)

One (1) course with CIS or CSC prefix

GENERAL EDUCATION ELECTIVE (1-3 semester hours)

If necessary to fulfill 42 hour block

Total General Education42-44 Hours
Recommended Major and
Elective Courses.....18-20 Hours

GENERAL REQUIREMENTS FOR THE A.A. DEGREE

1. A student must complete a minimum of 42 semester hours in general education selected from the above categories. The remaining 18-20 hours will be planned according to the student's major and the requirements of the school to which he/she plans to transfer.
2. Six hours of Career and Technical Education courses may be applied toward the AA degree.
3. Application for graduation must be filed during the second week after the fall and spring semester begins and during the first week of the summer term. Applications received after that date will be held until the following semester.
4. Spring Semester graduates must attend commencement exercises to receive a diploma. Fall and Summer graduates have the option of attending commencement exercises in the spring and may have their diploma mailed to them.
5. Completion of an Outcomes Assessment Tests is required of all graduates.
6. Six elective credits may be fulfilled through participation in ensembles, which consist of MUS105 MAC Singers (Community Choir), MUS106 Chamber Choir (Vocal Ensembles), MUS101 Community Band, MUS102 Jazz Band, and MUS109 Commercial Music Techniques. Students must have prior musical experience. These classes do not satisfy humanities requirements.
7. Last fifteen (15) hours must be earned at MAC.
8. Students must earn a 2.00 or better cumulative grade point average.
9. The student must have sixty (60) semester hours PLUS two (2) hours of PE activity classes.

Requirements for Associate in General Studies Degree:**Area:****COMPOSITION (6 semester hours)**

English Composition I (ENG133)
 English Composition II (ENG134)

HISTORY & POLITICAL SCIENCE (6 semester hours)

Select one of the following:

- (A) American History I (HIS123) and American History II (HIS124)
- (B) American National Government (POS113) and American State & Local Government (POS114)

- (C) American History I (HIS123) and American National Government (POS113) or American State & Local Government (POS114)
- (D) American National Government (POS113) and American History I (HIS123) or American History II (HIS124)

MATH or SCIENCE (3 semester hours)

ANY BIO or PHS class or
Intermediate Algebra (MAT113) or higher

HUMANITIES (3 semester hours)

Select one class from the following:

Art:

History of Art I (ART149)
History of Art II, (ART150)
History of Art III (ART151)
Intro to Humanities (ART153)

Literature:

Intro to Literature: Prose & Poetry
(ENG157)
Literary Masterpieces I (ENG212)
Literary Masterpieces II (ENG213)
English Literature I (ENG233)
English Literature II (ENG234)
American Literature I (ENG243)
American Literature II (ENG244)
Readings in Short Fiction (ENG246)
Multi-Cultural Literature (ENG250)
Young Adult Literature (ENG253)

Theatre:

Intro to Theatre (THE100)
Intro to Literature: Drama (THE120)
World Drama (THE212)

Mass Communications:

Intro to Cinema (COM106)

Foreign Language:

Any Modern Foreign Language Course
(MFL prefix)

Music:

(Studio & Ensemble Courses do not fulfill humanities requirement. However, ensemble courses may count toward the AGS degree as elective credit.)

Music Theory I (MUS131)
Music Theory II (MUS132)
Music Theory III (MUS133)
Music Theory IV (MUS134)
Appreciation of Music (MUS163)
Appreciation of Jazz (MUS165)
History and Form of Rock Music (MUS168)
Introduction to Music (MUS173)

Social:

World Civilization I (HIS110)
World Civilization II (HIS152)
Western Civilization I (HIS113)
Western Civilization II (HIS114)
History of Christianity (HIS119)
Introduction to Latin American History
(HIS136)
Modern Latin America (HIS150)
Introduction to Philosophy (PHI140)
Comparative Religion (PHI141)
Introduction to Ethics (PHI142)
Introduction to Cultural Anthropology
(SOC154)
Ethnicity & cultural Differences in America
(SOC160)
Human Diversity (SOC162)

PHYSICAL EDUCATION or HEALTH (2 semester hours)

2 credit hours in PED activity courses or School Health (PHY112)

GENERAL REQUIREMENTS FOR THE A.G.S. DEGREE:

1. The student must complete 60 semester hours.
2. The last 15 hours must be earned at Mineral Area College.
3. Hours must total sixty (60) semester hours PLUS two (2) hours of PE activity classes.
4. Application for graduation must be filed during the second week after the fall and spring semester begins and during the first week of the summer term. Applications received after that date will be held until the following semester.
5. Spring Semester graduates must attend commencement exercises to receive a diploma. Fall and Summer graduates have the option of attending commencement exercises in the spring, and may have their diploma mailed to them.
6. Completion of an Outcomes Assessment Tests is required of all graduates.
7. A maximum of 15 hours of coursework under the 100 level may count toward this degree.
8. Courses from the Career & Technical Education Division will be accepted as electives.
9. Students must earn a 2.00 or better cumulative grade point average.

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.

ASSOCIATE OF SCIENCE DEGREES

Allied Health Related:

Associate Degree Nursing (RN)

Medical Technology (Radiology, Respiratory Therapy)

ONE YEAR CERTIFICATES

Automotive Collision Technology*

Automotive Technology*

Business Computer Programming

Business Management

Child Development

Civil/Construction Technology

Computer Aided Design/Drafting Technology

Computer Networking

Construction/Building Technology*

Criminal Justice — Law Enforcement

Culinary Arts*

Electrical/Electronic Technology

Emergency Medical Technician (EMT)✓

Fire Science

Floral Design/Flower Shop Management

Graphic Arts/Printing Technology*

Heating, Air Conditioning and Refrigeration Technology*

Horticulture Services Operations Technology

Industrial Maintenance

Machine Tool Technology*

Manufacturing Supervision Technology

Manufacturing Technology

Medical Coding

Office Systems Technology

Paramedic Technology

Police Officers Standards Training (POST)

Practical Nursing

Viticulture✓

Welding Technology*

ASSOCIATE OF APPLIED SCIENCE DEGREES

Agribusiness

Automotive Collision Technology*

Automotive Technology*

Business Related:

Banking and Finance

Business Computer Programming

Business Management

Accounting

Microcomputers

Health Care

Office Systems Technology

Child Development

Civil/Construction Technology

Computer Aided Design/Drafting Technology

Computer Networking
 Construction/Building Technology*
 Criminal Justice – Law Enforcement
 Culinary Arts*
 Electrical/Electronic Technology
 Fire Science Technology
 Graphic Arts/Printing Technology*
 Heating, Air Conditioning and Refrigeration Technology*
 Horticulture Services Operations Technology
 Landscape Design/Nursery Management
 Turfgrass Management
 Viticulture
 Industrial Maintenance
 Machine Tool Technology*
 Manufacturing Supervision Technology
 Manufacturing Technology
 Occupational Education
 Occupational, Safety, Health and Environmental Technology
 Paramedic Technology
 Welding Technology*

* Denotes a degree offered cooperatively with one of four area career and technology centers.

√ Certificate less than one-year.

Allied Health Related

The Mineral Area College 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 both programs are experienced Registered Nurses (RNs) with collegiate preparation. These instructors provide quality education for all nursing students within the Allied Health Department.

Both nursing programs 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. The Advanced Placement Program allows students to further their education without repeating successfully completed courses. Mineral Area College Practical Nursing students or Licensed Practical Nurse (LPN) graduates of Mineral Area College since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the sophomore year of 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). Acceptance into the Advanced Placement Program 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 option.)

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 Mineral Area College 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. Basic computer knowledge as evidenced by:
 - a. A high school computer course,
 - b. A college computer course, or
 - c. Pass the CIS test-out exam given by Mineral Area College.
3. Prerequisite courses must be completed by end of Fall Semester with a grade of “C” or above:

- a. Elementary Algebra
 - b. English Composition I
 - c. Introductory Chemistry (Option B only)
 - 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 ACT Compass Test: Applicants must have taken the ACT within the past three years, be scheduled to take the test on or before the December test date, and have the minimum scores:
- A. ACT:
 - 1.) English — 18*
 - 2.) Math — 19* (and a grade of "C" or above in Elementary Algebra)
 - 3.) Composite — 19
- *See adviser for comparison scores on the ACT Compass
- B. ACT Compass:
 - 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 Mineral Area College.
7. Applications will be accepted from Feb. 1 until Dec. 15 of each school year. Application deadline may be extended.
8. It is the student's responsibility to assure the following documents are on file in the Allied Health Department, prior to selection (a \$20 application fee applies).
- a. Application form
 - b. High school transcripts or GED scores
 - c. ACT or Compass scores
 - d. 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 the Career and Technical 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. Certificate in Practical Nursing Curriculum (Side-by-side comparison)

Option A

PREREQUISITES

MAT095 Elementary Algebra	3
ENG133 English Comp I	3

Subtotal 6

FIRST SEMESTER

NUR129 Fundamentals of Nursing	6
NUR130 Therapeutic Nutrition	3
NUR131 Personal & Voc. Concepts	1
NUR137 Basic Pharmacology	2
BIO260 Human Anatomy	5
PSY125 Human Growth & Development	3
Subtotal	20

SECOND SEMESTER

NUR135 Maternity Nsg.	4
NUR143 Mental Health Nursing	4
PSY113 Gen. Psych. I	3
NUR142 Pediatric Nsg.	3
NUR132 Geriatric Nsg.	2
Subtotal	16

THIRD SEMESTER

NUR138 Med-Surg Nsg.	12
NUR141 Applied Pharm.	1
NUR127 Body Function	2
HLT240 IV Therapy	3
Subtotal	18

Option B

MAT095 Elementary Algebra	3
ENG133 English Comp I	3
PHS125 Intro Chemistry	5
Subtotal	11

NUR129 Fundamentals of Nursing	6
NUR130 Therapeutic Nutrition	3
NUR131 Personal & Voc. Concepts	1
NUR137 Basic Pharmacology	2
BIO260 Human Anatomy	5
PSY125 Human Growth & Development	3
Subtotal	20

NUR135 Maternity Nsg.	4
NUR143 Mental Health Nursing	4
PSY113 Gen. Psych. I.	3
NUR142 Pediatric Nsg.	3
NUR132 Geriatric Nsg.	2
BIO262 Human Physiology	5
Subtotal	21

NUR138 Med-Surg Nsg.	12
NUR141 Applied Pharm.	1
ENG134 English Comp. II	3
HLT240 IV Therapy	3
Subtotal	19

Total Credit Hours: Total Credit Hours:
 $6 + 54 = 60$ $11 + 60 = 71$

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 successfully completed courses. There are two separate entrance requirements: 1. The Mineral Area College Practical Nursing graduate from 1991 to present and 2. The Mineral Area College Practical Nursing graduate prior to 1991 or Practical

Nursing graduates of another school. Mineral Area College 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 (25 credit hours). Mineral Area College graduates prior to 1991 or graduates of another school may enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (38 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 the equivalent 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:

Courses	Credit Hours
Elementary Algebra.....	3
Introductory Chemistry.....	5
English Composition II.....	3
General Psychology.....	3
Human Growth & Development.....	3
Human Anatomy.....	5
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 ACT Compass
 - A. ACT -Applicants must have taken the ACT within the past 3 years, 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* and a grade of C or better in Elementary Algebra
 3. Composite - 20

- B. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
 1. Writing - 81
 2. Algebra - 36
8. Have a GPA of 3.0 or above.
9. LPN-GAP: A score at or above the national average percentile is required to be considered for placement in the ADN Program. Mineral Area College revised PN curriculum for 1997 graduates forward, exempt from GAP requirements.
10. A high school computer course with approved course substitution form, a college computer course, or pass the CIS test-out exam given by Mineral Area College.
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-138) 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 advanced placement adjusted fee rate.
 - 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. There is a \$20 application fee.
 - a. Application form
 - b. High School transcripts or GED scores
 - c. ACT or ACT 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 Chairperson of the Allied Health Department or the Career and Technical counselor.
- 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 Mineral Area College Program in Practical Nursing are required to pass the NCLEX-PN 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 Mineral Area College since 1991 (Grade of "C" or above required on all prerequisites):

Courses	Credit Hours
Elementary Algebra	3
Introductory Chemistry	5
English Composition II.....	3
General Psychology	3
Human Growth & Development.....	3
Human Anatomy	5
Human Physiology.....	5
Subtotal	27

PN or LPN Graduates of Mineral Area College since 1991

Fall Semester (Fourth Semester)	Credit Hours
ADN149 Medical-Surgical Nursing I*.....	5
BIO258 Microbiology	3
ADN151 Clinical Pharmacology	1
Subtotal	9

*NOTE: 5 credit hours articulate from PN Program

Spring Semester (Fifth Semester)	Credit Hours
ADN161 Nursing of Children	5
ADN150 Medical-Surgical Nursing II*.....	4
POS113 American National Government	3
SOC113 General Sociology.....	3
ADN148 Contemporary Nursing.....	1
Subtotal	16

*NOTE: 2 credit hours articulate from PN Program

* Based on grades and clinical skills (see policy).

LPN Graduates of Mineral Area College Prior to 1991 or from Another School

Prerequisites*	Credit Hours
Elementary Algebra	3
Introductory Chemistry	5
English Composition I.....	3
General Psychology	3
Human Growth & Development.....	3
Human Anatomy	5
Human Physiology	5
Subtotal	27

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

Summer Semester (Third Semester)	Credit Hours
ENG134 English Composition II.....	3
ADN142 Bridge Course.....	3
Subtotal	6

Fall Semester (Fourth Semester)	Credit Hours
ADN149 Medical-Surgical Nursing I.....	10
BIO258 Microbiology	3
ADN151 Clinical Pharmacology	1
Subtotal	14

Fall Semester (Fourth Semester)	Credit Hours
ADN161 Nursing of Children	5
ADN150 Medical-Surgical Nursing II.....	6
POS113 American National Government	3
SOC113 General Sociology.....	3
ADN148 Contemporary Nursing.....	1
Subtotal	18

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 Mineral Area College 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 with approved course substitution form.
 - b. A college computer course, or
 - c. Pass the CIS test-out exam given by Mineral Area College.
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 hr) 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 ACT Compass
 - A. ACT -Applicants must have taken the ACT within the past 3 years, 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* and a grade of C or better in Elementary Algebra
 3. Composite - 21

- B. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
 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 Mineral Area College.
 7. Applications will be accepted from Feb. 1 until Dec. 15 of each school 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. There is a \$20 application fee.
 - a. Application form
 - 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 the Career and Technical counselor.
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
MAT095 Elementary Algebra	3
PHS125 Introductory Chemistry	5
Subtotal	8

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

First Year

Fall Semester	Credit Hours
ENG133 English Comp I	3
BIO260 Human Anatomy	5
NUR145 Fundamentals of Nursing	6
NUR157 Basic Pharmacology	1
PSY125 General Psychology	3
Subtotal	18

Spring Semester	Credit Hours
ADN146 Maternity Nursing	4
ADN163 Mental Health Nursing	4
BIO262 Human Physiology	5
ADN164 Therapeutic Nutrition.....	3
Subtotal	16

Summer Semester	Credit Hours
ENG134 English Comp II	3
PSY125 Human Growth & Dev.....	3
Subtotal	6

NOTE: PSY125 Human Growth & Development is a prerequisite for ADN161 Nursing of Children.

Second Year

Fall Semester	Credit Hours
ADN149 Medical-Surgical Nursing I	10
BIO258 Microbiology	3
ADN151 Clinical Pharmacology	1
Subtotal	14

Spring Semester	Credit Hours
ADN161 Nursing of Children	5
ADN148 Contemporary Nursing.....	1
ADN150 Medical-Surgical Nursing II	6
POS113 American National Government	3
SOC113 General Sociology.....	3
Subtotal	18

Prerequisites - 8 credit hours

Total Credit Hours - 72 (31 Academic + 41 Nursing)

Paramedic Technology

Mineral Area College offers a Certificate and Associate of Applied Science degree in Paramedic Technology. The Certificate program is a three semester curriculum consisting of 42 credit hours and the Associate of Applied Science degree consists of an additional 33 credit hours. Graduates of the Paramedic Technology program are prepared to deliver emergency treatment at the site of an accident or other medical emergency. Training consists of classroom instruction, laboratory practice, internship rotations, and training within the hospital and from ambulance services. Paramedics are trained to provide advanced life support to sick or injured patients.

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 for a period of one year or 100 documented patient contacts.
 - b. Must be at least 18 years of age.
3. Prerequisites:
 - a. Must hold current Missouri EMT license.
 - b. Paramedic Anatomy & Physiology (PAR-210) or course substitution for equivalent A&P course.
4. American College Test (ACT) or ACT Compass
 - a. ACT - Applicants must have taken the ACT within the past three years, or before the December test date, and have the following minimum scores:
 1. English - 18
 2. Math - 19
 3. Composite - 19
 - b. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
 1. Writing - 68
 2. Algebra - 36
5. Have a Grade Point Average (GPA) of 2.5 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by Mineral Area College.
7. Applications for the 2006 Paramedic Program will be accepted from January 2 until April 15. 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. There is a \$20 application fee.
 - a. Application form
 - b. High school transcript or GED scores (official copies, not hand-carried)
 - c. ACT or ACT 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. Handwritten autobiography (3-5 pages)
 - 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 pre-requisites.

- Persons who do not meet the above requirements should contact the Chairperson of the Allied Health Department, Coordinator of Paramedic Technology, or the Vocational Counselor.

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.

- Program admission is based on a selection process. Applications will be accepted from Jan. 2 until April 15.
- All courses must be completed with a grade of "C" or above.
- Last 15 cr. hrs. must be earned at MAC.
- An Application for Graduation form must be submitted during first two weeks of final semester.
- An Exit Exam and Graduation Interview must be completed during final semester.

One-Year Certificate — Paramedic Technology Prerequisites:

Must hold EMT Certification

PAR210 Paramedic Anatomy & Phys..... 4

Semester 1

Sem/Yr	Credit Hours
PAR200 Princ of Paramedic Tech I	8
PAR214 Paramedic Laboratory I.....	1
PAR220 Paramedic Clinical I.....	1
PAR208 Pharmacology for Paramedics	3
PAR230 Paramedic Internship I	1
Total Sem Cr Hrs.....	14

Semester 2

Sem/Yr	Credit Hours
PAR202 Princ of Paramedic Tech II	8
PAR204 Princ of Paramedic Tech III	3
PAR222 Paramedic Clinical II.....	2
PAR216 Paramedic Laboratory II.....	1
PAR232 Paramedic Internship II	1
Total Sem Cr Hrs.....	15

Semester 3

Sem/Yr	Credit Hours
PAR206 Princ of Paramedic Tech IV	4
PAR224 Paramedic Clinical III.....	1

PAR234 Paramedic Internship III	4
Total Sem Cr Hrs.....	9

TOTAL CERTIFICATE CR HRS..... 42

Associate of Applied Science—Paramedic Technology

Required General Education Courses

ENG133 English Composition I*.....	3
ENG134 English Composition II*.....	3
MAT095 Elementary Algebra*	3
PHS125 Introductory Chemistry*.....	5
BIO260 Human Anatomy*+	5
BIO262 Human Physiology*+.....	5
BIO258 Microbiology*+.....	3
POS113 American Nat'l Government	3
PSY113 General Psychology	3
Total Gen Ed Cr Hrs.	33
Paramedic Tech Certificate Cr Hrs<	38
TOTAL AAS CR HRS<	75

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

Medical Technology

Mineral Area College has established two articulated transfer programs with other nationally accredited programs within the region leading to an Associate of Science degree in Medical Technology with major emphasis on Respiratory Therapy or Radiology. Students may apply for the degree after successful completion of both the general education courses offered by Mineral Area College and the "Technical Component" courses offered by the cooperating institution. Students must apply and be accepted to the program operated by the cooperating institution to take the "Technical Component" courses. An application for graduation must be submitted during the first two weeks of the final semester. An exit exam is also required for all degree candidates. In addition, students must have a minimum of 15 credit hours completed at Mineral Area College.

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

General Education Courses Credit Hours

◆◆ ENG133 English Composition I	3
◆ENG134 English Composition II	3
◆◆ HLT 235 Medical Terminology/Intro Path	3
◆◆MAT095 Elementary Algebra or higher.....	3
PSY113 General Psychology I	3
POS113 American National Government	3
PSY125 Human Growth & Development I.....	3

■ CIS105 Intro to Computers or higher 3
 Total 24

⊗ 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 CGAVTS Respiratory Therapy Program.

■ This requirement will be waived if students have basic computer knowledge as evidenced by:

1. High school computer course which has been approved through the use of a "Course Substitution" Form;
2. Successful completion of a college computer course, or;
3. Passage of a CIS test-out exam given by Mineral Area College.

Radiology

Cooperating Institution: Mineral Area Regional Medical Center

General Education Courses	Credit Hours
* ✕ ENG133 English Composition I.....	3
* ✕ ENG134 English Composition II.....	3
✕ HLT 235 Medical Terminology/Intro Path.....	3
* ✕ MAT113 Intermediate Algebra or higher level mathematics course.....	3
✕ PSY113 General Psychology I.....	3
✕ POS113 American National Government.....	3
✕ SOC162 Human Diversity.....	3
HLT240 Intravenous Therapy.....	3
* ✕ CIS105 Intro to Computers or higher level computer application course.....	3
* ✕ BIO254 Human Anatomy/Physiology (spring semester only).....	5
Subtotal	32

- * Course has prerequisite.
- ✕ Required for admission into MARMC Program.
- ✓ Course to be taken during 4th or 5th semester of MARMC Program.

Tech Prep Education

Southeast Missouri Regional Tech Prep Consortium

Articulated Associate of Applied Science Degree Programs

Tech Prep is designed to prepare students for the highly-skilled, high-wage technology careers of today and tomorrow. Tech Prep combines secondary and postsecondary education programs through a formal articulation agreement which provides students with a non-duplicative, seamless sequence of progressive achievement leading to an associate degree in any of a number of technical and service careers.

The articulated associate of applied science degree programs are the heart of the Tech Prep program and represent a significant asset for several hundred regional high school students each year. That students are able to earn college credit and actually begin an associate degree program while still in high school presents an exceptional opportunity. Tech Prep dual enrollment makes it

possible to complete an associate degree in much less time than is normally required.

In the Southeast Missouri Regional Tech Prep Consortium model, high school students have the opportunity to earn college credit applicable to a number of associate of applied science degree programs offered at Mineral Area College. These articulated associate degree level programs supported by a sound high school career pathways guidance system, and strengthened by secondary school level context-based courses in mathematics, science, and communications, represent a significant advancement in preparing students for the career challenges of the 21st century.

The local program is somewhat unique in that secondary Tech Prep students, through their area career center or comprehensive high school, are technically dual enrolled in their secondary program and Mineral Area College. MAC waives tuition for the college course credit earned through the secondary career and technical education program as a high school Tech Prep student. MAC course credit is earned and grades are transcribed as students proceed through the competency based courses.

The result of local articulation efforts means that students may begin collegiate level programs while in high school and proceed through the baccalaureate degree level if they so choose. It should also be noted that while some students may "exit" the program upon high school graduation, the Tech Prep system is structured for completing, at least, an associate degree if students are to be truly prepared to meet the challenges of the future.

Students planning to pursue a baccalaureate degree upon completion of a Mineral Area College associate of applied science 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.

The Southeast Missouri Regional Tech Prep Consortium is comprised of the following educational institutions; Arcadia Valley Career Technology Center, Cape Girardeau Career and Technology Center, Perryville Area Career & Technology Center, UniTec Career Center, and Mineral Area College.

The following Mineral Area College associate degree level programs offer Tech Prep dual enrollment opportunities for qualifying secondary students through the area career centers and/or comprehensive high schools:

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management - Microcomputers
- Civil Construction

Computer Aided Design/Drafting
 Computer Networking
 Construction/Building Technology
 Culinary Arts
 Electrical/Electronics
 Graphic Arts/Printing Technology
 Heating, Air Conditioning, and Refrigeration Technology
 Machine Tool Technology
 Office Systems Technology
 Radio/TV Broadcasting Production Technology
 Welding Technology

For additional information concerning Tech Prep Education you may contact the Tech Prep office at (573) 518-2155 or (573) 518-2215.

Associate of Applied Science Degrees & Certificates

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 and Certificates

Agribusiness
 Business Related:
 Banking and Finance
 Business Computer Programming
 Business Management
 Accounting
 Microcomputers
 Health Care
 Medical Coding Certificate
 Office Systems Technology
 Child Development
 Civil/Construction
 Computer Aided Design/Drafting
 Computer Networking
 Criminal Justice – Law Enforcement
 Electronics Technology
 Fire Science Technology
 Horticulture Services Operations Technology
 Landscape Design/Nursery Management
 Turfgrass Management
 Viticulture
 Industrial Maintenance
 Machine Tool Technology
 Manufacturing Supervision
 Manufacturing Technology
 Occupational Education
 Occupational Safety, Health and Environmental Technology
 Paramedic Technology
 Skilled Trades

Associate of applied science degrees require a general education component which generally consist of college-level (non-remedial) 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:
 ENG132 Applied Communications* (written)
 ENG133 English Composition I*+ (written)
 ENG144 Public Speaking+ (oral)
 ENG167 Interpersonal Communication (oral)
 TEC104 Technical Writing* (written)

HUMAN DEVELOPMENT 3 HOURS

Choose from the following human development courses:
 SOC113 General Sociology
 SOC140 Human Relations*
 PSY113 General Psychology I+
 PSY116 Applied Psychology

EMPLOYMENT 2 HOURS

The following two courses must be completed for most AAS degrees:
 PAW106 Preparation for Employment
 MGT194 Management Seminar, Work Place and Life Skills

HISTORY and POLITICAL SCIENCE 3 HOURS

Choose from the following history and political science courses:
 HIS123 American History I
 HIS124 American History II
 POS113 American National Government
 POS114 American State & Local Government
 POS133 International Relations

MATHEMATICS 6-7 HOURS

Choose two from the following mathematics courses:
 MAT113 Intermediate Algebra*
 MAT114 Applied Mathematics*
 MAT123 College Algebra*+
 MAT133 Trigonometry*+
 MAT160 Calculus for Business/Soc. Sciences*+
 MAT165 Analytic Geometry and Calculus I*
 MAT215 Analytic Geometry and Calculus II*
 TEC190 Technical Math I*
 TEC191 Technical Math II*

PHYSICAL SCIENCE 3-5 HOURS

Choose from the following science courses:
 PHS105 Applied Science
 PHS110 Introduction to Physics
 PHS125 Introductory Chemistry*
 PHS142 College Physics*
 PHS135 General Chemistry I*
 PHS223 General Physics I*+
 PHS240 Earth Science
 PHS242 Earth Science I
 PHS243 Earth Science II
 TEC107 Unified Technical Concepts I*+
 TEC108 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 COURSE HOURS FOR DEGREES 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, Mineral Area College'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

AGR112 Animal Science	5
AGR123 Plant Science.....	5
AGR143 Intro to Soils OR AGR142 Soils *+	3-5
AGR177 Contemporary Ag Issues *	1
AGR177 Contemporary Ag Issues *	1
AGR180 Ag Leadership & Employment	1
AGR210 Ag Industry Seminar*.....	1
AGR220 Ag Internship I *	3
AGR225 Ag Internship II *	3
BUS200 Princ of Accounting I *	3
BUS233 Marketing	3
CIS105 Intro to Computers or Higher.....	3
Subtotal	32-34

GENERAL EDUCATION

Communication.....	6
Human Development.....	3
History/Political Science	3
Mathematics	6-8
Physical Science	3-5
Business Elective	3
Computer Elective	3
Agriculture Electives	6-8
Subtotal	33-39

Total Cr. Hrs. 65-73

*Designates courses with prerequisites.

+Designates recommended courses for transfer students.

Business Related

Mineral Area College 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.

Banking and Finance

The objectives of this curriculum are to provide men and women with the knowledge that will lead to a career in banking and to update the knowledge and skills of present banking employees. The courses are AIB approved and designed to meet the educational needs of all levels of banking

from entry-level to chief executive officer. Banking courses stress up-to-date developments and regulations in the changing financial environment.

One-Year Certificate or First Year A.A.S. Degree First Year

Fall Semester	
ENG133 English Comp I*	3
Human Dev Elective	3
MGT180 Business Math	3
Accounting Elective	3
Computer Elective	3
OST140 Business Communication I*	3
Subtotal	18

Spring Semester

ENG144 Public Speaking	3
Math Elective	3
Accounting Elective	3
OST220 Intro to Business	3
Banking Elective	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	
BUS210 Fund of Mgmt	
or MGT266 Super Mid Mgmt.....	3
BUS/MGT Elective.....	3
Computer Elective	3
Pol Sc/History Elective	3
BUS/MGT Elective.....	3
Banking Elective	3
Subtotal	18

Spring Semester

MGT171 Human Resource Mgmt.....	3
MGT184 Finance.....	3
Banking Elective	3
MGT220 Business Internship	3
Science Elective	3
PAW106 Prep for Employment.....	1
MGT194 Mgmt. Seminar	1
Subtotal	17-19

General Education Cr Hrs..... 18-20

Major & Elective Cr Hrs..... 53

TOTAL PROGRAM CR HRS 71-73

*Designates courses with prerequisites.

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

ENG133 English Comp I*	3
CIS105 Intro to Computers or CIS175 MicroApplications	3
Math Elective	3
Pol Sc/History Elective	3
CSC150 Basic Programming	3
Subtotal	15

Spring Semester

ENG134 English Comp II*	3
Math Elective	3
CIS200 Micro Oper Systems	3
CSC240 C++ Programming	3
Human Dev Elective	3
MGT194 Mgmt. Seminar	1
Subtotal	16

Second Year

Fall Semester

ENG167 Interpersonal Comm. or ENG144 Public Speaking	3
CIS210 Micro Database Mgt.	3
CSC242 Java Script Prog	3
CIS185 Internetworking I*	5
CSC244 Perl/CGI/Linux	3
Subtotal	17

Spring Semester

CIS211 Adv. Database Mgt.*	3
CIS190 Fund. Of Unix*	3
CIS240 Web Page Develop.	3
PAW106 Prep for Employ.	1
Science Elective	3
Elective	3
Subtotal	16

General Education Cr Hrs..... 24-30

Major & Elective Cr Hrs..... 40

TOTAL PROGRAM CR HRS 64-70

*Designates courses with prerequisites.

Business Management

Whether managing a small business or administering business activities and policies in a large firm, managerial personnel must have an understanding of various procedures in accounting, economics, finance, law, marketing, and computers. College-level training is becoming

increasingly important for entry into, and success in, this occupational area. There is a wide range of employment opportunities in various 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

ENG133 English Comp I*	3
Human Dev Elective	3
MGT180 Business Math	3
Accounting Elective	3
Computer Elective	3
OST140 Business Communication I*	3
Subtotal	18

Spring Semester

Credit Hours

ENG144 Public Speaking	3
Math Elective	3
OST220 Intro to Business	3
Accounting Elective	3
Computer Elective	3
BUS/MGT Elective	3
Subtotal	18

Second Year

Fall Semester

Credit Hours

BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS/MGT Elective	3
Computer Elective	3
Pol Sc/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Subtotal	18

Spring Semester

Credit Hours

MGT171 Human Res Mgmt	3
BUS/MGT Elective	3
BUS/MGT Elective	3
MGT220 Business Internship*	3
Science Elective	3-5
PAW106 Prep for Employment	1
MGT194 Mgmt. Seminar	1
Subtotal	17-19

General Education Cr Hrs..... 18-20

Major & Elective Cr Hrs..... 53

TOTAL PROGRAM CR HRS 71-73

*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
ENG133 English Composition I*.....	3
Accounting Elective	3
MGT180 Business Math	3
OST140 Business Communication I*	3
BUS210 Fundamentals of Management	3
CIS105 Introduction to Computers	3
Subtotal	18
Spring Semester	Credit Hours
Accounting Elective	3
OST220 Intro to Business	3
MGT171 Human Resource Mgt.*	3
Computer Elective	3
BUS/MGT Elective.....	3
PAW106 Prep for Employment.....	1
Subtotal	16
TOTAL CR HRS	34

*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
ENG133 English Comp I*	3
Human Dev Elective	3
MGT180 Business Math	3
BUS200 Principles Acct. I*	3
Computer Elective	3
OST140 Business Communication I*	3
Subtotal	18
Spring Semester	Credit Hours
ENG144 Public Speaking	3
Math Elective	3
BUS205 Principles Acct. II*	3
OST 220 Intro to Business	3
BUS/MGT Elective.....	3
Computer Elective	3
Subtotal	18
Second Year	
Fall Semester	Credit Hours
BUS210 Fund of Mgmt or	
MGT266 Super Mid Mgmt	3
BUS/MGT Elective.....	3

Pol Sc/History Elective	3
CIS165 Accounting on Microcomputers*	3
BUS/MGT Elective.....	3
**Tax Accounting.....	3
Subtotal	18

Spring Semester	Credit Hours
MGT171 Human Res Mgmt	3
Science Elective	3-5
MGT220 Business Internship*.....	3
MGT194 Mgmt Seminar	1
PAW106 Prep for Employment.....	1
**Cost Accounting.....	3
**Intermediate Accounting	3
Subtotal	17-19

**These courses are currently not being offered through MAC. Central Methodist College, part of a 2 + 2 agreement, does offer the courses as part of their degree offerings. Some colleges offer them as correspondence or web-based course.

General Education Cr Hrs	18-20
Major & Elective Cr Hrs	44
Central Methodist University Cr Hrs	9
TOTAL PROGRAM CR HRS	71-73

*Designates courses with prerequisites.

Business Management — Health Care

The Health Care Administration degree is designed to prepare students for diverse positions in health care services administration. Opportunities available upon completion of the two-year program include positions in x-ray, admitting office, unit manager, physical therapy, housekeeping dietary, general manager assistant, and long-term facilities.

First Year	
Fall Semester	Credit Hours
ENG133 English Comp I*	3
Human Dev Elective	3
MGT180 Business Math	3
Accounting Elective	3
Computer Elective	3
OST140 Business Communication I*	3
Subtotal	18
Spring Semester	Credit Hours
ENG134 English Comp II*	3
Math Elective	3
Accounting Elective	3
HLT235 Med Term/Pathology	3
OST220 Intro to Business	3
Computer Elective	3
Subtotal	18
Second Year	
Fall Semester	Credit Hours
BUS210 Fund of Mgmt or	
MGT266 Super Mid Mgmt	3
BUS/MGT Elective.....	3

ENG144 Public Speaking	3
BUS/MGT Elective.....	3
Pol Sc/History Elective	3
HLT166 Supv & Mgmt in Short-Term Care*.....	3
HLT164 Short-Term Hlth Care Internship*.....	3
Subtotal	18

Spring Semester	Credit Hours
MGT171 Human Res Mgmt.....	3
BUS/MGT Elective.....	3
HLT168 Long-Term Care Admin*.....	3
HLT162 Long-Term Care Internship*.....	3
Science Elective	3-5
PAW106 Prep for Employment.....	1
MGT194 Mgmt. Seminar	1
Subtotal	17-19

General Education Cr Hrs.....	21-23
Major & Elective Cr Hrs.....	53
TOTAL PROGRAM CR HRS	74-76

*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 IBM or IBM-compatible computers.

First Year	
Fall Semester	Credit Hours
ENG133 English Comp I*	3
Human Dev Elective	3
MGT180 Business Math.....	3
Accounting Elective	3
Computer Elective	3
OST140 Business Communication I*.....	3
Subtotal	18

Spring Semester	Credit Hours
ENG144 Public Speaking.....	3
Math Elective	3
Accounting Elective	3
OST220 Intro to Business	3
BUS/MGT Elective	3
Computer Elective	3
Subtotal	18

Second Year	
Fall Semester	Credit Hours
BUS210 Fund of Mgmt or	
MGT266 Super Mid Mgmt	3
BUS/MGT Elective.....	3

BUS/MGT Elective.....	3
Pol Sc/History Elective	3
Computer Elective	3
Computer Elective	3
Subtotal	18

Spring Semester	Credit Hours
MGT171 Human Res Mgmt	3
BUS/MGT Elective.....	3
Computer Elective	3
MGT220 Business Internship*.....	3
Science Elective	3-5
PAW106 Prep for Employment.....	1
MGT194 Mgmt. Seminar	1
Subtotal	17-19

General Education Cr Hrs.....	18-20
Major & Elective Cr Hrs.....	53
TOTAL PROGRAM CR HRS	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	
ENG133 English Comp I*	3
CIS185 Internetworking I*.....	5
Math Elective.....	3
CIS105 Intro to Computers or CIS175 Micro	
Applications	3
Pol Sc/History Elective	3
Subtotal	17

Spring Semester	
CIS184 Microsoft Network Admin*	3
CIS186 Internetworking II*.....	5
Math Elective.....	3
Management Elective	3
CIS200 Micro Operating Systems*.....	3
Subtotal	17

Second Year	
Fall Semester	
CIS267 Internetworking III*.....	3
ENG144 Public Speaking.....	3
Science Elective	3
CIS183 Novell Network Admin*	3
Elective.....	3
Subtotal	15

Spring Semester

CIS269 Internetworking IV*	3
CSC150 Basic Programming.....	3
Human Dev. Elective	3
PAW106 Prep for Employment.....	1
MGT194 Management Seminar	1
Elective	3
Subtotal	14

General Education Cr Hrs.....	21-27
Major & Elective Cr Hrs.....	42
TOTAL PROGRAM CR HRS	63-69

*Designates courses with prerequisites.

Computer Networking Certificate

First Year

Fall Semester

ENG133 English Comp I*	3
CIS185 Internetworking I*	5
Math Elective	3
CIS175 Micro Applications.....	3
CIS162 A+ Computer Repair.....	3
Subtotal	17

Spring Semester

CIS184 Microsoft Network Admin*	3
CIS186 Internetworking II*.....	5
CIS200 Micro Operating Systems*.....	3
CSC150 Basic Programming.....	3
Human Dev. Elective	3
PAW106 Prep for Employment.....	1
Subtotal	18

TOTAL 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 utilize 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 secretaries and administrative assistants. This plan is open to all entering Mineral Area College students. Also, this plan may begin while the student is enrolled in area vo-tech schools (2 + 2 TECH PREP Program).

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.

There are two options in this degree plan:

1. Students may exit after completing 31 credits with a Certificate in Office Systems Technology.
2. Upon completion of 73 credits, the student earns an Associate of Applied Science Degree with a major in Office Systems Technology.

First Year

Fall Semester

Credit Hours

ENG133 English Comp I*	3
Human Dev Elective	3
OST130 Office Procedures I*	3
OST150 Applied Acct. I.....	3
OST120 Beginning Notehand*	3
OST102 Keyboarding II*.....	3
Subtotal	18

Spring Semester

Credit Hours

ENG144 Public Speaking	3
MGT180 Business Math	3
OST152 Applied Acct. II*	3
OST220 Intro to Business	3
OST132 Office Procedures II*	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester

Credit Hours

OST140 Business Comm. I*.....	3
Math Elective.....	3
OST108 Ten Key	1
OST110 Filing Systems/Records Mgmt*	2
Pol Sc/History Elective	3
MGT171 Human Res. Mgmt.....	3
Computer Elective	3
Subtotal	18

Spring Semester

Credit Hours

OST200 Transcription Skills*	3
OST208 Business Applications *	3
OST230 Business Comm. II*.....	3
OST240 Business Internship*	3
Science Elective	3-5
PAW106 Prep for Employment	1
MGT194 Mgmt. Seminar	1
Subtotal	17-19

General Education Cr Hrs.....	18-20
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Major & Elective Cr Hrs.....	53
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TOTAL PROGRAM CR HRS	71-73
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*Designates courses with prerequisites.

Office Systems Technology

Testing-Out Policy

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

OST100 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 typing ability with mailable copy.

OST102 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 typing ability with mailable copy.

OST110 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.

OST120 Beginning Notehand — 3 credit hours

1. Pass three minutes of dictation at 60 wpm with 95 percent accuracy.
2. Pass a comprehensive theory, punctuation, and spelling exam with 80 percent accuracy.

OST150 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.

OST200 Transcription Skills — 3 credit hours

Pass a comprehensive exam with 80 percent accuracy.

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

CIS105 Intro to Computers or CIS175 Micro Applications.....	3
OST102 Keyboarding II*.....	3
OST108 Ten-Key Numeric Systems.....	1
OST110 Filing Systems/Records Mgt.*	2
OST130 Office Procedures I*	3
OST140 Business Communication I.....	3
Subtotal	15

Spring Semester

Credit Hours

CIS232 WordPerfect* or CIS235 Microsoft Word* .	3
ENG133 English Comp I*	3
OST132 Office Procedures II*	3
OST150 Applied Accounting I.....	3
OST220 Introduction to Business.....	3
PAW106 Preparation for Employment.....	1
Subtotal	16

TOTAL HOURS 31

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:

HLT235 Medical Terminology/Intro Pathology	3
OST100 Keyboarding I.....	3
OST108 10 Key Numeric Skills	1
OST110 Filing Systems & Records Management ..	2
OST130 Office Procedures I*	3
OST140 Business Communications I*	3
OST160 Medical Coding I	4
OST162 Medical Office Procedures	1
OST164 Medical Software/Electronic Billing	2
OST260 Medical Coding II*	4
PAW106 Preparation for Employment.....	1

Elective Classes:

Communications (Choose 1 course)	3
ENG133 English Composition I*	
ENG144 Public Speaking	
ENG167 Interpersonal Communications I	
Computers (Choose 1 course)	3
CIS105 Introduction to Computers	
CIS175 Microcomputer Applications*	
TOTAL HOURS	33

* Designates courses with prerequisites.

Child Development

Mineral Area College offers three career pathways in Early Child Development. The pathways will prepare the student in a career working with children birth to eight years of age. The core courses prepare the student in establishing a solid foundation in working with the developing child and will prepare the student for the nationally recognized Child Development Associate

certificate (CDA). A second optional pathway prepares the student to operate a licensed child care facility (Director's Certificate). A third pathway is to obtain an Associate of Applied Science degree in Child Development. This pathway prepares the student as a Lead Classroom Teacher in Head Start or Even Start, or as an aid in an early childhood education classroom in the public school setting.

Note: The Associate of Applied Science degree has been articulated with Central Methodist College into a Bachelor of Science or Arts degree in Child Development.

Director's Certificate

ECE100 Intro to Early Childhood Education*<	3
ECE102 Guiding Alternatives for Young Children* .	3
ECE104 Early Childhood Health, Safety & Nutrition<	3
ECE200 Practicum Classroom Experience*<	3
EDU130 Child Development<	3
EDU240 Infant/Toddler Curriculum	
Methods & Mtls*	3
EDU242 Org & Mgt of Early Childhood Programs*	3
CIS105 Intro to Computers OR higher	3
MGT171 Human Resource Mgt.....	3
PAW106 Prep for Employment.....	1
ENG144 Public Speaking or	
ENG167 Interpersonal Comm	3
SOC113 General Sociology or	
SOC123 Social Problems.....	3
TOTAL CR HRS	34

* Designates courses with prerequisites.

< Core Course

Associate of Applied Science

ECE100 Intro to Early Childhood Education*<	3
ECE102 Guiding Alternatives for Young Children* .	3
ECE104 Early Childhood Health, Safety & Nutrition<	3
ECE200 Practicum Classroom Experience*<	3
ECE202 Emerging Language & Literacy*	3
ECE204 Home, School, and Family	3
EDU130 Child Development<	3
EDU240 Infant/Toddler Curriculum	
Methods & Mtls*	3
EDU242 Org & Mgt of Early Childhood Programs*	3
CIS105 Intro to Computers OR higher	3
MGT171 Human Resource Mgt.....	3
PAW106 Prep for Employment.....	1
Electives: See Advisor for course selection	
Communications	6
Social/Behavioral Science	6
History/Political Science	3
Mathematics	3
Science.....	5
Program/Major.....	6
TOTAL CR HRS	63

Note: The Associate of Applied Science degree does not prepare the student for the Missouri Teaching Certificate program.

* Designates courses with prerequisites.

< Core Course

Civil/Construction Technology

Civil technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. Others are specialists who concentrate on a single activity such as soil testing or wastewater treatment. Construction technicians 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 technician — field surveys, lab testing

State Highway Department — soil and material testing, maintenance

Manufacturing — factory built modular housing construction

Lumber yards — estimating materials, sales

Municipal — water and wastewater plant operators, road and bridge construction and maintenance crews

Surveyor's Assistant — mine and land boundary

Architectural Design/Drafting/Estimating

Structural Design/Drafting/Estimating

Project Manager

Supervisor — lumber yards, construction sites

Environmental Supervisor — utility companies

Wastewater Plant Supervisor/Operator

Independent Test Laboratory — materials, products

Highway Design and Planning

MAJOR AND ELECTIVES:

AGR143 Introduction To Soils	3
BIO143 Environmental Science.....	3
TEC102 Introduction to Technology	1
TEC120 Architectural Design & Drafting	3
TEC126 Topographic & Map Drafting	3
TEC130 Computer Aided Design / Drafting	3
TEC132 Advanced Computer Aided Design.....	3
TEC133 CAD/D-Special Problems	3
TEC152 Construction Methods & Estimating	3
TEC154 Surveying I	3
TEC155 Surveying II	3
TEC173 Problem Analysis.....	1
TEC178 Blueprint Reading.....	3
EEE150 Basic Electronics	3

EEE155 Electrical Systems	3
PAW106 Preparation for Employment.....	1

GENERAL EDUCATION:

Communications Electives	6
Human Development Elective	3
History/Political Science Elective.....	3
Mathematics Electives.....	6-10
Physical Science Elective.....	6-10
Total Credit Hours	66-74

Computer Aided Design/Drafting Technology

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 computer-aided design/drafting (CADD) 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 — drafts person
- 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
- Product Development

MAJOR AND ELECTIVES:

TEC102 Introduction to Technology	1
TEC110 Technical Internship	3
TEC120 Architectural Design & Drafting	3
TEC122 Mechanical Design & Drafting	3
TEC126 Topographic & Map Drafting.....	3
TEC130 Computer Aided Design / Drafting.....	3

TEC132 Advanced Computer Aided Design.....	3
TEC133 CAD/D-Special Problems	3
TEC153 Three-Dimensional Modeling CAD/D	3
TEC167 Design & Development I	2
TEC173 Problem Analysis.....	1
TEC178 Blueprint Reading	3
EEE150 Basic Electronics	3
EEE155 Electrical Systems	3
PAW106 Preparation for Employment.....	1
TEC/EEE Elective.....	3

GENERAL EDUCATION:

Communications Electives	6
Human Development Elective	3
History/Political Science Elective.....	3
Mathematics Electives.....	6-10
Physical Science Elective.....	6-10
Total Credit Hours	67-74

Criminal Justice —Law Enforcement

This program is designed for students who plan to complete an Associate in Applied Science degree in Law Enforcement and work in a career in Police, Deputy Sheriff, Corrections and related services.

A four-year degree is strongly advised for students interested in working for the federal government. Students may use this AAS degree plan and continue on to obtain a bachelor's degree, in their pursuit of federal employment.

Students are offered three directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Criminal Justice;
2. They can take a 1,000-hour police academy certification course inside of this degree plan for a AAS in Criminal Justice and become Peace Officer Standards Training (POST) certified in Missouri;
3. They can seek the advice of their adviser to put them on a path for a bachelor's degree from a four-year college.

The Associate of Applied Science Degree is as follows:

CRJ101 Criminal Justice Internship	3
CRJ110 Introduction to Criminal Justice.....	3
CRJ120 Criminal Investigations I	3
CRJ140 Criminal Law.....	3
CRJ150 Criminal Evidence.....	3
CRJ160 Juvenile Justice System	3
CRJ171 Community Policing OR	
CRJ170 Patrol & Traffic Law	3
CRJ172 Comparative Crim Just Studies OR	
CRJ130 Criminal Investigations II	3
CRJ180 Introduction to Corrections	3

CRJ190 Police Administration	3
CRJ230 Criminal Justice Career OR	
PAW106 Prep for Employment.....	1

GENERAL EDUCATION & ELECTIVES:

Communication.....	6
Human Development.....	3
History/Political Science	6
Math	6
Physical Science	3-5
Computer Elective	3
Program Electives	6
TOTAL CR HRS	64-66

Missouri Department of Corrections

Missouri Department of Corrections Custody and Non-Custody staff may receive college credit from Mineral Area College for training completed with the Department of Corrections. Credits earned through Department of Corrections training will apply to the college's associate degree program in Criminal Justice. For information regarding eligibility, please contact the Eastern Region Human Resource Center at (573) 431-2283 or the Career & Technical Education dean's office at (573) 518-2157.

Electronics Technology

One of the biggest 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 Mineral Area College 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:

TEC102 Introduction to Technology	1
TEC173 Problem Analysis.....	1
TEC178 Blueprint Reading.....	3
EEE150 Basic Electronics.....	3
EEE155 Electrical Systems.....	3
EEE158 Practical Electronics I.....	3
EEE160 Practical Electronics II.....	3
EEE191 Electronic Servicing.....	3
EEE200 Solid State Electronics	3
EEE202 Basic Soldering	3
EEE204 Digital Electronics.....	3
EEE206 Digital Instrument Electronics.....	3
EEE/TEC Elective.....	3
EEE/TEC Elective.....	3
EEE/TEC Elective.....	3
PAW106 Preparation for Employment.....	1

GENERAL EDUCATION:

Communications.....	6
Human Development.....	3
History/Political Science	3
Mathematics	6-10
Physical Science	6-10
TOTAL CR HRS	66-74

Fire Science Technology

In 1999, the college established an Associate of Applied Science Degree in Fire Science Technology. This degree program makes use of the Fire Academy activity Area, which is a flexible, state-of-the-art practical skills area. The facility and equipment allows students to participate in training that is otherwise unavailable to them.

Associate of Applied Science Course Outline for Fire Science

Fall Semester (Freshman)

FST101 Firefighter I.....	3
FST201 Firefighter II	3
FST232 Incident Command System Basic	1
FST240 Hazardous Materials Operations	2
FST242 Hazardous Materials Awareness	1
PED Any course	1
SOC113 General Sociology	3
Subtotal	14 Credits

Spring Semester (Freshman)

FST108 Self-Contained Breathing Apparatus	1
FST133 Ropes and Rappelling	1
FST134 Foam Applications	1
FST139 Natural Cover Fires	1

FST140 Industrial Fire Brigade	1
FST164 Shaping the Future	1
FST213 Introduction to Fire Inspection	2
FST222 Managing in a Changing Environment	1
FST233 Incident Command System Intermediate	1
FST235 Incident Command System Advanced	1
FST252 Fire Officer I	3
ENG133 English Composition I	3
Subtotal	17 credits

Summer Semester (Sophomore)

FST214 Tech Princ & Practices of Fire Prevention	3
Subtotal	3 credits

Fall Semester (Sophomore)

MGT194 Management Seminar	1
POS114 State and Local Government	3
MAT Any math elective	3
ENG144 Public Speaking	3
Electives	5
Subtotal	15 credits

Spring Semester (Sophomore)

PAW106 Preparation for Employment	1
Electives	3
HLT177 First Responder	3
CIS175 Microcomputer applications	3
Electives	5
Subtotal	15 credits

TOTAL..... 64 Credits

Fire Suppression and Rescue Certificate

FST101 Fire Fighter I	3
FST108 Self-Contained Breathing Apparatus.	1
FST133 Ropes and Rappelling	1
FST134 Foam Applications	1
FST139 Natural Cover Fires.....	1
FST201 Fire Fighter II	3
FST232 Incident Command System Basic.....	1
FST240 Hazardous Materials Operations	2
FST242 Hazardous Materials Awareness	1
ENG133 English Comp I	3
CIS175 Microcomputers Application.....	3
MGT194 Management Seminar	1
PED__ Any Course.....	1
POS114 State & Local Government	3
HLT177 First Responder	3
PAW106 Preparation for Employment.....	1
SOC113 General Sociology.....	3

*Designates courses with prerequisites
 •Additional course options available.

Horticulture Services Operations Technology

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. Mineral Area College 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

HRT101 Introduction to Horticulture	5
HRT103 Math for Horticulture.....	3
HRT107 Plant Propagation.....	3
HRT217 Horticulture Maintenance	3
HRT115 Applied Plant Pest Management	3
AGR143 Introduction to Soils	3
HRT251 Hort Internship I.....	3
HRT253 Hort Internship II.....	3
CIS175 Micro Applications.....	3
AGR180 Ag Leadership&Employment	1
AGR210 Ag Industry Seminar	1
Total Core Hours.....	31

General Education Requirements

Communications.....	6
Human Development.....	3
History/ Political Science	3
Mathematics	3
Physical Science (BIO125 Gen Botany).....	5
Total Gen Ed Hours	20

Horticulture Electives

(Select desired option below):

Landscape Design/Greenhouse Nursery Management Option –

HRT105 Herbaceous Landscape Plants	3
HRT109 Woody Plant I.....	3
HRT111 Woody Plants II.....	3
HRT209 Landscape Design I	3
HRT211 Landscape Design II.....	3
HRT221 Greenhouse/Nursery Management.....	3
Total Elective Hours	18

Turfgrass Management Option –

HRTxxx Horticulture Spanish	3
HRT121 Intro to Turfgrass Management.....	3
HRT231 Golf Course Management	3
HRT233 Turfgrass Pathology	3
HRT235 Turfgrass Equipment.....	3
_____ HRT/BUS Elective	3
Total Elective Hours	18

Viticulture Option –

HRT141 Introduction to Viticulture.....	3
-----------------------------------------	---

HRT143 Wine Appreciation 3
 HRT241 Fundamentals of Enology 3
 HRT243 Vineyard Maintenance 3
 HRTxxx Horticulture Spanish 3
 HRTxxx Viticulture Elective 3
Total Elective Hours 18
Total Program Hours 69

**Horticulture Services Operations
 Technology Certificate**

AGR143 Introduction to Soils 3
 AGR180 Ag Leadership & Employment 1
 AGR210 Ag Industry Seminar 1
 CIS175 Micro Applications* 3
 HRT101 Introduction to Horticulture 5
 HRT103 Math for Horticulture..... 3
 HRT105 Herbaceous Landscape Plants 3
 HRT107 Plant Propagation* 3
 HRT133 Plants for Interior Design..... 3
 HRT221 Greenhouse/Nursery Mgt* 3
 Business Elective (Choose 1 course)..... 3
 OST140 Business Communications I
 OST150 Applied Accounting I
 OST220 Introduction to Business
 Communications (Choose 1 course) 3
 ENG133 English Composition I*
 ENG167 Interpersonal Communications

TOTAL CERTIFICATE HOURS 34
 *Designates courses with prerequisites.

**Floral Design/Flower Shop Management
 Certificate**

Need has been expressed for more qualified graduates in all areas of horticulture. Increasing numbers of floral shops are seeking qualified employees to serve the needs of consumer demands. These needs will be met by students obtaining a certificate in floral design. Additionally, management opportunities exist for certified students in many areas of the floriculture industry.

AGR180 Ag Leadership & Employment 1
 AGR210 Ag Industry Seminar 1
 CIS175 Micro Applications* 3
 HRT101 Introduction to Horticulture 5
 HRT103 Math for Horticulture..... 3
 HRT105 Herbaceous Landscape Plants 3
 HRT131 Floral Design I 3
 HRT133 Plants for Interior Design..... 3
 HRT201 Floral Design II* 3
 MGT203 Advertising & Sales Promotion 3
 Business Elective (Choose 1 course)..... 3
 OST140 Business Communications I
 OST150 Applied Accounting I
 OST220 Introduction to Business
 Communications (Choose 1 course) 3

ENG133 English Composition I*
 ENG167 Interpersonal Communications

TOTAL CERTIFICATE 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 9

(This is only a selection of possible courses. Other mechanical courses will be accepted as meeting the 9-hour requirement.)

Choose nine hours from the mechanical area.
 TEC130 Computer Aided Design/Drafting..... 3
 TEC178 Blueprint Reading* 3
 TEC100 Machine Shop I 6
 TEC116 Machine Shop II..... 6
 TEC156 Manufacturing Processes & Estimating... 3
 TEC152 Construction Methods and Estimating..... 3

Electrical 9

(This is only a selection of possible courses. Other electrical courses will be accepted as meeting the nine-hour requirement.)

Choose nine hours from the electrical area.
 EEE150 Basic Electronics 3
 EEE155 Electrical Systems 3
 EEE158 Practical Electronics I, Motors and Generators* 3

Electronics 9-11

(This is only a selection of possible courses. Other electronics courses will be accepted as meeting the nine-hour requirement.)

Choose nine hours from the electronics area.
 EEE181 Solid State Electronics* 5
 EEE194 Digital Computer Electronics* 4
 EEE197 Programmable Logic Controllers* 3
 TEC177 Computer Numeric Controls* 3

Power 7-8

(This is only a selection of possible courses. Other power courses will be accepted as meeting the six-hour requirement.)

Choose six hours from the power area.
 TEC203 Basic Fluid Power..... 3
 TEC107 Unified Technical Concepts I* 4
 TEC108 Unified Technical Concepts II* 4

Manufacturing 6 HOURS

(This is only a selection of possible courses. Other manufacturing courses will be accepted as meeting the six-hour requirement.)

- Choose six hours from the manufacturing area.
- TEC156 Manufacturing Processes and Estimating 3
- TEC164 Environmental Analysis 3
- MGT173 Safety Management 3
- MGT131 Project Management* 3
- MFG105 Supply Chain Manag. and Distribution 3
- MFG103 Introduction to Quality Theory 3
- TEC158 Quality Cont. and Testing Fundamentals . 3
- MFG100 Principles of Maintenance 3

Electives 4-6 HOURS

Choose four hours from the following list or other courses as appropriate for individual program plans.

- TEC173 Problem Analysis..... 1
- EEE160 Practical Electronics II*..... 3
- EEE171 National Electric Code* 3
- TEC110 Technical Internship* 3
- Work Experience
- GENERAL EDUCATION..... 24-30**
- MAJOR AND ELECTIVES..... 45-50**
- TOTAL HOURS..... 69-80**

*Designates prerequisites for the course.

Industrial Maintenance Certificate Option

Program Core

- PAW106 Prep for Employment..... 1

Electronics Electives..... 6-8

- Choose from the following:
- EEE181 Solid State Electronics (5)
- EEE194 Digital Computer Electronics* (4)
- EEE197 Programmable Logic Controllers* (3)
- TEC177 Computer Numerical Controls* (3)

Manufacturing Electives 6

- Choose from the following:
- MFG100 Principles of Maintenance (3)
- MFG103 Introduction to Quality Theory (3)
- MFG105 Supply Chain Mgt and Dist (3)
- MGT131 Project Management* (3)
- MGT173 Safety Management (3)
- TEC156 Manufacturing Processes and Estimating (3)
- TEC158 Quality Control & Testing Fundamentals (3)
- TEC164 Environmental Analysis (3)

Power Electives 7-8

- Choose from the following:
- TEC107 Unified Technical Concepts I* (4)
- TEC108 Unified Technical Concepts II* (4)
- TEC203 Basic Fluid Power (3)

General Education

- Communications..... 3
- Human Development..... 3
- Mathematics 3-5
- Computer Literacy 3

PROGRAM CORE 20-23

GENERAL EDUCATION 12-14

TOTAL CR HRS 32-37

Machine Tool Technology

Survey data collected by the Regional Technical Education Council indicated that 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 REQUIREMENTS

- TEC100 Machine Shop I 6
- TEC110 Technical Internship * 3
- TEC116 Machine Shop II* 6
- TEC130 Computer Aided Design/Drafting..... 3
- TEC132 Advanced Computer Aided Design/Drafting* 3
- TEC139 Machine Shop III* 6
- TEC143 Machine Shop IV* 6
- TEC179 Basic Numerical Control Programming ... 3
- TEC180 Advanced Computer Numerical Control.. 3
- TEC181 Numerical Control Planning & Tooling* 2
- MGT194 Management Seminar 1
- PAW106 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

- TEC100 Machine Shop I 6
- TEC116 Machine Shop II* 6
- TEC130 Computer Aided Design/Drafting..... 3
- TEC132 Adv Computer Aided Design/Drafting* 3
- TEC179 Basic Numerical Control Programming ... 3
- Major and Support Courses 21**
- General Education 15-19**
- Total Hours for Certificate 36-40**

Manufacturing Supervision Technology

Regional employers have expressed an increasing need for employees who have the skills necessary to become competent supervisors. Employers in all industries express this need for employees with excellent communication and

interpersonal skills, supervision and management skills, as well as a good technical foundation.

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

BUSINESS/MANAGEMENT ELECTIVES	15
Choose from the following:	
BUS233 Marketing (3)	
BUS253 Legal Environment of Business (3)	
ENG215 Leadership Development (3)	
MGT114 Cost Accounting (3)	
MGT119 Financial Accounting (3)	
MGT130 Organizational Analysis and Management (3)	
MGT131 Project Management* (3)	
MGT171 Human Resource Management (3)	
MGT173 Safety Management (3)	
MGT266 Supervision: Middle Management* (3)	

MANUFACTURING ELECTIVES	15
Choose from the following:	
TEC135 Introduction to Robotics (3)	
TEC 150 Plant Layout (3)	
TEC156 Manufacturing Processes and Estimating (3)	
TEC158 Quality Control & Testing Fundamentals (3)	
TEC203 Basic Fluid Power (3)	
TEC181 N/C Planning & Tooling (3)	
TECHNOLOGY ELECTIVES	12
Choose from the following:	
CIS162 A+ Computer Maintenance (3)	
EEE 150 Basic Electronics (3)	
EEE150 Electrical Systems (3)	
TEC130 Computer Aided Design/Drafting (3)	
TEC132 Advanced CADD* (3)	
TEC153 3-D Modeling* (3)	

EMPLOYMENT COURSES*	2
MGT194 Management Seminar (1)	
PAW106 Preparation for Employment (1)	

*Two credit hours in the employment area are waived for currently employed supervisors and long-term employees.

GENERAL EDUCATION	
Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics.....	6-10
Physical Science.....	8-10

MAJOR AND ELECTIVES..... 42-44

GENERAL EDUCATION.....	26-32
TOTAL CR HRS.....	70-76

Manufacturing Supervision Technology Certificate

MAJOR AND ELECTIVES:	
MGT194 Management Seminar.....	1
CIS105 Intro to Computers or CIS175 Microcomputer Applications*.....	3
ORGANIZATIONAL BEHAVIOR AND MGT	6

Choose two courses from the following:	
BUS233 Marketing (3)	
BUS253 Legal Environment of Business (3)	
ENG215 Leadership Development (3)	
MGT114 Cost Accounting (3)	
MGT119 Financial Accounting (3)	
MGT130 Organizational Analysis and Management (3)	
MGT131 Project Management* (3)	
MGT171 Human Resource Management (3)	
MGT173 Safety Management (3)	
MGT266 Supervision: Middle Management* (3)	

MANUFACTURING	6
Choose two courses from the following:	
TEC135 Introduction to Robotics (3)	
TEC 150 Plant Layout (3)	
TEC156 Manufacturing Processes and Estimating (3)	
TEC158 Quality Control & Testing Fundamentals (3)	
TEC203 Basic Fluid Power (3)	
TEC181 N/C Planning & Tooling (3)	

TECHNOLOGY	3
Choose one course from the following:	
CIS162 A+ Computer Maintenance (3)	
EEE 150 Basic Electronics (3)	
EEE155 Electrical Systems (3)	
TEC130 Computer Aided Design/Drafting (3)	
TEC132 Advanced CADD* (3)	
TEC153 3-D Modeling* (3)	

GENERAL EDUCATION:	
Communication.....	3
Human Development.....	3
Mathematics.....	3-5
Physical Science.....	4-5

MAJOR AND ELECTIVES.....	19
GENERAL EDUCATION.....	13-16
TOTAL CR HRS.....	32-35

*Designates courses with prerequisites.

Manufacturing Technology

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
- CADD/CAM

MAJOR AND ELECTIVES:

TEC102 Introduction to Technology	1
TEC130 Computer Aided Design/Drafting.....	3
TEC135 Introduction to Robotics.....	3
TEC150 Plant Layout	3
TEC156 Mfg. Process & Estimating	3
TEC158 QC & Testing Fundamentals	3
TEC172 Mechanisms	3
TEC173 Problem Analysis.....	1
TEC177 Computer Numerical Control.....	3
TEC178 Blueprint Reading.....	3
TEC181 NC Planning & Tooling	3
TEC203 Basic Fluid Power.....	3
EEE150 Basic Electronics	3
EEE155 Electrical Systems	3
PAW106 Preparation for Employment.....	1
TEC/EEE Elective.....	3

GENERAL EDUCATION:

Communications.....	6
Human Development.....	3
History/Political Science	3
Mathematics	6-10

Physical Science	6-10
Total Credit Hours	67-75

*Designates courses with prerequisites.

Nursing

For a complete listing of the requirements for the Associate Degree and Practical Nursing programs see page 42.

Occupational Education

The Occupational Education Professional Development Program provides the opportunity for participants to develop general education, managerial, and technical skills that instructors need to be successful in state-of-the-art technical education classrooms and laboratories. Prospective instructors will complete a professional development program leading to a Missouri Career and Technical Teacher Certification and an Associate of Applied Science degree.

GENERAL EDUCATION

REQUIREMENTS	22 HOURS
Communications	6
Human Development	3
History/Political Science	6
Mathematics	3
Physical Science	4-5

TECHNICAL EDUCATION

REQUIREMENTS*	24 HOURS
Validated Occupational Competencies or Technical Education Courses in Specified Area:	
OEX198 Occupational Experience I.....	6
OEX199 Occupational Experience II.....	6
OEX298 Occupational Experience III.....	6
OEX299 Occupational Experience IV.....	6

PROFESSIONAL EDUCATION

REQUIREMENTS	9 HOURS
New Teacher Institute	3
Development and Assessment of Career & Technical Curriculum or related course	3
Technology and Industry Education Methods or related course	3

NOTE: These courses would be taken at a cooperating four-year teacher education institution and transferred into degree program.

EDUCATIONAL SUPPORT

REQUIREMENTS	9 HOURS++
Choose nine credit hours from the following:	
Occupational Analysis	3
Coordination of Cooperative Education	3
Career and Technical Educ for Students with Disabilities	3
Philosophy of Career and Technical Education	3

Career and Technical Guidance 3
 Educational Psychology 3

NOTE: These courses would be taken at a cooperating four-year teacher education institution and transferred into degree program.

Equivalent courses may be substituted with prior approval from local school district administration and the Director of Industrial and Engineering Technology and Health Services Education, Missouri Department of Elementary and Secondary Education (DESE). Course substitutions must be listed on a New Educator Individual Professional Development Plan.

TOTAL HOURS: 64

+Work Experience (at least three years, full-time) may be documented with a work experience record; and validated by possessing occupational competence credential(s) such as State/National Occupational Skill Certification (recognized by the National Skill Standards Board), and/or through a process of State/Nationally recognized Occupational Skill Performance Assessment.

++ Professional Education and Support courses will be provided and transcribed to Mineral Area College through a collaborative partnership with Missouri four-year teacher education institutions. Course titles listed above may not necessarily be the same within all cooperating four-year institutions; however, do reflect the intended course content. The selected courses must satisfy the Missouri Trade Industrial, and Health Services Teacher Certification requirements established by DESE. Upon completion of the AAS degree, participants will be able to advance to a Bachelor of Science program at the cooperating four-year institutions to continue their teacher education and other course work.

*Designates courses with prerequisites.

Occupational Safety, Health and Environmental Technology

Mineral Area College and Eastern Iowa Community College have entered into an agreement to make the Associate of Applied Science Degree in Health Safety and Environmental Technology available at Mineral Area College. Students will complete technical courses through Eastern Iowa College's web based program, and general education requirements will be completed at Mineral Area College.

This cooperative degree offers students the opportunity to complete most course work from home, or they may utilize a computer lab at Mineral Area College. Interested students may contact the Dean of Career and Technical Education at (573) 518-2157 to obtain a degree plan which outlines the required course work for this program.

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 Technology 37 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. Mineral Area College 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 Mineral Area College credit for other DOL approved trade apprenticeship programs.

Career Center Partnerships: Associate Of Applied Science Degrees & Certificates

Mineral Area College 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 Mineral Area College campus or any of the satellite campuses. Please contact the Tech Prep office at (573) 518-2155 for more information on these degrees.

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	Subject Area	Page Number
ART	Art	80
BIO	Biological Sciences	81
BUS	Business Administration & Economics	81
CIS	Computer Information Systems	82
COM	Mass Communications	83
CSC	Computer Science	85
EDU	Education	85
EGN	Engineering	86
ENG	English/Communications	87
GEO	Geography	90
GUI	Guidance	90
HIS	History	90
HMS	Human Services	92
IDS	Interdisciplinary Studies	93
MAT	Mathematics	93
MFL	Modern Foreign Language	94
MUS	Music	97
PED	Physical Education	100
PHI	Philosophy	101
PHS	Physical Science	101
PHY	Physiology & Health	102
POS	Political Science	102
PSY	Psychology	102
SOC	Sociology	103
THE	Theatre	105

Career &

Technical

Courses	Subject Area	Page Number
ADN	Associate Degree Nursing	79
AGR	Agri-Business	79
CIS	Computer Information Systems	82
CRJ	Criminal Justice	84
DCS	Deaf Communication Studies	85
ECE	Early Childhood Education	85
EEE	Electrical/Electronics Technology	86
FST	Fire Science Technology	89

HLT	Health Related Technology	91
HRT	Horticulture	82
MFG	Manufacturing	91
MGT	Management	95
NUR	Practical Nursing	98
OST	Office Systems Technology	99
PAR	Paramedic Technology	99
PAW	Personal Awareness	100
TEC	Technology	103

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

001-099 —

Remedial/developmental courses

100-299 —

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 Honors Director for current offerings.

ASSOCIATE DEGREE NURSING

ADN142 _____ (Arr.) 3 cr. hrs.
LPN-ADN Transition (Bridge)

Prerequisite: Valid LPN license and acceptance into Advanced Placement Program.

This course is offered in the summer semester and 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 communication, 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. Some components require independent study.

ADN145 _____ (Arr.) 6 cr. hrs.
Fundamentals of Nursing

Prerequisite: Acceptance into the ADN Program.

This course is constructed 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. Six lecture/lab and eight clinical hours are provided each week.

ADN146 _____ (Arr.) 4 cr. hrs.
Maternity Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

The course 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, community centers and obstetricians offices are utilized. Eight lecture/lab and eight clinical hours are provided each week.

ADN148 _____ (1-0) 1 cr. hr.
Contemporary Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

A course designed to study modern nursing. Emphasis is placed on levels of current nursing practices, concepts, organization, literature, legal and ethical aspects.

ADN149 _____ (Arr.) 10 cr. hrs.
Medical-Surgical Nursing I

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course provides the nursing student opportunity to learn how to observe and assess signs, symptoms, reactions, and behaviors 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.

ADN150 _____ (Arr.) 6 cr. hrs.
Medical-Surgical Nursing II

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This is a continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. This course also integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN 151 _____ (1-0) 1 cr. hr.
Clinical Pharmacology

Prerequisite: Grade of "C" or above in sequential nursing and science courses.

This course is designed to introduce the student to common characteristics of each drug classification and each prototype drug within the group.

This class 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.

ADN157 _____ (1-0) 1 cr. hr.
Basic Pharmacology

Prerequisite: Acceptance into the ADN Program.

This course is 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. This must be taken concurrently with Fundamentals of Nursing.

ADN161 _____ (Arr.) 5 cr. hrs.
Nursing of Children

Prerequisite: Grade of "C" or above in sequential nursing and science courses and Human Growth and Development.

This course is 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.

ADN163 _____ (Arr.) 4 cr. hrs.
Mental Health Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course is 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. This course is 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 with 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.

ADN164 _____ (3-0) 3 cr. hrs.
Therapeutic Nutrition

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course provides the student 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

AGR112 _____ (5-2) 5 cr. hrs.
Animal Science (fall)

An overview of the biological principles of animal science including reproduction, genetics, nutrition, lactation, consumer products, and others.

Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of animal diseases and public health along with current issues in animal science is covered.

AGR123 _____ (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 new methods in areas such as tissue culture in plant cloning and hydroponics are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

AGR130 _____ (3-0) 3 cr. hrs.
Vegetable Gardening

A basic course for gardeners interested in learning more about the whys and hows of vegetable production for either commercial or home consumption.

AGR142 _____ (5-2) 5 cr. hrs.
Soils (fall)

Prerequisite: PHS125 or above chemistry (for transfer students only)

A scientific approach to the concepts of soil formation, classification, and soil characteristics such as biological and reactive properties. Essential macro and micro nutrients and their management are covered. Issues such as soil erosion and chemical pollution are explored and geographic information about soils are presented.

AGR143 _____ (3-0) 3 cr. hrs.
Introduction to Soils (fall)

A course 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.

AGR145 _____ (2-0) 2 cr. hrs.**Farrier Science and Limb Anatomy**

The study of proper shoeing and its importance to the useful life of the horse. Includes the anatomy and physiology of the horse's limbs, farrier's tools and horse shoes, and methods of regular, corrective and pathological shoeing.

AGR146 _____ (3-0) 3 cr. hrs.**Equine Science and 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. The course will prepare students for managing small one- or two-horse facilities, as well as provide them with a sound foundation for advanced equine education programs.

AGR155 _____ (3-0) 3 cr. hrs.**Livestock Production (fall)**

A course 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 and sheep are covered.

AGR165 _____ (3-0) 3 cr. hrs.**Agriculture Credit & Finance (spring)**

Prerequisite: Sophomore standing or consent of instructor.

A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR170 _____ (3-0) 3 cr. hrs.**Farm Management (spring)**

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.

AGR172 _____ (3-0) 3 cr. hrs.**Agriculture Chemicals (spring)**

Prerequisite: Sophomore standing or consent of instructor.

A course 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.

AGR175 _____ (3-0) 3 cr. hrs.**Farm Record Keeping**

This course will be designed to help farm families learn to set up a good farm record-keeping system.

AGR177 _____ (1-0) 1 cr. hr.**Contemporary Agriculture Issues I**

Prerequisite: Sophomore standing or consent of instructor. Required for AAS degree.

A course designed to explore 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.

AGR179 _____ (1-0) 1 cr. hr.**Contemporary Agriculture Issues II**

Prerequisite: AGR177. Required for AAS degree.

A course designed to explore 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.

AGR180 _____ (1-0) 1 cr. hr.**Agriculture Leadership and Employment (fall)**

A course 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. The class requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview.

AGR210 _____ (1-0) 1 cr. hr.**Agriculture Industry Seminar (fall)**

Prerequisite: AGR180

This course is 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.

AGR220 _____ (Arr.) 3 cr. hrs.**Agriculture Internship I**

Prerequisite: Sophomore standing.

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer.

AGR225 _____ (Arr.) 3 cr. hrs.**Agriculture Internship II**

Prerequisite: AGR220

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer. This is a continuation of AGR220.

ART**ART113 _____ (2-4) 3 cr. hrs.****Drawing I (fall, spring)**

An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. Various media are introduced so that the student gains an awareness of the potential of each.

ART114 _____ (2-4) 3 cr. hrs.**Drawing II (spring, summer)**

Prerequisite: ART113.

An extension of Drawing I with additional emphasis on elements of drawing. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. Particular attention is given to the human figure.

ART116 _____ (2-4) 3 cr. hrs.**Painting I (fall, spring)**

Prerequisite: ART113 or consent of instructor.

An introduction to painting with the emphasis placed on the basic study of form, space, composition, and color theory utilizing such media as oil and acrylics.

ART120 _____ (2-1) 2 cr. hrs.**Sketching**

A course designed to introduce the students to the techniques of keeping a sketchbook and utilizing it for the production of finished art work. Offered in conjunction with student tours. The offerings will vary depending on the country to be visited.

ART123 _____ (2-4) 3 cr. hrs.**Ceramics (spring or summer)**

An introductory course which explores and emphasizes the basic elements and techniques of ceramics. The course will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.

ART140 _____ (2-0) 2 cr. hrs.**History of Western Art**

A course designed to introduce the student to the visual masterpieces of a particular western civilization. It stresses both the style, function and historical context of art. Offered in conjunction with student tours. The offering will vary depending on the country to be visited.

ART149 _____ (3-0) 3 cr. hrs.**History of Art I**

History of ancient art from prehistoric to medieval time. (Cultural diversity course.)

ART150 _____ (3-0) 3 cr. hrs.**History of Art II**

The study of Renaissance and Baroque art. (Cultural diversity course.)

ART151 _____ (3-0) 3 cr. hrs.**History of Art III**

History of the major developments in the art of the 19th and 20th Centuries. (Cultural diversity course.)

ART153 _____ (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.

ART155 _____ (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.

ART162 _____ (1-3) 2 cr. hrs.**Printmaking**

Prerequisite: ART113 or consent of instructor.

An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. The course will stress the expressive potentialities of the wood block, the etching and the collograph.

ART172 _____ (1-3) 2 cr. hrs.**Watercolor**

Prerequisite: ART113 or consent of instructor.

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.

ART183 _____ (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.

**ART185 _____ (1-3) 2 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.

**ART193 _____ (1-3) 3 cr. hrs.
Sculpture I (spring)**

Prerequisite: ART113 or consent of instructor.

An investigation and employment of various materials and methods of sculpting including modeling head and figure, and elementary processes of casting, carving, and construction.

**ART195 _____ (2-4) 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.

**ART216 _____ (2-4) 3 cr. hrs.
Painting II**

Prerequisite: ART116 or consent of instructor.

This course is an expansion of Painting I, with an emphasis on developing painting techniques to a more advanced state. The student's own ideas become important in this class. Landscape painting, Still Life, Abstract, and Expression become important factors. More attention is placed on painting materials and mediums.

BIOLOGICAL SCIENCE**BIO001 _____ (Arr.) 1 cr. hr.
Introduction to General Science I**

Emphasis is placed on the Biological Sciences. Self-paced instruction offered in the Learning Center. Does not apply toward the AA degree.

**BIO110 _____ (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.

**BIO115 _____ (3-4) 5 cr. hrs.
General Biology**

A course that 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. This course meets the general education biological science requirement.

**BIO125 _____ (3-4) 5 cr. hrs.
General Botany (spring)**

A course emphasizing biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. This course meets the general education biological science requirement.

**BIO133 _____ (2-3) 3 cr. hrs.
Local Flora (Odd year spring)**

This course is 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.

**BIO134 _____ (Arr.) 3 cr. hrs.
Local Fauna (On Demand)**

Prerequisite: Consent of instructor.
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.

**BIO135 _____ (3-4) 5 cr. hrs.
General Zoology (fall)**

An introduction to the important principles and concepts of zoology. This course emphasizes cell biology, genetics, reproduction, and the major animal phyla. Three lectures and two double laboratory periods per week. This course meets the general education biological science requirement.

**BIO143 _____ (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. Then the remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

**BIZ143 _____ (0-4) 2 cr. hrs.
Environmental Science Laboratory
(alternate spring)**

This course is designed as either a stand-alone, two-hour science credit or as a lab to accompany Environmental Science lecture BIO143. Students will learn to sample and evaluate water, soil, plants and animals. Recommended as an elective or to fulfill part of the life science requirement.

**BIO224 _____ (2-4) 4 cr. hrs.
Field Biology (alternate spring)**

Prerequisite: Either BIO115, BIO125, BIO135, or consent of instructor.
This course is 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.

**BIO234 _____ (3-0) 3 cr. hrs.
Survey of Genetics (even-year spring)**

Prerequisite: BIO115, BIO125, or BIO135.
A survey of the basic principles of genetics with an emphasis on human application and basics of plant genetics. This course is designed to meet general education requirements. It is intended for both the non-science major and the science major.

**BIO254 _____ (3-4) 5 cr. hrs.
Human Anatomy and Physiology (spring)**

Prerequisite: BIO115, BIO 125, BIO135, or PHS125 or higher.
This course is designed to provide the student with an understanding of the structure and function of the human body. The course includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular and cardiovascular systems.

Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO260 Human Anatomy and the BIO262 Human Physiology for a total of 10 hours are required for the nursing program. BIO254 is considered as Anatomy and Physiology I for many transferring institutions.

**BIO258 _____ (2-2) 3 cr. hrs.-
Microbiology (fall)**

Prerequisite: At least a "C" in BIO260, BIO262, and PHS125 or consent of the instructor.

This course introduces the morphology, biochemical activities, cultivation, control, history of epidemiology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. This course is required for the ADN nursing program.

**BIO260 _____ (3-4) 5 cr. hrs.
Human Anatomy (fall)**

Prerequisite: Acceptance into ADN or PN nursing program or consent of the instructor.

This course is 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 (BIO262) This is a required class in the nursing program.

**BIO262 _____ (3-4) 5 cr. hrs.
Human Physiology (spring)**

Prerequisite: At least a "C" in BIO260, PHS125 or consent of instructor.

This course is a continuation of BIO260. The course concentrates on the biochemical, cellular and organ level functioning of those systems introduced in BIO260. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. This course is required for the ADN nursing program.

**BIO298 _____ (Arr.) 1 cr. hr.
Readings In Honors**

A small group discussion class which involves reading assignments from books or magazines, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

**BIO299 _____ (Arr.) 1 cr. hr.
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****BUS001 _____ (Arr.) 1 cr. hr.
Introductory Accounting I**

For the student with no prior knowledge of accounting. Prepares the student for regular accounting courses. Independent and/or self-paced instruction offered in the Learning Center. Does not apply toward the AA degree.

**BUS002 _____ (Arr.) 1 cr. hr.
Introductory Accounting II**

Further prepares the student for regular accounting courses. Independent and/or self-paced instruction offered in the Learning Center. Does not apply toward the AA degree.

BUS133 _____ (3-0) 3 cr. hrs.**Introduction to Economics**

Introductory economics course intended for non-business majors. Both Macroeconomic and Microeconomic topics will be integrated into real world application.

BUS200 _____ (3-0) 3 cr. hrs.**Principles of Accounting I**

Prerequisite: 1 year of high school accounting, OST150, or consent of instructor.

An introductory course in accounting principles. The course 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.

BUS205 _____ (3-0) 3 cr. hrs.**Principles of Accounting II**

Prerequisite: BUS200 with a grade of "C" or better or OST150 and OST152 with a grade of "C" or better.

A continuation of BUS200. Topics include the following: partnership accounting, corporation accounting, manufacturing accounting, financial statement analysis, and special management reports.

BUS210 _____ (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.

BUS233 _____ (3-0) 3 cr. hrs.**Marketing**

A study of the decision areas involved in providing consumers with goods and services. Topics include the following: product policy, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. This course is the only marketing course that applies to the Associate of Arts degree.

BUS243 _____ (3-0) 3 cr. hrs.**Introductory Statistics**

Prerequisite: MAT113 or consent of instructor.

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.

BUS253 _____ (3-0) 3 cr. hrs.**Legal Environment of Business**

A general study of the legal environment in which a business person must operate from the standpoint of legal institutions, legal process, ethics and social responsibility, international influences, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, consumer protection, bankruptcy, labor law, securities regulation, environmental law, antitrust law and cyber law.

BUS293 _____ (3-0) 3 cr. hrs.**Principles of Macroeconomics**

This course is primarily a study of the U.S. economic system. Topics include capitalism, economic growth, macroeconomic measurements, trade, fiscal policy, money and monetary policy.

BUS294 _____ (3-0) 3 cr. hrs.**Principles of Microeconomics**

A continuation of BUS293 with an emphasis on the following topics: market structures, resource allocation and current economic problems. This course is primarily a study of

market systems. Micro topics include pricing, costs and efficiencies in each of the market models. Consumer behavior and a modern view of technological advance will also be discussed.

COMPUTER INFORMATION SYSTEMS

The typical sequence of computer courses begins with CIS105, Introduction to Computers.

Following CIS105, the sequence of the applications courses can be varied. Word processing is typically selected early because of its widest usage. Applications courses that follow CIS105, Introduction to Computers, include: word processing courses (CIS232 or CIS235), database (CIS210), spreadsheets (CIS220), Desktop Publishing (CIS170), Microcomputer Applications (CIS175), Microcomputer Graphics (CIS110), and Microcomputer Operating Systems (CIS200).

Students desiring more in-depth knowledge and skills can subsequently take the advanced applications courses in word processing, spreadsheets and desktop publishing.

CIS105 _____ (3-0) 3 cr. hrs.**Introduction to Computers**

Prerequisite: Keyboarding skills are necessary for enrollment. Student cannot concurrently enroll in CIS105 and CIS175.

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, e-mail, Internet and Windows interface.

CIS110 _____ (3-0) 3 cr. hrs.**Microcomputer Graphics**

Prerequisite: CIS105 or CIS175.

A course 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.

CIS161 _____ (3-0) 3 cr. hrs.**IT Fundamentals**

This course will allow the student to show that they have a solid competence in computers and office programs, plus the know how to surf the Internet and send an e-mail message. This class will help the student prepare for the Certiport IC³ Certification.

CIS162 _____ (3-0) 3 cr. hrs.**A+ Computer Repair and Maintenance**

Prerequisite: CIS105, CIS175 or consent of instructor

This course is 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.

CIS165 _____ (Arr.) 3 cr. hrs.**Accounting on Microcomputer**

Prerequisite: BUS 205 or OST152.

A course on 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.

CIS167 _____ (3-0) 3 cr. hrs.**Fundamentals of Networking**

Prerequisite: CIS161 or consent of instructor.

This course is an entry-level course in networking. The course will cover various aspects of designing and implementing a network for both home and office. This class will help the student prepare for the CompTIA Network+ Certification.

CIS168 _____ (3-0) 3 cr. hrs.**Fundamentals of Network Security**

Prerequisite: CIS167, Network+ Certification or consent of instructor.

This course is an entry-level course in network security. The course will cover various aspects of designing and implementing a secure network for both home and office networks. This class will help the student prepare for the CompTIA Security+ Certification.

CIS170 _____ (3-0) 3 cr. hrs.**Desktop Publishing**

Prerequisite: CIS105 or CIS175.

A course 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.

CIS175 _____ (3-0) 3 cr. hrs.**Microcomputer Applications**

Prerequisite: Previous regular usage of word processor, spreadsheet or database application. Student cannot concurrently enroll in CIS105 and CIS175.

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.

CIS180 _____ 2 cr. hrs.**Introduction to Networking**

Prerequisite: CIS105 or CIS175.

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 Exam.

CIS183 _____ (3-0) 3 cr. hrs.**Novell Network Administration**

Prerequisite: CIS200.

Enables the student to perform day to day administrative tasks on a Novell network. Helps prepare the student for Certified Novell Administrator (CNA) exam. Lab is used to perform tasks described in lectures. Topics include Network 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.

CIS184 _____ (3-0) 3 cr. hrs.**Microsoft Networking Administration**

Prerequisite: CIS200.

This course enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

CIS185 _____ (5-0) 5 cr. hrs.
Internetworking I

Prerequisite: CIS105, CIS175 or A+ certification.

First of four semesters (CIS185, CIS186, CIS285, CIS286) in the Cisco™ Networking Academy curriculum. Satisfactory completion of all four semesters prepares you to sit for the Cisco™ Certified Network Associate (CCNA) exam. Semester I topics include: OSI model and industry standards, Network topologies, IP addressing, including subnet masks, Networking components, Basic network design.

CIS186 _____ (5-0) 5 cr. hrs.
Internetworking II

Prerequisite: CIS185.

Continuation of the Cisco™ Network Academy. Introduction to router configuration; Routes and routing protocols.
(See CIS255, CIS286).

CIS190 _____ (3-0) 3 cr. hrs.
Fundamentals of UNIX

Prerequisite: CIS200.

This course will enable the student 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.

CIS193 _____ (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 exploitation in technology, management, the market and education. Content includes legal issues regarding piracy, hacking, intellectual property, acceptable use, privacy and freedom of speech.

CIS200 _____ (3-0) 3 cr. hrs.
Microcomputer Operating Systems

Prerequisite: CIS105 or CIS175.

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.

CIS210 _____ (3-0) 3 cr. hrs.
Microcomputer Database Management

Prerequisite: CIS105 or CIS175.

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.

CIS211 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Database Management

Prerequisite: CIS210.

This course is a continuation of CIS210 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.

CIS220 _____ (3-0) 3 cr. hrs.
Microcomputer Spreadsheet Applications

Prerequisite: CIS105 or CIS175.

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.

CIS221 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Spreadsheet Applications

Prerequisite: CIS220.

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.

CIS232 _____ (3-0) 3 cr. hrs.
Word Processing—WordPerfect for Windows I

Prerequisite: CIS105 or CIS175.

A practical course using WordPerfect for Windows to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, cut, copy, and move functions, text enhancement, speller/thesaurus usage, and printer control.

CIS233 _____ (3-0) 3 cr. hrs.
Word Processing—WordPerfect for Windows II

Prerequisite: CIS232.

This course is a continuation of WordPerfect for Windows I which provides opportunities for practical applications in creating more advanced documents using WordPerfect for Windows software. The student will learn how to integrate text and graphics and use WordPerfect for Windows as a desktop publisher.

CIS235 _____ (3-0) 3 cr. hrs.
Word Processing—Microsoft Word

Prerequisite: CIS105 or CIS175.

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.

CIS240 _____ (3-0) 3 cr. hrs.
Web Page Development

Prerequisite: CIS105 or CIS175

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.

CIS267 _____ (3-0) 3 cr. hrs.
Internetworking III

Prerequisite: CIS186.

Continuation of the Cisco™ Networking Academy. Advanced router configurations; LAN switching theory and VLANs; Advanced LAN and LAN switched design; Novell IPX; Threaded case study. (See CIS185, CIS186).

CIS269 _____ (3-0) 3 cr. hrs.
Internetworking IV

Prerequisite: CIS267.

Final semester in the Cisco™ Networking Academy. WAN theory and design; WAN technology, PPP, Frame Relay, and ISDN; Network troubleshooting; National SCANS Skills; Threaded case study.

CIS293 _____ (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.

CIS294 _____ (3-0) 3 cr. hrs.
Advanced Desktop Publishing

Prerequisite: CIS170.

A continuation of CIS170 Desktop Publishing to expand the student's proficiency in developing quality publications.

CIS296 _____ (Arr.) 3 cr. hrs.
Computer Networking Internship

Prerequisite: Sophomore standing in Computer Networking and instructor approval.

This course is intended for computer networking majors. The 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

MASS COMMUNICATIONS**COM100 _____ (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. The course will also cover the impact of advertising and public relations on the media industries as well as focus on the effects of the media and associated regulation.

COM102 _____ (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.

COM106 _____ (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. This course meets the Cultural Diversity requirement. (Cultural diversity course.)

COM110 _____ (3-0) 3 cr. hrs.
Journalism I

Course is intended as an introduction to journalism. The student is introduced to the journalistic style of writing, terms used in newspaper work, editing copy, newspaper layout and design.

COM112 _____ (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.

COM200 _____ (3-0) 3 cr. hrs.
Introduction to Public Relations

Prerequisites: COM100, ENG133 and ENG134 with a grade of "C" or better.

Course in an overview survey of today's public relations field, its functions, vocabularies and various applications related to the media communications area. Students will also get practical experience functioning as a PR "agency".

COM204 _____ (3-0) 3 cr. hrs.**Journalism I: News Writing II**

Prerequisites: COM112 with a grade of "C" or better.

A continuation of practical work in writing and editing copy. The student will be exposed to the practical and theoretical techniques of editing and designing a newspaper. Students are required to write, rewrite and edit copy on a regular basis.

COM206 _____ (3-0) 3 cr. hrs.**Journalism Copy-Editing and Layout**

Prerequisites: COM110 or COM112 with a grade of "C" or better.

Designed to teach the techniques of producing a small newspaper. Subjects include: the newspaper staff, content, editing, typography, paste-up, deadlines and page layout. Students also receive instruction on the principles of good design in newspapers.

COM220 _____ (3-0) 3 cr. hrs.**T.V. Production**

Prerequisites: COM102 with a grade of "C" or better, or instructor's permission.

Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM226 _____ (Arr.) 3 cr. hrs.**T.V. Production Practicum**

Prerequisite: COM102 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**CRJ101 _____ (Arr.) 3 cr. hrs.****Internship**

This course is 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.

CRJ103 _____ (1-0) 1 cr. hr.**Computer Application for Law Enforcement**

This course will provide computer training for students to 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. The basic needs of police work by computer will be achieved in this course.

CRJ104 _____ (3-0) 3 cr. hrs.**Computer Application for Law Enforcement**

Provides computer training for specific needs of public safety personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The course will prepare students for certification in Emergency Medical Dispatch (EMD) and Basic Telecommunication. The objectives will also closely follow requirements of public safety professionals including state statutes, local ordinances and/or agency requirements.

CRJ110 _____ (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.

CRJ120 _____ (3-0) 3 cr. hrs.**Criminal Investigation I**

The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, testing of hypotheses, and the problem of proof are covered.

CRJ130 _____ (3-0) 3 cr. hrs.**Criminal Investigation II**

The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ140 _____ (3-0) 3 cr. hrs.**Criminal Law**

Prerequisite: A grade of "C" or higher in CRJ110 or consent of the instructor.

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.

CRJ150 _____ (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.

CRJ160 _____ (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.

CRJ170 _____ (3-0) 3 cr. hrs.**Patrol and Traffic Law**

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.

CRJ171 _____ (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.

CRJ172 _____ (3-0) 3 cr. hrs.**Comparative Criminal Justice Studies**

Prerequisite: CRJ110.

This course is a study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first hand basis, view the interworkings of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. The course will include several hours of orientation

and lecture at Mineral Area College, several days of travel and participation, and a written course synthesis.

CRJ173 _____ (2-0) 2 cr. hrs.**Comparative Criminal Justice Studies**

Same as CRJ172 except for variable credit.

CRJ180 _____ (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.

CRJ182 _____ (3-0) 3 cr. hrs.**Corrections in America**

This course will review 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.

CRJ190 _____ (3-0) 3 cr. hrs.**Police Administration**

Prerequisite: CRJ110.

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 ideals, 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.

CRJ200 _____ (3-0) 3 cr. hrs.**Criminal Justice Report Writing**

Prerequisites: A grade of "C" or higher in all of the following courses: CRJ110, CRJ120, and ENG133 or consent of instructor.

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.

CRJ212 _____ (3-0) 3 cr. hrs.**Police Photography**

Basic fundamental photography will be taught with an emphasis on manual and auto functions of 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 comparison. Court room qualifications will be the final determination of the students work and performance. This course helps prepare the student for CRJ214.

CRJ214 _____ (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.

CRJ230 _____ (1-0) 1 cr. hr.
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. Practicals, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

COMPUTER SCIENCE**CSC 130** _____ (3-0) 3 cr. hrs.
Video Game Design & Development (spring)

Prerequisite: CIS105 or CIS175, or consent of instructor.

Course examines the video game industry using an interdisciplinary approach to create PC-based games. Specialize 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 in the production of PC video games. (spring)

CSC 150 _____ (3-0) 3 cr. hrs.
BASIC Programming

Corequisite: CIS105 or CIS175, or consent of instructor.

A course in 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.

CSC240 _____ (3-3) 3 cr. hrs.
Computer Programming in C++

Prerequisite: High school or higher level Algebra with a grade of "C" or better, or consent of the instructor. A previous computer course such as CIS105, Introduction to Computers or higher.

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. This course is intended as a first course in programming for students interested in computer programming.

CSC242 _____ 3 cr. hrs.
Java Script Programming

Prerequisite: CIS105 or CIS175

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. Loops and built-in functions. Learn how to insert Java applets into web pages.

CSC244 _____ (3-0) 3 cr. hrs.
Web Programming with Perl/CGI/Linux

Prerequisite: CIS200 or a programming language such as Visual BASIC, Fortran, or C++.

Introduction to the Unix/Linux operating system with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC250 _____ 3 cr. hrs.
Advanced BASIC Programming (spring)

Prerequisite: CSC150.

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. This course builds on the information presented in CSC150. Offered on demand.

DEAF COMMUNICATION STUDIES**DCS100** _____ 3 cr. hrs.
Sign Language I

This is a beginning course in sign language and communication with the deaf, offered for anyone who is interested in gaining knowledge about deafness and the sign systems used by the deaf. With an emphasis on conversational signing, students will learn fingerspelling, numbers, a basic sign vocabulary, and an understanding of deafness.

DCS101 _____ 3 cr. hrs.
Sign Language II

This course is a continuation of conversational signing emphasizing American Sign Language. The student will become more proficient in fingerspelling, increase sign vocabulary by approximately 800 signs, improve sign-to-voice skills and become aware of the ethics of interpreting.

EARLY CHILDHOOD EDUCATION**ECE100** _____ (3-0) 3 cr. hrs.
Intro to Early Childhood Education

The course is designed to introduce the student to the current theories and practices based on current research of theories in early childhood, birth to eight years. Curriculum choices will be identified as a result of studying current practices. The developmental ages and stages of development in all domains will be studied to identify developmentally appropriate practices and environments. An introductory method of observation and record keeping techniques will be identified in order to assess the child's growth and development in the learning environment.

ECE102 _____ (3-0) 3 cr. hrs.
Guiding Alternatives for Young Children

The use of positive child guidance techniques is identified to redirect the child's behavior. The child's healthy social and emotional development is applied in all areas of discussion and planning activities concerning the child's self-esteem and concept. The pro-social development of the child is developed through planning of activities and the child's environment. Childhood stresses will also be identified in order to provide support and understanding for the child and family.

ECE104 _____ (3-0) 3 cr. hrs.
Early Childhood Health, Safety and Nutrition

The child's health and safety concerns in the early care and education environments will be carefully examined through daily observation and planning. Early childhood illnesses, diseases, and the need for immunizations will be diagnosed in order to plan for a safe and healthy environment. The importance of establishing early health attitudes, values and habits in young children will be examined through planning of appropriate learning activities.

ECE120 _____ (3-0) 3 cr. hrs.
Caring for School Age Children

This course will focus on the development stages of children 5-12 years of age. The course will identify the developmental needs of children in an after-school program. A developmentally appropriate schedule of

events and activities will also be identified and implemented.

ECE200 _____ (Arr.) 3 cr. hrs.
Practicum Classroom Experiences

Prerequisite: ECE100

Theories and practices learned in ECE100 will be applied to the practicum experiences while planning for developmentally appropriate practice in the early childhood care and education setting. Activities and lesson plans will be used weekly in the practicum classroom experiences. Observation and assessment of the child's development will be recorded weekly to complete a final assessment of the child's growth and development. Student teacher experiences will be supervised in an accredited early child development school setting.

ECE202 _____ (3-0) 3 cr. hrs.
Emerging Language and Literacy

The course will explore the oral and written development of language, birth to age eight. The emerging language and literacy skills of the young child will be identified through the careful examination of research and theory of language development. Early learning experiences of the child in a print rich environment and language and interaction of the child's environment will be explored. Early intervention methods of possible speech and hearing problems will be addressed. Selection of developmentally appropriate reading materials will be explored through planning for the early language experiences. Family literacy will be established through a careful selection of reading materials.

ECE204 _____ (3-0) 3 cr. hrs.
Home, School, and Family

The course will help to define the role of the family and community in the early care and education setting. The study of sociological trends in today's family will be explored through current research of the family dynamics. The diversity of families will be determined in order to study the affects of the family in the early care and education setting. Communication techniques between the family and child care and education setting will be identified in order to provide a two-way communication system that will benefit the family, child, and teacher in the child's early learning experiences.

The interrelationship of family, school and community will provide the teacher with the knowledge of planning a successful program.

ECE212 _____ (3-0) 3 cr. hrs.
Intro to Young Children with Special Needs

The course is intended to provide the early child development provider/teacher with the early signs and indicators of learning, behavior, and/or physical disabilities of young children. Early intervention is stressed as part of recognizing the possible indicators of children with special needs. The course also discusses the elements of the inclusive environment. Modification of learning activities is explored through writing of lesson plans.

EDUCATION**EDU110** _____ (3-0) 3 cr. hrs.
Psychology of Adolescence

Prerequisite: Sophomore level or consent of instructor; an ACT composite of 20 or higher recommended.

An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development.

EDU123 _____ (3-0) 3 cr. hrs.**Introduction to Education**

Prerequisite: 15 semester hours of course work completed.

This course is the introductory level class for the sequence of education courses. Course content includes an examination of opportunities for today's teacher, an analysis of the contemporary school, and an exploration of today's student. Course experiences will include developing a portfolio, participating in 20 hours of field experiences, and examining additional educational requirements for becoming a certified teacher in the state. Students must pass a criminal background check before the end of the 4th week of the term.

EDU128 _____ (3-0) 3 cr. hrs.**Technology for Teachers**

Prerequisite: EDU123 or ECE100.

This course is designed for individuals who intend to major in education. Class assignments will focus on using computer technology for enhancing instruction. This course meets the MAC computer literacy requirement for education majors.

EDU130 _____ (3-0) 3 cr. hrs.**Child Development**

This course studies the development from conception through adolescence. It reviews theories related to the four areas of development: cognitive, physical, language, and social/emotional. It explores 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.

EDU145 _____ (3-0) 3 cr. hrs.**Classroom Strategies**

Prerequisite: EDU123.

This class examines essential skills for teachers at all academic levels. Classroom management and organization, behavior modification, motivation of students, and effective learning environments will be emphasized.

EDU202 _____ (3-0) 3 cr. hrs.**Children's Literature**

Prerequisite: EDU123 or ECE100.

This course is 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.

EDU240 _____ (3-0) 3 cr. hrs.**Infant and Toddler Methods and Materials**

Prerequisite: EDU130.

The course examines the areas of development during a child's first three years of life. It examines the current theories and practices of the developmental domains during infancy and toddlerhood. The growth and development of the young child is applied through the use of developmentally appropriate 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.

EDU242 _____ (3-0) 3 cr. hrs.**Organization and Management of Early Childhood Programs**

Prerequisite: EDU130.

The course emphasizes the operation and management of early childhood programs. The 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 assessed as a part of the planning process.

EDU260 _____ (1-0) 1 cr. hr.**Portfolio Assessment**

Prerequisite: 45 cr. hrs. or last semester of attendance.

This class is the capstone course in the education department's sequence of pre-professional teacher education courses. The portfolio is a required component of each DESE-approved teacher education program in the state, and students are accountable for successful completion of their portfolios. Course content will include a systematic analysis and review of each student's portfolio.

ELECTRICAL/ELECTRONIC TECHNOLOGY**EEE150** _____ (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.

EEE155 _____ (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.

EEE158 _____ (3-1) 3 cr. hrs.**Practical Electronics I, Motors and Generators**

Prerequisite: EEE150 or consent of instructor.

A combination lecture/laboratory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. The course includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE160 _____ (3-2) 3 cr. hrs.**Practical Electronics II**

Prerequisite: EEE158 or consent of instructor.

A continuation of EEE158, the 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.

EEE171 _____ (3-0) 3 cr. hrs.**National Electrical Code**

Prerequisite: Consent of instructor.

A course designed to update electrical workers and electricians with the ever changing National Electrical Code.

EEE183 _____ (3-0) 3 cr. hrs.**Schematic Reading**

Instruction and lab experience leading to student being able to read and use electronic diagrams. These skills can be utilized in the process of maintenance and troubleshooting of electronic circuits equipment.

EEE186 _____ (3-0) 3 cr. hrs.**Digital Electronics and Applications**

Prerequisite: EEE150 or consent of instructor.

This course covers the four basic logic gate systems and flip-flops, binary and octal number systems, large scale memory circuits, ECH, MOS, and FTL circuits.

EEE191 _____ (3-0) 3 cr. hrs.**Electronic Servicing**

Prerequisite: MAT095.

Teach the basic principles of process automation and demonstrate the application of these principles in modern industrial practice. This is an introductory or first level course. The course is 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.

EEE194 _____ (4-0) 4 cr. hrs.**Digital Computer Electronics**

Prerequisite: EEE200.

Introduction to microprocessors and microcomputers. The emphasis will be on internal architecture and communication between processors and the outside world.

EEE197 _____ (3-0) 3 cr. hrs.**Programmable Logic Controllers**

Prerequisites: EEE194 and EEE200.

This course 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.

EEE200 _____ (3-0) 3 cr. hrs.**Solid State Electronics**

Prerequisites: EEE160 or consent of instructor.

A study of semiconductor diodes and bipolar transistors. The course includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

EEE202 _____ (2-0) 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.

EEE204 _____ (3-0) 3 cr. hrs.**Digital Electronics I**

Prerequisites: EEE150, EEE186, or consent of instructor.

An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

EEE206 _____ (3-0) 3 cr. hrs.**Digital Instrumentation Electronics**

Prerequisite: EEE200.

A continuation of EEE204. 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 the testing of these circuits.

ENGINEERING**EGN213** _____ (3-0) 3 cr. hrs.**Engineering Mechanics-Statics (fall)**

Prerequisites: PHS223 and MAT215.

This course 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 moment of inertia.

EGN222 _____ (2-0) 2 cr. hrs.
Engineering Mechanics-Dynamics(spring)
Prerequisite: Should be preceded by EGN213.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN223 _____ (3-0) 3 cr. hrs.
Engineering Mechanics-Dynamics(spring)
Prerequisite: Should be preceded by EGN213.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN234 _____ (4-0) 4 cr. hrs.
Introduction to Electrical Engineering (spring)

Prerequisites: PHS224 and preceded or accompanied by MAT225.

Circuit elements, signals, Kirchoff's laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

ENGLISH/COMMUNICATIONS

Results from the American College Testing (ACT) program, a Diagnostic Reading Test, and an evaluation of high school transcripts will determine those students subject to placement in the basic language skills courses.

Courses numbered ENG001 — ENG027 are offered as one-hour modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses.

These courses will only be counted toward an Associate in General Studies degree. They do not meet any requirements in the English area for an AGS or an AA degree.

ENG001 _____ (Arr.) 1 cr. hr.
Personalized Reading (Reading Improvement)

Prerequisites: ACT score of 1-10 or Compass score of 1-52.

The Personalized Reading Module is designed to help the individual special needs student improve reading and study skills. Students are assigned work in needed areas which are determined by placement testing.

ENG002 _____ (Arr.) 1 cr. hr.
Personalized Reading II

Prerequisite: "C" or better in ENG001.

Course is designed to further improve students' reading skills.

ENG006 _____ (Arr.) 1 cr. hr.
Writing for Life Skills and Work

Instruction in effective communications in various kinds of writing used in everyday life, both on the job and in managing personal affairs.

ENG007 _____ (Arr.) 1 cr. hr.
College Reading

Prerequisites: ACT score of 11-16 or Compass score of 53-70.

One of three one-hour modules designed to help the student achieve proficiency in reading, study skills, and vocabulary. This course covers reading comprehension, reading interpretation, and improvement of reading speed. Open to all students.

ENG008 _____ (Arr.) 1 cr. hr.
Vocabulary Development I

Prerequisites: ACT score of 11-16 or Compass score of 53-70.

This course is designed to help students increase proficiency in recognition and meaning of words.

ENG009 _____ (Arr.) 1 cr. hr.
Study Skills

Prerequisites: ACT score of 11-16 or Compass score of 53-70.

Course stresses development of good study habits, awareness of study aids, note-taking, how to take examinations, and use of the library.

ENG010 _____ (Arr.) 1 cr. hr.
Spelling Improvement

A correlated individualized instruction program in spelling designed to teach students how to spell the thousands of words whose spelling is governed by common spelling rules. In addition, it teaches the student how and where to find information on how to spell troublesome words. Open to all students.

ENG013 _____ (Arr.) 1 cr. hr.
The Writing Process III — Content Areas

Students will be exposed to the various modes of writing as needed to be successful in courses related to science, history, literature, etc. This course will prepare students to write about different subjects on tests, in-class exercises, or for homework, emphasizing the variety of writing modes: short answers, paragraphs, summaries, and essays.

ENG014 _____ (Arr.) 1 cr. hr.
Reading and Critical Thinking I

This course prepares the students to read and think critically. It emphasizes ten critical thinking skills associated with reading and is designed for the student needing reinforcement in understanding the relationship between thought and reading.

ENG015 _____ (Arr.) 1 cr. hr.
Reading and Critical Thinking II

A continuation of Reading and Critical Thinking modules. This course is designed to teach students more advanced critical thinking skills associated with reading. It is for students needing additional reinforcement in understanding the relationship between thought and reading.

ENG016 _____ (Arr.) 1 cr. hr.
Vocabulary Development II

This course is a continuation of ENG008, if needed. It is designed to help students increase proficiency in recognition and meaning of words.

ENG017 _____ (Arr.) 1 cr. hr.
Cultural Literacy

This course is designed to introduce students to topics across the curriculum in cultural literacy. Subjects ranging from common English idioms and proverbs to major topics in literature, science, history, biography, and the arts are emphasized.

ENG018 _____ (Arr.) 1 cr. hr.
Focus on Literature

Teaches the transition between ordinary reading and the reading of literature with an emphasis on the skills needed to enjoy reading great works of literature.

ENG021 _____ (Arr.) 1 cr. hr.
Sentence Skills

Prerequisite: ACT English score 13 or below or Compass score of 1-30.

First of three modules in Learning Center's Basic Writing I course. Students learn the

basics of grammar, parts of speech, sentence patterns and proper usage of punctuation.

ENG022 _____ (Arr.) 1 cr. hr.
Parallel Structure in Writing

Prerequisite: Grade of "C" or better in ENG021.

Second of three modules in Learning Center's Basic Writing I course. This module emphasizes steps writers take to create a document: choosing a topic, organizing ideas, etc.

ENG023 _____ (Arr.) 1 cr. hr.
Punctuation and Clarity in Writing

Prerequisite: Grade of "C" or better in ENG022.

Third of three modules in Learning Center's Basic Writing I course. Students work on improving punctuation skills and their ability to write clear concise sentences.

ENG024 _____ (Arr.) 1 cr. hr.
Basic Principles of Effective Writing

Prerequisite: ACT English score 14 to 18, Compass score of 31-65, or a grade of "C" or better in ENG096 or ENG021, ENG022, and ENG023.

First module in Learning Center's Basic Writing II course. Students learn about pre-writing, outlining, revising, editing and proofreading their work. Includes review of sentence skills.

ENG025 _____ (Arr.) 1 cr. hr.
Paragraph Development

Prerequisite: Grade of "C" or better in ENG024.

Second module in Learning Center's Basic Writing II course. Reviews the patterns of paragraph development and places emphasis on purpose and audience of paragraphs. Also continues review of sentence skills.

ENG026 _____ (Arr.) 1 cr. hr.
Essay Development

Prerequisite: Grade of "C" or better in ENG025.

Third module in Learning Center's Basic Writing II course. Reviews important points in essay writing, how to plan an essay, and how to write exam essays. Continues the review of sentence skills.

ENG027 _____ (Arr.) 1 cr. hr.
English Grammar

Instructs students in proper usage of grammar.

ENG080 _____ (3-0) 3 cr. hrs.
English as a Second Language I

Prerequisite: TOEFL score of or below 550 (paper-based), 213 (computer-based), or 79 (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. This course is not applicable toward an Associate Degree.

ENG082 _____ (3-0) 3 cr. hrs.
English as a Second Language II

Prerequisite: TOEFL score above 550 (paper-based) or ESL I.

This course 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. This course is not applicable toward an Associate Degree.

**ENG090 _____ (3-0) 3 cr. hrs.
Reading Improvement**

Prerequisite: ACT score 0-10 or Compass Reading score of 1-52.

This course provides an opportunity to improve reading comprehension, reading speed and vocabulary skills. Designed for students reading below high school level.

**ENG091 _____ (3-0) 3 cr. hrs.
Introduction to Reading and Critical Thinking**

Designed to help students develop higher level reading and thinking skills needed for success in school, the workplace, and in their everyday lives. Emphasis is placed on cognitive levels of comprehension, interpretation, application, analysis, and evaluation.

**ENG096 _____ (3-0) 3 cr. hrs.
Basic Writing Skills I**

Prerequisite: ACT English score 0-13 or Compass Writing score of 1-30.

Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. The course concentrates on mechanics — e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward AA degree.

**ENG097 _____ (3-0) 3 cr. hrs.
Basic Writing Skills II**

Prerequisite: ACT English score 14-18, Compass English/Writing score of 31-65, or a grade of "C" or higher in ENG096 or Learning Center Modules ENG021, ENG022 and ENG023.

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 AA degree.

**ENG099 _____ (3-0) 3 cr. hrs.
College Reading and Study Skills**

Prerequisite: ACT Reading score 11-16 or Compass Reading score of 53-70.

A refresher course in study activities necessary for success in college. It is designed to increase a student's reading efficiency by concentrating on improvements in vocabulary, comprehension, and reading rates. Notetaking, test-taking, and other study skills are taught as a regular part of the class. Open to all students. Does not apply toward AA degree.

**ENG100 _____ (1-0) 1 cr. hr.
Writing a Research Paper**

Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

**ENG105 _____ (1-0) 1 cr. hr.
Use of Library Resources**

Designed to help students use the Learning Resources Center more effectively. Open to all students.

**ENG133 _____ (3-0) 3 cr. hrs.
English Composition I**

Prerequisite: ACT 19, Compass 66 or completion of ENG097 or modules with a "C" or above.

Designed to help the student write clearly and effectively. Emphasis is placed on mastery of writing skills necessary to the student's education and career. Subject matter includes library study, grammar, punctuation, usage, sentence structure, and various patterns of organizing and developing paragraphs and essays.

**ENG134 _____ (3-0) 3 cr. hrs.
English Composition II**

Prerequisite: ENG133 with a grade of "C" or better.

A continuation of ENG133, with emphasis on longer papers and different types of writing, including argument and persuasion. Study is devoted to documentation and preparation of the research paper as well as an introduction to critical writing.

**ENG135 _____ (3-0) 3 cr. hrs.
English Composition II (Honors)**

Prerequisite: ENG133 with a grade of "B" or better and consent of the instructor.

A continuation of ENG133 for students demonstrating above-average ability in English composition. Emphasis is on longer papers, individual research, independent study, and critical and creative thinking.

**ENG136 _____ (3-0) 3 cr. hrs.
Creative Writing**

Prerequisite: ENG133 with a grade of "C" or better.

A course in which the student will practice the rudiments of creative writing. Units studied will focus on writing original poetry, prose, and drama.

**ENG143 _____ (3-0) 3 cr. hrs.
Exposition**

Prerequisite: ENG133 with a grade of "C" or better.

A course in critical, analytical, and explanatory writing. Short writing assignments focus on particular problems in expository writing, such as description, casual analysis, and classification. Other assignments include a critical analysis of a short literary work, a review of a film or play, and a research project.

**ENG144 _____ (3-0) 3 cr. hrs.
Public Speaking**

A course that emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

**ENG146 _____ (3-0) 3 cr. hrs.
Argumentation and Debate**

A course which covers the principles and ethics of persuasion, persuasive speaking, parliamentary procedure, and debate. Includes experience in a mock senate session and court trial.

**ENG157 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Prose, Poetry and Drama**

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. This is a reading intensive course.

**ENG167 _____ (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.

**ENG200 _____ (3-0) 3 cr. hrs.
Interpretation of Literature**

Prerequisite: ENG133 with a grade of "C" or better.

Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and adaptation. This is a reading intensive course.

**ENG212 _____ (3-0) 3 cr. hrs.
Literary Masterpieces I**

Prerequisite: ENG133 with a grade of "C" or better.

A study of selected masterpieces of Western literature from ancient Greece and Rome through the Renaissance. Emphasis is placed on ideas and themes of interest to cultures of various ages, past and present. This is a reading intensive course. (Cultural diversity course.)

**ENG215 _____ (3-0) 3 cr. hrs.
Leadership Development**

Prerequisite: ENG133.

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills.

**ENG233 _____ (3-0) 3 cr. hrs.
English Literature I**

Prerequisite: ENG133 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. Requirements include three or four examinations over the major time periods and one critical paper. This is a reading intensive course.

**ENG234 _____ (3-0) 3 cr. hrs.
English Literature II**

Prerequisite: ENG133 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. Requirements include tests on each period and one literary analysis. This is a reading intensive course.

**ENG243 _____ (3-0) 3 cr. hrs.
American Literature I**

Prerequisite: ENG133 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. This is a reading intensive course.

**ENG244 _____ (3-0) 3 cr. hrs.
American Literature II**

Prerequisite: ENG133 with a grade of "C" or better.

The 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. This is a reading intensive course.

ENG246 _____ (3-0) 3 cr. hrs.

Readings in Short Fiction

Prerequisite: ENG133 with a grade of "C" or better.

A course focusing on reading short stories, poetry, and novellas. Instruction in interpretative criticism and stylistic explication of assigned work with emphasis on elements of style and discussion of themes. This is a reading intensive course.

ENG250 _____ (3-0) 3 cr. hrs.

Multicultural Literature

This course is designed to give students an introduction and appreciation to other cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. Short papers will be required. This is a reading intensive course and meets the cultural diversity requirement. (Cultural diversity course.)

ENG253 _____ (3-0) 3 cr. hrs.

Young Adult Literature

A course engineered 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 the attitude needed for understanding and appreciating literature. The course satisfies one of the college's cultural diversity humanities requirements. (Cultural diversity course.)

FIRE SCIENCE

FST101 _____ (Arr.) 3 cr. hrs.

Fire Fighter I

Fire Fighter I develops the knowledge and skills expected of firefighters. Twenty-five units cover topics often encountered at fire incidents. Combined with Fire Fighter II (FST201), the participant will meet the requirements for Missouri Division of Fire Safety certification testing.

FST103 _____ (Arr.) 6 cr. hrs.

Fire Science Technology

Fire Fighter I and II (combined) are designed to prepare the student in the first phase of classroom instruction for fire fighter certification through the Missouri Fire Marshal's Office. The required disciplines for a state license are instructed. Student must pass classroom instruction and must pass practicals with 80% proficiency.

FST108 _____ (Arr.) 1 cr. hr.

Self-Contained Breathing Apparatus

This course is designed by demonstration of the use of SCBA functions for all purposes of safe fire fighting and the importance of personal safety to retrieve of fires and smoke.

FST111 _____ (Arr.) 1 cr. hr.

Vehicle Fire-Fighting

This course 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.

FST115 _____ (Arr.) 1 cr. hr.

Pump Operations

Prerequisite: Fire Fighter II. Math and Unified Technical Concepts I are recommended.

Pump Operations traces the history of fire service pumps, develops the theory of operations and develops practical skills in the operation of fire service pumps.

FST120 _____ (Arr.) 1 cr. hr.

Fire Prevention

Prerequisite: Fire Fighter I and II

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.

FST131 _____ (Arr.) 1 cr. hr.

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.

FST133 _____ (Arr.) 1 cr. hr.

Ropes and Rappelling

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. This course is a component of Rescue Technician skills.

FST134 _____ (Arr.) 1 cr. hr.

Foam Applications

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.

FST136 _____ (Arr.) 1 cr. hr.

Salvage and Overhaul

The salvage component of this course expands the participant's ability to protect property before or during a fire. The overhaul component increases the skills used in locating hidden sources of ignition.

FST137 _____ (Arr.) 1 cr. hr.

Ventilation

Ventilation will develop the participant's ability to change the atmospheric conditions within a structure or area using the concepts of positive, negative, and hydraulic theory of ventilation.

FST138 _____ (Arr.) 1 cr. hr.

Water Supply

Sources of water, supply systems and moving water increases the participant's ability to provide water at the fire scene.

FST139 _____ (Arr.) 1 cr. hr.

Natural Cover Fires

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.

FST140 _____ (Arr.) 1 cr. hr.

Industrial Fire Brigade

Industrial Fire Brigade is 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.

FST142 _____ (Arr.) 2 cr. hrs.

Hazardous Mat/Receiving Handling

This course will provide the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

FST150 _____ (Arr.) 1 cr. hr.

Vehicle Extrication - Special

Vehicle extrication addresses the specialized topics of removing victims from special vehicles. This course will cover the specifics of the methods of extricating victims from all types of special vehicles and the nomenclature to act quickly in an emergency.

FST151 _____ (Arr.) 1 cr. hr.

Vehicle Extrication - Big Rig

This course will instruct and demonstrate continuation of the extrication course involving big rigs. Those vehicles are larger than passenger and may cover commercial, oversized work vehicles, dump trucks, construction, busses, trailers, and 18 wheelers.

FST152 _____ (Arr.) 1 cr. hr.

Vehicle Extrication - Passenger

Vehicle extrication addresses the specialized topics of removing victims from passenger vehicles. This course will cover 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 directions of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

FST160 _____ (Arr.) 1 cr. hr.

Training Operations in Small Departments

This course is designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

FST162 _____ (Arr.) 1 cr. hr.

Managing Company Tactical Operations

The course provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural fire fighting operations.

FST163 _____ (Arr.) 1 cr. hr.

Principles of Building Construction/Non-Combustible

This course 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.

FST164 _____ (Arr.) 1 cr. hr.

Shaping the Future

This course 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.

FST201 _____ (Arr.) 3 cr. hrs.

Fire Fighter II

Fire fighter II further develops the knowledge and skills expected of firefighters leading teams on assigned tasks. Combined with Fire Fighter I (FST101), the participant will meet the requirements for Missouri Division of Fire Safety certification testing.

FST203 _____ (Arr.) 2 cr. hrs.

Search and Rescue

Search and Rescue develops knowledge and skills necessary in locating and assisting individuals in non-structural settings. Outdoor, water and ice rescues are included. This course is a component in becoming a Rescue Technician.

FST205 _____ (Arr.) 2 cr. hrs.**Vehicle Extrication**

Vehicle Extrication addresses the specialized topics of removing victims from vehicles other than those used for private purposes. Bus, road tractors and farm equipment are included in the course.

FST207 _____ (Arr.) 1 cr. hr.**Fire Service Hydraulics**

Prerequisite: Fire Fighter II, and math credit. Principles of Technology is highly recommended.

Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fire-ground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.

FST209 _____ (Arr.) 1 cr. hr.**Vertical Rescue**

Prerequisite: FST133

This course is designed to advance the knowledge and skills introduced in Ropes and Rapelling. Organizational procedures, self rescue, and victim rescue skills will enable the participant to work safely and effectively as a member of a vertical rescue team.

FST211 _____ (Arr.) 1 cr. hr.**Advanced Vertical Rescue**

Prerequisite: FST209

Using advanced vertical rescue developing additional technical skills necessary to participate in a rope and technical rescue team. Skills include load distributing systems, high line systems, ropes based raising systems, and litter attendant.

FST213 _____ (Arr.) 2 cr. hrs.**Introduction to Fire Inspections, Principles and Practices**

This course helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

FST214 _____ (Arr.) 3 cr. hrs.**Technical Principles and Practices of Fire Prevention**

This course provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspector to understand the scope of knowledge required and to identify the various steps in the inspection process.

FST215 _____ (Arr.) 1 cr. hr.**Principles of Building Construction/ Combustible**

This course is 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.

FST216 _____ (Arr.) 1 cr. hr.**Introduction to Wilderness Search and Rescue**

This course will introduce students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

FST217 _____ (Arr.) 1 cr. hr.**Wilderness Search and Rescue**

A continuation of FST216 with the exception of advanced course instruction. Practicals may be added to this course section as a method of instruction.

FST218 _____ (Arr.) 1 cr. hr.**Advanced Wilderness Search and Rescue**

Again, a continuation from FST 216 and FST217. Advanced, difficult, and stressors are added to the instructional practicals to realistically give true situations to objectively solve.

FST222 _____ (Arr.) 1 cr. hr.**Managing in a Changing Environment**

The course will focus on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

FST230 _____ (Arr.) 3 cr. hrs.**Fire Investigation**

Fire Investigation addresses the information necessary to determine the cause and origin of a fire. Successful completion of the course may prepare the participant to take the Division of Fire Safety certification examination.

FST232 _____ (Arr.) 1 cr. hr.**Incident Command System: Basic**

This course is 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. The course will be conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

FST233 _____ (Arr.) 1 cr. hr.**Incident Command System: Intermediate**

The course 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.

FST234 _____ (Arr.) 1 cr. hr.**Incident Response to Terrorism**

Within the fire fighter instruction is introduced the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Instruction will include the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

FST235 _____ (Arr.) 1 cr. hr.**Incident Command System: Advanced**

This course is intended to train personnel who maybe assigned to large incidents in the critical aspects of major incident management and area command.

FST236 _____ (Arr.) 1 cr. hr.**Drug Lab Awareness Operations**

This course presents the physical conditions, human activities and hazardous materials commonly found at clandestine drug labs in a variety of locations. The awareness section of this course will focus on discovering the presence of the illegal lab, applicable laws and regulations, and actions to reduce risk to emergency responders. Operations will focus on actions available to or mandated for operations level responders which review awareness level response. Defining and recognizing high risk and low risk work zones, actions plan development for command centers, isolation, decontamination, triage, mitigation, and documentation will also be exercised.

FST238 _____ (Arr.) 1 cr. hr.**Rapid Intervention Teams**

This course will address 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.

FST240 _____ (Arr.) 2 cr. hrs.**Hazardous Materials Operations**

This course 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.

FST242 _____ (Arr.) 1 cr. hr.**Hazardous Materials Awareness**

A continuation of FST240 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.

FST250 _____ (Arr.) 3 cr. hrs.**Fire Instructor I**

Prerequisite: Fire Fighter I and II and a computer technology course.

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.

FST252 _____ (Arr.) 3 cr. hrs.**Fire Officer I**

Course 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 in the course.

GEOGRAPHY**GEO001 _____ (Arr.) 1 cr. hr.****Introduction to Geography**

Designed to prepare students for college level geography courses. Offered as a self-paced and/or independent study module through the Learning Center. Does not apply toward an AA degree.

GEO114 _____ (3-0) 3 cr. hrs.**Regional World Geography I**

An introductory survey of the physical, cultural, economic, and political geography of the world's developed (Anglo-America, Europe, former USSR, Japan, Australia, New Zealand) regions.

GEO115 _____ (3-0) 3 cr. hrs.**Regional World Geography II**

An introductory survey of the physical, cultural, economic, and political geography of the world's developing (Latin America, Middle East, Asia, Sub-Saharan Africa) regions.

GUIDANCE**GUI100 _____ 3 cr. hrs.****Principles of College Success**

A course designed to make entering college comfortable and successful for first-time college students. 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.

HISTORY

For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours in the following combinations:

- 1.American History I & II (HIS123 and HIS124 or Honors Section HIS137 and HIS138).
- 2.American National Government and American State and Local Government (POS113 and POS114).
- 3.American History I and American National Government or American State and Local Government (HIS123, and POS113 or POS114).
- 4.American National Government and American History I or II (POS113 and HIS123 or HIS124).

HIS001 _____ (Arr.) 1 cr. hr.
Introduction to American History I
This is an independent study preparatory module for academic level HIS123. Does not apply toward an AA degree.

HIS002 _____ (Arr.) 1 cr. hr.
Introduction to American History II
This is an independent study preparatory module for academic level HIS124. Does not apply toward an AA degree.

HIS110 _____ (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. (Cultural diversity course.)

HIS113 _____ (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. (Cultural diversity course.)

HIS114 _____ (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. (Cultural diversity course.)

HIS115 _____ (Arr.) 3 - 6 cr. hrs.
Western Civilization III
A seminar in the cultures of the countries of Europe and/or the British Isles and/or the "cradles" of Western Civilization. Offered on demand.

HIS118 _____ (3-0) 3 cr. hrs.
Introduction to Church History
An introductory survey of the early development of the Christian Church during antiquity and the early Middle Ages.

HIS119 _____ (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.

HIS123 _____ (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 this section.

HIS124 _____ (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. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

HIS130 _____ (3-0) 3 cr. hrs.
History of Missouri
A survey of the history of Missouri from the earliest times to the contemporary period.

HIS135 _____ (Arr.) 1 cr. hr.
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.

HIS136 _____ (3-0) 3 cr. hrs.
Introduction to Latin American History
A survey of economic, political and social developments in Latin America 19th Century to the present. (Cultural diversity course.)

HIS137 _____ (3-0) 3 cr. hrs.
American History I (Honors)
Prerequisite: Consent of the chairperson of the department.
An analysis of the important events in American history from the discovery of America through the Era of Reconstruction. Emphasis is on individual research, independent study, classroom discussion and oral reports.

HIS138 _____ (3-0) 3 cr. hrs.
American History II (Honors)
Prerequisite: Consent of the chairperson of the department.
An analysis of the important events in American history from the Era of Reconstruction until the present. Emphasis is on individual research, independent study, classroom discussion and oral reports.

HIS150 _____ (3-0) 3 cr. hrs.
Modern Latin America
A study of the cultures of the nations of Middle America, South America and the Caribbean. (Cultural diversity course.)

HIS152 _____ (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. (Cultural diversity course.)

HEALTH

HLT003 _____ (Arr.) 1 cr. hr.
Orientation to Medical Terminology
Designed to teach the fundamental structure of many medical words and their pronunciation and spellings. Independent and/or self-paced instruction offered through the Learning Center. Does not apply toward an AA degree.

HLT007 _____ (Arr.) 1 cr. hr.
Orientation to Medical Terminology II
Continues instruction in fundamental structure of many medical words, a supplement to professional nursing programs. Independent and/or self-paced instruction offered through the learning center. Does not apply toward an AA degree.

HLT103 _____ (Arr.) 7 hours
Long-Term Nurse Aide
Prerequisite: ACT reading score of 13 or Compass reading score of 60.
Prepare the student for employment in a long-term care facility. This is a 180-hour course that consists of 75 cr. hrs. theory and 105 on-the-job training hours.
The course is designed to teach skills in patient care which will qualify the student to assist the Licensed Practical Nurse or the

Registered Professional Nurse in direct patient care.
The student will be given instruction on how to perform uncomplicated nursing procedures. Must pass state approved exam to practice.

HLT162 _____ (Arr.) 3 cr. hrs.
Long-Term Care Administration: Internship
Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.

To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe management methods used in each department of the short-term health care facility.

HLT164 _____ (Arr.) 3 cr. hrs.
Short-Term Health Care Administration: Internship
Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.

To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe the management methods utilized in each department of the short-term health care facility.

HLT166 _____ (Arr.) 3 cr. hrs.
Supervision and Management in Short-Term Care
This course is designed to present a "micro" view of hospitals as the major entity in the health care system.

HLT168 _____ (Arr.) 3 cr. hrs.
Long-Term Care Administration
Emphasis is on the long-term care facility. Patient care orientation is specifically covered in addition to the social, medical, and psychological aspects of long-term care.

HLT171 _____ (Arr.) 3 cr. hrs.
Emergency Medical Refresher Course
Prerequisites: Completed a state approved E.M.T. program.
A refresher/recertification course to enhance the knowledge and experience of the recertifying EMT-B.

The course is designed to assure maintenance of a uniformly high level of proficiency in skills and training among the EMTs and keep their training and competency equivalent to those of the basic level graduate.
Twenty-four clock hours of in-hospital training and observation are required in at least one of five areas of emergency medical services. Also, 24 cr. hrs. of field training in pre-hospital care is required.

HLT175 _____ (Arr.) 8 hours
Emergency Medical Technician-Basic
Prerequisite: ACT reading score of 13 or Compass reading score of 60.

Provides the basic instruction for persons responsible for the delivery of emergency medical services. In addition to the 110 hours of classroom instruction, two 12-hour emergency department rotations, and three 12-hour ambulance rotations are required. Successful completion of a practical exam and a written exam will allow the student to be enrolled in the National Registry of EMT's and apply for a Missouri State EMT license.

HLT195 _____ (Arr.) 1 cr. hr.
Level 1 Medication Aide
Prerequisite: Employed in a Residential Care Facility I or II.
This course follows the requirements of Missouri Rule 13 CSR 15-13.030. The

course will prepare individuals with the skills in medication administration of non-parenteral medications in order for the student to qualify to perform medication procedures in Residential Care Facilities I or II with the State of Missouri.

**HLT201 _____ (Arr.) 1 cr. hr.
Insulin Administration**

Prerequisite: Must be a Certified Medication Technician.

This class contains basic information about diabetes, its symptoms, treatment and complications. The unit also contains a lesson on insulin and a demonstration lesson on insulin injection.

**HLT202 _____ (Arr.) 4 cr. hrs.
Medication Technician**

Prerequisite: Must be Certified Nurse Aide and have a high school diploma or GED.

This is a course intended to increase the skills of a Nurse Aide and enable them to administer medications in a nursing home. The student is taught all aspects of medication administration except the parenteral route. The course covers 60 hours of theory and the student must have 8 hours supervised administration of medications in a nursing home.

**HLT235 _____ (3-0) 3 cr. hrs.
Medical Terminology and Introduction to Pathology**

This course is concerned with work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

**HLT236 _____ (3-0) 3 cr. hrs.
Medical Terminology II**

Prerequisite: HLT235.

This course is a continuation of HLT235. It is a course of individualized instruction to increase the working knowledge of medical terminology.

**HLT240 _____ (Arr.) 3 cr. hrs.
Intravenous Therapy**

Prerequisites: LPN with current license in Missouri, Practical Nursing student, or radiology student.

Prepare students to perform I. V. therapy. The course is 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.

HUMAN SERVICES

**HMS100 _____ (3-0) 3 cr. hrs.*
Introduction to Human Services**

A survey course to introduce students to human and community needs and to the concepts, skills and values common to the helping profession. It is designed for the student who wants to explore a possible major in the human services field. Students will be exposed to historical perspectives, ethics, community resources, and service delivery as well as the role of the paraprofessional in various agencies and specific areas of human services employment. (Transferrable as the first Social Work course to most area colleges).

**HMS101 _____ (3-0) 3 cr. hrs.*
Theories and Skills in Helping**

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.

**HMS102 _____ (3-0) 3 cr. hrs.*
Policy and Politics**

Provides an examination of social welfare policy development. The examination 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 (i.e., federal, state, local) will be emphasized.

**HMS103 _____ (3-0) 3 cr. hrs.*
Assessment and Documentation Practices**

Prerequisite: ENG133 or consent of instructor.

An introduction to the techniques of behavioral observation and documentation used in both professional and paraprofessional settings. Students will maintain and manage a case file, demonstrate different types of recording, examine and discuss guidelines for confidentiality of documents and information, and become familiar with writing objectives and identifying intervention strategies.

**HMS111 _____ (3-0) 3 cr. hrs.*
Group Practice in Human Services**

Prerequisites: HMS100 and HMS101 recommended.

An introductory course in the theory and practice of group work in Human Service settings. A study of the various types of groups, ethical issues, group leadership and the process/dynamics of forming and working with groups will be covered. Participation in a growth group as both member and facilitator is required.

**HMS201 _____ (Arr.) 3 cr. hrs.*
Human Services: Practicum I**

Prerequisites: A grade of "C" or better in HMS100 and HMS101, and permission of practicum coordinator are required. A practicum liability insurance fee is also required for enrollment in this course.

Offers an opportunity for students to gain field experiences appropriate to their career goals in selected settings. These settings may include social, educational, public and private health agencies, or other community organization. It is supervised jointly by a member of the college faculty and a member of the agency staff. This course requires students to spend 192 contact hours per semester (12 per week) for practicum work experience. Includes one hour-long seminar group each week to discuss and process the practicum experience.

**HMS202 _____ (Arr.) 3 cr. hrs.*
Human Services: Practicum II**

Prerequisites: A grade of "C" or better in HMS201 and permission of practicum coordinator are required. A practicum liability insurance fee is also required for enrollment in this course.

Provide students with continued fieldwork opportunities to integrate classroom and textbook knowledge in addition to experiences from the first practicum. Consisting of 192 contact hours in a setting appropriate to the students' career goals, the course includes one hour-long seminar group each week to discuss and process the practicum experience.

*Designates core courses that are required for the Human Services Program. Other courses may be taken as an elective.

HORTICULTURE

**HRT101 _____ (5-0) 5 cr hrs.
Introduction to Horticulture (fall)**

A course designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth & development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

**HRT103 _____ (3-0) 3 cr hrs.
Mathematics for Horticulture (Web)**

A course in horticulture application of mathematics. The study will include treatment of measured data, applications of geometry and basic algebra. Practice sets will include word problems taken from actual horticulture situations.

**HRT105 _____ (3-0) 3 cr hrs.
Herbaceous Landscape Plants (spring)**

A study of major plants – annuals, perennials, bulbs, herbs and wildflowers that grow in the landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

**HRT107 _____ (3-0) 3 cr hrs.
Plant Propagation (spring)**

An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. The course makes use of the greenhouse propagation facilities.

**HRT109 _____ (3-0) 3 cr hrs.
Woody Plants I (fall)**

A study of trees with regard to their identification, scientific name, growth habits and landscape values. Major emphasis is given to the development of a functional use concept in planting.

**HRT111 _____ (3-0) 3 cr hrs.
Woody Plants II (spring)**

A study of shrubs, vines and ground covers with regard to their identification, scientific name, culture, growth habit and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.

**HRT115 _____ (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 commonly encountered in the horticulture industry will also be discussed.

**HRT121 _____ (3-0) 3 cr hrs.
Introduction to Turfgrass Mgt (fall)**

A course in 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.

**HRT 131 _____ (3-0) 3 cr hrs.
Floral Design I (fall)**

A course which teaches students the principles and elements of design as they apply to flower arranging. Instructional methods includes lectures, design projects and extensive hands-on experience with fresh and silk floral materials.

**HRT 133 _____ (3-0) 3 cr hrs.
Plants for Interior Design (Web)**

A course pursuing the increasingly popular interior plantscaping where interior design skills are developed along with cultural management of tropical plants. The course stresses identification, scientific name, culture, and functional use of indoor tropical plants.

**HRT141 _____ (3-0) 3 cr hrs.
Introduction to Viticulture (fall)**

A course in the basic principles and practices of viticulture. Discussions will include the current status and the future of the grape industry in Missouri; vineyard site selection; cultivar selection; trellis systems; training and pruning of grape plants; irrigation; fertility management; disease management; and IPM.

**HRT143 _____ (3-Arr.) 3 cr hrs.
Wine Appreciation (fall)**

An introductory course taught to heighten the student's awareness of wines. Discussions will include the role of wine in history, religion, art, culture and society from pre-history to present day. Labs will include sensory evaluation of representative wines.

**HRT201 _____ (3-0) 3 cr hrs.
Floral Design II (spring)**

Prerequisite: HRT131

A continuation of Floral Design I. In Floral Design II, students move beyond the basics and study advanced topics such as funeral and wedding work. Topics of discussion will include business practices of a retail flower shop: advertising; shop layout; employment management; and a business plan.

**HRT209 _____ (3-0) 3 cr hrs.
Landscape Design I (fall)**

Prerequisite: HRT 109 and HRT111.

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. Principles of design are applied to residential and commercial design problems.

**HRT211 _____ (3-0) 3 cr hrs
Landscape Design II (spring)**

Prerequisite: HRT209

A continuation of Landscape Design I. In Landscape Design II students will work with base plans prepared in Landscape Design I and apply the principles and elements of design to create pleasing, functional designs.

**HRT217 _____ (3-0) 3 cr hrs
Horticulture Maintenance (spring)**

Prerequisites: HRT101, HRT103, HRT107, HRT115, and AGR143.

This course is 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.

**HRT221 _____ (3-0) 3 cr hrs
Greenhouse and Nursery Management (spring)**

Prerequisites include: HRT105, HRT109 and HRT111

A course with 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.

**HRT231 _____ (3-0) 3 cr hrs
Golf Course Management (spring)**

Prerequisite: HRT121

A course in which the basic turfgrass principles and practices will be used to explore turf management for golf courses. The material will be directed to every aspect of maintaining a professional turf program for the golf course. Discussions will include the subjects of fairways, tee and green management while also touching on equipment, irrigation, pest and disease.

**HRT233 _____ (3-0) 3 cr hrs.
Turfgrass Pathology (fall)**

Prerequisite: HRT121

A course in which the control of turfgrass diseases is discussed. The material will cover criteria necessary for disease development; cultural and chemical control practices; IPM; and systemic and contact fungicides.

**HRT235 _____ (3-0) 3 cr hrs.
Turfgrass Equipment (spring)**

Prerequisite: HRT231

A course in which equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

**HRT241 _____ (3-0) 3 cr hrs.
Fundamentals of Enology (spring)**

Prerequisite: HRT143 Wine Appreciation.

An introduction to the process and science of wine making, including history and geographical distribution of varieties and wine types; influence of climate and soil; wine fermentation, handling, and storage methods; wine disorders; winery sanitation; legal compliance.

**HRT243 _____ (3-0) 3 cr hrs
Vineyard Maintenance (spring)**

Prerequisite: HRT141.

A course taught in a vineyard offering students hands on experience in pruning, planting, and propagation of grapes as well as diagnosis and correction of vineyard problems. Classroom discussions will include marketing; labor management; financial projections and budgeting.

**HRT251 _____ (Arr.) 3 cr hrs
Horticulture Internship I**

Prerequisite: Sophomore standing. Open to Horticulture majors only.

A course designed to give the students actual experience in the day-to-day operation of a horticulture business.

**HRT253 _____ (Arr.) 3 cr hrs
Horticulture Internship II**

Prerequisite: HRT251.

A continuation of HRT251. Students may choose to work in a different business or in a different employment position at the same business as they worked in HRT251.

INTERDISCIPLINARY**IDS101 _____ 1 cr. hr.****Interdisciplinary Studies**

Prerequisite: Instructor permission.

Interdisciplinary Studies is 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.

IDS103 _____ 2 cr. hrs.**Interdisciplinary Studies**

Prerequisite: Instructor permission.

Interdisciplinary Studies is 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.

IDS105 _____ 3 cr. hrs.**Interdisciplinary Studies**

Prerequisite: Instructor permission.

Interdisciplinary Studies is 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 contingent upon successful completion with a grade of "C" or better in all prerequisite courses. It is recommended that students who plan to study mathematics present themselves for the mathematics placement examination before the first semester of attendance.

MAT001 - MAT013 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. These courses will not apply toward the Associate of Arts degree.

**MAT001 _____ (Arr.) 1 cr. hr.
General Math**

Designed for students with little or no background in mathematics.

**MAT002 _____ (Arr.) 1 cr. hr.
Arithmetic Skills I**

Prerequisite: ACT score of 0-12; Compass Pre-Algebra score of 1-18; or Compass Algebra score of 0-15.

First of three modules in Learning Center's Arithmetic Skills course covering basic arithmetic concepts. Whole numbers, prime factors, multiplication and division of fractions.

**MAT003 _____ (Arr.) 1 cr. hr.
Arithmetic Skills II**

Prerequisite: Grade of "C" or better in MAT002, Arithmetic Skills I

Second of three modules in Learning Center's Arithmetic Skills course covering basic arithmetic concepts. Addition and subtraction of fractions, decimals, ratio and proportion.

**MAT004 _____ (Arr.) 1 cr. hr.
Arithmetic Skills III**

Prerequisite: Grade of "C" or better in MAT002 and MAT003, Arithmetic Skills II.

Third of three modules in Learning Center's Arithmetic Skills course covering basic arithmetic concepts. Percent, simple interest, geometry, operations with signed numbers, and simple equations.

**MAT011 _____ (Arr.) 1 cr. hr.
Elementary Algebra I**

Prerequisite: ACT score 13-17; Compass Algebra score of 16-30; or "C" or better in MAT002, MAT003 and MAT004, Arithmetic Skills I, II and III.

First of three modules in Learning Center's Elementary Algebra course, it is designed to help student achieve proficiency in basic mathematics. This module covers operations with real numbers, properties of real numbers, solving linear equations and inequalities, and applied problems.

**MAT012 _____ (Arr.) 1 cr. hr.
Elementary Algebra II**

Prerequisite: Grade of "C" or better in MAT011, Elementary Algebra I.

Second of three modules in Learning Center's Elementary Algebra course. Module covers exponents, operations with polynomials, factoring, multiplication and division of rational expressions.

MAT013 _____ (Arr.) 1 cr. hr.
Elementary Algebra III

Prerequisite: Grade of "C" or better in MAT011 and MAT012, Elementary Algebra I and Elementary Algebra II.

Third of three modules in Learning Center's Elementary Algebra course. Module covers equations in two variables, finding roots, multiplication, division, addition, and subtraction of radicals, solving quadratic equations by square root property and quadratic formula.

MAT090 _____ (3-0) 3 cr. hrs.
Arithmetic

Prerequisite: ACT score of 0-12 or Compass Algebra score of 0-15.

The course includes adding, subtracting, multiplying, and dividing fractions and decimals; ratio and proportion; percent problems and converting between fractions, decimals, and percent; English and Metric systems of measurement; finding perimeter, area, or volume of simple geometric figures. An introduction to signed numbers and simple equations may be included. Does not meet math requirements for AGS or AA degree and does not apply as elective credit toward an AA degree.

MAT095 _____ (3-0) 3 cr. hrs.
Elementary Algebra

Prerequisite: A minimum ACT score of 13; Compass Algebra score of 16-30; a grade of "C" or better in MAT090 or Learning Center Modules MAT002, MAT003 and MAT004.

A course designed to introduce students to the concepts of algebra. The course covers the real number system; solving equations and inequalities; exponents and polynomials; factoring; multiplying and dividing rational expressions; graphing linear equations; and introduces roots and radicals. Does not meet math requirements for AGS or AA degree and does not apply as elective credit toward an AA degree.

MAT100 _____ (Arr.) 1 cr. hr.
Metric Measurements

A course designed especially to help students become acquainted with the metric system. This course may be taken by any student for elective credit. It is designed for students majoring in elementary education and other non-science fields. This course of study will include linear measurements, area and volumes, units of mass (weight), temperature, time and conversions from the English system to the metric system and vice-versa. Lab experiments will be used to help the student gain confidence in making estimates when appropriate. This course is offered as a self-paced and/or independent study module in the Learning Center.

MAT113 _____ (3-0) 3 cr. hrs.
Intermediate Algebra

Prerequisite: A minimum ACT score of 18; Compass College Algebra score of 26-51 or a grade of "C" or better in MAT 095.

The course is designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts along with a more in depth study of linear and quadratic equations, graphing linear equations, polynomials, radicals, and roots. New topics include the Quadratic Formula, rational expressions, systems of linear equations, and functions.

MAT121 _____ (3-0) 3 cr. hrs.
College Mathematics

Prerequisite: A minimum ACT score of 24; Compass College Algebra score of 52-58; Compass Trigonometry score of 44-49; or a grade of "C" or better in MAT113.

A course which covers the significant components of College Algebra as recom-

mended in the Coordinating Board of Higher Education's Articulation Guidelines for general education requirements. This course is not to replace College Algebra (a prerequisite for Calculus) but is an alternative to College Algebra to meet general education requirements for students who do not need a pre-Calculus course.

MAT123 _____ (3-0) 3 cr. hrs.
College Algebra

Prerequisite: A minimum ACT score of 24; Compass College Algebra score of 52-58; Compass Trigonometry score of 44-49; or a grade of "C" or better in MAT113.

This is a comprehensive and rigorous course covering the concepts and techniques of Algebra including the following topics: the properties of linear equations and linear functions; graphs of a variety of functions (quadratic, cubic, absolute value, etc.); the algebra of functions; exponential and logarithmic functions; and solving systems of equations. Topics will be treated in detail and in depth.

MAT133 _____ (3-0) 3 cr. hrs.
Trigonometry

Prerequisite: A minimum ACT score of 26. Compass College Algebra score of 59-62; Compass Trigonometry score of 50-53; or a grade of "C" or better in MAT123. (MAT123 and MAT133 may be taken concurrently)

A study of trigonometric functions, angle measure, trigonometric identities and conditional equations, solution of right and general triangles, graphic representation of the trigonometric functions, inverse trigonometric functions and equations, and applications with vectors.

MAT153 _____ (3-0) 3 cr. hrs.
Foundations of Mathematics

Prerequisite: A minimum ACT score of 18; Compass Algebra score of 31-66; Compass College Algebra score of 26-51; or a grade of "C" or better in MAT095.

This course is designed for early childhood and elementary education majors and satisfies the A.A. math requirement for students who have declared those majors. The course will acquaint students with a variety of math topics which are taught at the elementary school level.

MAT160 _____ (3-0) 3 cr. hrs.
Calculus for Business and the Social Sciences

Prerequisite: A minimum ACT score of 26; Compass Trigonometry score of 50-53; Compass College Algebra score of 59-62; or a grade of "C" or better in MAT123.

This course is intended for students majoring in business, social, or life sciences. Functions and their properties will be reviewed. The concept of limits will be introduced leading to differentiation and integration of elementary functions. Applications will be emphasized.

MAT165 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (fall)

Prerequisite: A minimum ACT score of 27; Compass College Algebra score of 63-100; Compass Trigonometry score of 54-100; or a grade of "C" or better in MAT133. (MAT133 and MAT165 may be taken concurrently)

A study of algebraic applications to geometry and the basic concepts of the calculus. The content includes studies of the straight line, conic sections, limits, continuity, derivatives and differentials with applications involving time related changes, maxima and minima of algebraic functions, curve sketching, transcendental functions, and definite and indefinite integration.

MAT215 _____ (5-0) 5 cr. hrs.
Analytical Geometry and Calculus II (spring)

Prerequisite: A grade of "C" or better in MAT165.

The content covered consists of applications and techniques of integration; infinite series; conic sections, parametrized curves, and polar coordinates; vectors and analytic geometry in space.

MAT225 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus III (fall)

Prerequisite: MAT215.

The content of this course is all multi-variant calculus. It consists of a study of vector-valued functions, motion in space, partial derivatives, multiple integrals, and integration in vector fields all in terms of multi-variant expressions.

MAT233 _____ (3-0) 3 cr. hrs.
Differential Equations (spring)

Prerequisite: MAT225.

The content of this course consists of a study of first-order differential equations, modeling with first-order differential equations, differential equations of higher order and the Laplace Transform.

MANUFACTURING**MFG100** _____ 3 cr. hrs.
Principles of Maintenance

This course provides a technical overview of topics necessary for the non-maintenance personnel to acquire. Areas covered 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.

MFG103 _____ 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.

MFG105 _____ 3 cr. hrs.
Supply Chain Management and Distribution

This course covers all aspects of converting raw materials to finished goods. The broad areas to be covered are purchasing, planning, and distribution. Improvement strategies for supply chain management are also introduced in this course.

MODERN FOREIGN LANGUAGE**MFL117** _____ (3-0) 3 cr. hrs.
Elementary French

Prerequisite: Must meet same requirements necessary to take ENG133 to enroll.

An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking. (Cultural diversity course.)

MFL127 _____ (3-0) 3 cr. hrs.
Intermediate French

Prerequisite: Elementary French or high school equivalent (1-2 years of recent study).

A continuation of Elementary French (MFL117). By the end of this second semester

all major language structures will have been introduced. (Cultural diversity course.)

MFL129 _____ (3-0) 3 cr. hrs.
Culture of French Speaking World

Aspects of French life and culture will be covered. These include art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. (Cultural diversity course.)

MFL137 _____ (3-0) 3 cr. hrs.
Elementary Spanish

Prerequisite: Must meet same requirements necessary to take ENG133 to enroll.

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. (Cultural diversity course.)

MFL147 _____ (3-0) 3 cr. hrs.
Intermediate Spanish

Prerequisite: Elementary Spanish or high school equivalent (1-2 years of recent study).

A continuation of Elementary Spanish (MFL137). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

MFL150 _____ (3-0) 3 cr. hrs.
Elementary German

Prerequisite: Must meet same requirements necessary to take ENG133 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. (Cultural diversity course.)

MFL151 _____ (3-0) 3 cr. hrs.
Intermediate German

Prerequisite: Elementary German or high school equivalent (1-2 years).

A continuation of Elementary German (MFL150). By the end of this course all major language structures will have been introduced. (Cultural diversity course.)

MFL156 _____ (3-1) 4 cr. hrs.
German Language & Culture I

This course provides students with the opportunity to learn the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

MFL158 _____ 1 cr. hrs.
German Language & Culture I – Lab

The student will participate in one hour of web-based learning activities for an acquisition of an appreciation of the German culture and reinforcement of speaking, reading, writing and understanding German.

MFL170 _____ (3-0) 3 cr. hrs.
American Sign Language I

Prerequisites: DCS100 or consent of instructor. Must meet same requirements necessary to take ENG133 to enroll.

An in-depth study of American Sign Language (ASL). Linguistic cultural features are presented in context of learning experiences.

MFL213 _____ (3-0) 3 cr. hrs.
French Composition and Conversation

Prerequisites: Elementary and Intermediate French 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. (Cultural diversity course.)

MFL214 _____ (3-0) 3 cr. hrs.
French Reading

Prerequisites: Elementary and Intermediate French or the equivalent (four years of high school study)

A course designed to increase reading comprehension and vocabulary development. (Cultural diversity course.)

MFL223 _____ (3-0) 3 cr. hrs.
Spanish Composition and Conversation

Prerequisites: Elementary and Intermediate Spanish or the equivalent (four years of high school study). Must meet same requirements necessary to take ENG133 to enroll.

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

MFL225 _____ (3-0) 3 cr. hrs.
Spanish Reading

Prerequisites: Elementary and Intermediate Spanish or the equivalent (four years of high school study).

A course designed to acquaint the students with a selection of major Hispanic authors and to develop their ability to read Hispanic literary texts. Additional emphasis on conversation through class discussions in Spanish. (Cultural diversity course.)

MFL233 _____ (3-0) 3 cr. hrs.
Elementary Italian

Prerequisite: Must meet the same requirements necessary to take ENG133 to enroll.

Survey of the Italian culture and language. Acquisition of the basic skills of speaking, understanding, reading, and writing Italian. (Cultural diversity course.)

MFL234 _____ (3-0) 3 cr. hrs.
Intermediate Italian

Prerequisite: Elementary Italian or the equivalent.

A continuation of Elementary Italian, further developing the four basic language skills. (Cultural diversity course.)

MFL235 _____ 3 cr. hrs.
Advanced German Grammar & Reading

Prerequisite: MFL151.

This course is 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. (Cultural diversity course.)

MFL236 _____ (3-0) 3 cr. hrs.
Advanced Italian Grammar and Conversation

Prerequisite: MFL233 and MFL234

Students will study more advanced grammar with emphasis on its practical application in conversation. (Cultural diversity course.)

MFL238 _____ (Arr.) 1 cr. hr.
European/Latin American Culture

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL239 _____ (Arr.) 3 cr. hrs.
European/Latin American Culture

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL240 _____ (Arr.) 5 cr. hrs.
European/Latin American Culture

This course is offered in conjunction with student tours. It is designed to introduce the student to the social, political, and economic culture of Europe and/or Spanish speaking countries. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL246 _____ (3-1) 4 cr. hrs.
German Language & Culture II

This course provides students with the opportunity to continue beyond the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

MANAGEMENT

Courses numbered MGT001 through MGT008 are offered as self-paced and/or independent study modules toward the Learning Center. They do not apply toward an AA degree.

MGT001 _____ (Arr.) 1 cr. hr.
Basic Consumer Law

Covers basic legal terms, legal proceedings, and essential legal topics of interest to the consumer.

MGT004 _____ (Arr.) 1 cr. hr.
Introduction to Business Math I

First of two introductory courses in mathematics for business.

MGT005 _____ (Arr.) 1 cr. hr.
Introduction to Business Math II

Second module in the business math area. Teaches computational skills for situations that are encountered in business.

MGT113 _____ (3-0) 3 cr. hrs.
Managerial Accounting

Prerequisite: BUS205 or the equivalent.

An introduction to managerial accounting. This course includes interpretations of data and the use of accounting in planning and controlling business activities.

MGT114 _____ (3-0) 3 cr. hrs.
Cost Accounting

Interpretations and managerial implications of material, 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.

MGT119 _____ (3-0) 3 cr. hrs.
Financial Accounting

An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT130 _____ (3-0) 3 cr. hrs.
Organizational Analysis and Management

This is an 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.

MGT131 _____ (3-0) 3 cr. hrs.
Project Management

Prerequisite: TEC156 Manufacturing Processes and Estimating.

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).

MGT132 _____ (3-0) 3 cr. hrs.
Entrepreneurship

This course will provide 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. The course provides continued education that meets the needs for some licensure requirements.

MGT133 _____ (1-0) 1 cr. hr.
Basic Supervisory Skills

Course 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.

MGT156 _____ (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.

MGT159 _____ (3-0) 3 cr. hrs.
Personal Finance

This course is 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.

MGT171 _____ (3-0) 3 cr. hrs.
Human Resource 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.

MGT172 _____ (3-0) 3 cr. hrs.
Labor Relations

Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MGT173 _____ (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.

MGT180 _____ (3-0) 3 cr. hrs.
Business Mathematics

The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MGT184 _____ (3-0) 3 cr. hrs.
Finance

Prerequisite: BUS205 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.

MGT191 _____ (1-0) 1 cr. hr.
Occupational Education Special Study
Same as MGT193 except for variable credit.

MGT192 _____ (2-0) 2 cr. hrs.
Occupational Education Special Study
Same as MGT193 except for variable credit.

MGT193 _____ (3-0) 3 cr. hrs.
Occupational Education Special Study

Prerequisite: Consent of instructor.
Independent study of specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MGT194 _____ (1-0) 1 cr. hr.
Management Seminar

This course 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. The course format consists of a series of mini-seminars related to the social environment of business.

MGT202 _____ (2-0) 2 cr. hrs.
Selling Bank Services

Course demonstrates how to pinpoint and practice human relations skills that encourage smooth, clear and personal communication between the banker and the customer. Focus is on the basic steps in selling proceeds to the product benefits that would appeal to a customer and concludes with how to spot clues that tell the banker what the customer needs.

MGT203 _____ (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.

MGT204 _____ (1-0) 1 cr. hr.
Customer Service Skills

Course 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.

MGT220 _____ (Arr.) 3 cr. hrs.
Business Internship

Prerequisite: Sophomore standing, consent of instructor
Supervised occupational experience in local business establishments.

MGT221 _____ (3-0) 3 cr. hrs.
Salesmanship

Prerequisite: BUS233 or consent of instructor.
Salesmanship is a course 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 into the course and applied through simulations in various stages of the sales process.

MGT247 _____ (3-0) 3 cr. hrs.
Money and Banking

Prerequisite: Economics recommended.
Course 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.

MGT252 _____ (3-0) 3 cr. hrs.
Consumer Lending

Prerequisite: MGT275 or consent of instructor.
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.

MGT255 _____ (3-0) 3 cr. hrs.
Bank Accounting

Prerequisite: BUS200 or Bank experience.
An attempt to provide the industry with an accounting course designed specifically to acquaint students with the peculiarities of bank accounting, to address more effectively the uniqueness of those peculiarities, and to foster continued student interest in potential career and development opportunities.

MGT261 _____ (3-0) 3 cr. hrs.
Marketing Research

Prerequisite: Sophomore standing and consent of instructor.
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.

MGT265 _____ (3-0) 3 cr. hrs.
Small Business Management

This course will concentrate on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several actual case studies will be examined.

MGT266 _____ (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.

MGT269 _____ (2-0) 2 cr. hrs.
Supervision: Middle Management

Same as MGT266 except for variable credit.

MGT272 _____ (3-0) 3 cr. hrs.
Law and Banking Applications

Prerequisite: MGT275 or consent of instructor.
This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

MGT273 _____ (2-0) 2 cr. hrs.
Marketing for Bankers

Prerequisite: MGT275 or consent of instructor.
This course familiarizes students with the application of marketing philosophy and principles as they relate to the banking

industry. Provides the necessary background for understanding and practicing marketing.

MGT274 _____ (2-0) 2 cr. hrs.
Law and Banking Principles

An introductory college level course with emphasis on an overview of legal principles affecting and governing banking in the United States.

MGT275 _____ (2-0) 2 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. The course ends with a discussion of the bank's role in the community.

MGT276 _____ (3-0) 3 cr. hrs.
Analyzing Financial Statements

Prerequisite: BUS200.

This course will develop skills to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

MGT277 _____ (3-0) 3 cr. hrs.
Deposit Operations

Prerequisite: MGT275 or consent of instructor.

This course will provide an overview of the U.S. payments system, banking law and regulation, and current industry practices. It will examine bank deposit-taking activities, consider how banks manage funds and explore the interbank EFT systems.

MGT278 _____ (1-0) 1 cr. hr.
Teller Training: Basic

Course focuses on the concepts and practices of a teller line. Practical applications for prospective new and experienced bank tellers.

MGT279 _____ (1-0) 1 cr. hr.
Teller Training: Advanced

Prerequisite: MGT278.

Advanced teller training is designed to further expand the responsibility levels of tellers by enhancing skills needed to become senior tellers. Areas of training covered will include compliance with banking laws and regulations, how to deal with emergencies, robberies, and con artists, creating a teamwork environment, EEOC laws and duties and responsibilities of teller supervisors.

MGT290 _____ (3-0) 3 cr. hrs.
E-Commerce

Prerequisite: CIS105 or consent of instructor.

This course 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.

MUSIC
MUS101 _____ 1 cr. hr.
Band

This class is a performing ensemble focusing on music from the concert band & 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. Repeatable for three semesters.

MUS103 _____ 1 cr. hr.
Jazz Ensemble

This class is a performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, latin, ballad, rock, bossa nova, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz. Repeatable for three semesters.

MUS105 _____ 1 cr. hr.
Mineral Area College Singers

This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with the consent of the instructor. Repeatable for three semesters.

MUS115 _____ 1 cr. hr.
Steel Drum Ensemble

This class is 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. Repeatable for three semesters.

MUS113 _____ 3 cr. hrs.
Introduction to Music Theory (summer)

A presentation of the basic fundamentals of music theory including rhythm, meter, intervals, scale construction and triad construction. This course is recommended for music majors who have not had music theory in high school.

MUS131 _____ 3 cr. hrs.
Music Theory I (fall)

Corequisite: MUS137

A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MUS132 _____ 3 cr. hrs.
Music Theory II (spring)

Prerequisite: MUS131

Corequisite: MUS138

A continuation of MUS131 extending into the areas of seventh chords and non-harmonic tones.

MUS133 _____ 3 cr. hrs.
Music Theory III (fall)

Prerequisite: MUS132

Corequisite: MUS139

Extension of materials of MUS132 to include a more complex chordal vocabulary, secondary dominants, altered chords, continuation and expansion of the modulatory processes.

MUS134 _____ 3 cr. hrs.
Music Theory IV (spring)

Prerequisite: MUS133

Corequisite: MUS140

Extension of materials of MUS133 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.

MUS137 _____ 2 cr. hrs.
Sightsinging/Ear Training I (fall)

Corequisite: MUS131

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.

MUS138 _____ 2 cr. hrs.
Sightsinging/Ear Training II (spring)

Prerequisite: MUS137

Corequisite: MUS132

A continuation of MUS137, extending studies into the areas of the Dominant 7th, chord implications outside of the I and V chords, and the tritone.

MUS139 _____ 2 cr. hrs.
Sightsinging/Ear Training III (fall)

Prerequisite: MUS138

Corequisite: MUS133

A continuation of MUS138, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

MUS140 _____ 2 cr. hrs.
Sightsinging/Ear Training IV (spring)

Prerequisite: MUS139

Corequisite: MUS134

A continuation of MUS139, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MUS142 _____ 2 cr. hrs.
Class Piano I (fall)

Beginning instruction using an adult text. Scales chords, and harmonization of simple melodies.

MUS143 _____ 2 cr. hrs.
Class Piano II (spring)

Prerequisite: MUS142 or comparable ability

A continuation of MUS142.

MUS163 _____ 3 cr. hrs.
Appreciation of Music

A study of the development of music to provide a basis for the understanding and appreciation of music.

MUS165 _____ 3 cr. hrs.
Appreciation of Jazz

Students will study the main eras of jazz (Dixieland, Swing, Bebop, Cool Jazz, Fusion, Avantgarde) and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight, as well as to identify jazz forms through listening alone.

MUS168 _____ 3 cr. hrs.
History and Form of Rock Music

This course studies the history of Rock/Pop music from the beginning of the Blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone. (Cultural diversity course.)

MUS173 _____ 3 cr. hrs.
Introduction to Music

The study and practice of the basic rudiments of music. This course is specifically designed for the non-music major. An emphasis for acquiring these fundamentals are placed on the student's ability to learn basic piano skills.

MUS175 _____ 3 cr. hrs.
Beginning Guitar

An introductory course dealing with the fundamental playing techniques and basic music reading skills for the guitar. Course is designed to teach the student how to continue the learning process beyond the class. Open to all students and people of the community.

MUS180 _____ 1 cr. hr.
Studio Music

This class is a performing ensemble focusing on the creation and production of a large-scale musical-variety show. Open to

DESCRIPTION : MUS-NUR

all students who sing or play an instrument in any style of music, through the consent of the instructor. Repeatable for three semesters.

MUS184 _____ 3 cr. hrs.
Introduction to Audio Recording

This class introduces audio recording for 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.

MUS227 _____ 1 cr. hr.
Applied Voice

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (voice) or for those who have had previous comparable experience. Repeatable for three semesters.

MUS229 _____ 1 cr. hr.
Applied Piano

This course is offered to music majors whose principle instrument is the piano. The main purpose of this course is to teach and sharpen those skills required of the piano major and to prepare the student for transfer to a four-year institution. Areas of study will include scales, arpeggios, technique, sight-reading and standard piano repertoire. Open to all piano majors with consent of the instructor. Repeatable for three semesters.

MUS249 _____ 1 cr. hr.
Applied Guitar

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (guitar) or for those who have had previous, comparable experience. Repeatable for three semesters.

MUS250 _____ 2 cr. hrs.
Instrumental Techniques I

Course designed for all wind-playing instrumentalists and percussionists who wish to improve their technical and performance skills on their chosen instrument.

MUS252 _____ 2 cr. hrs.
Instrumental Techniques II

Prerequisite: MUS250 or comparable ability
 A continuation of MUS250.

MUS254 _____ 2 cr. hrs.
Instrumental Techniques III

Prerequisite: MUS252 or comparable ability
 A continuation of MUS252

MUS256 _____ 2 cr. hrs.
Instrumental Techniques IV

Prerequisite: MUS254 or comparable ability
 A continuation of MUS254

MUS266 _____ 1 cr. hr.
Jazz Combo

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. Open to all vocalists or instrumentalists through the consent of the director. Repeatable for three semesters.

PRACTICAL NURSING

NUR127 _____ (2-0) 2 cr. hrs.
Body Function

Prerequisite: Grade of "C" or above in sequential PN Program curriculum courses, inclusive of 5 cr. hr. Anatomy.

This course was designed to provide the student with fundamental knowledge of the functions of the major body systems. The course 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. This course 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.

NUR128 _____ (3-0) 3 cr. hrs.
Therapeutic Nutrition

Prerequisite: Acceptance into the current program of Practical Nursing at Mineral Area College.

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.

Each student is required to apply theoretical knowledge gained through a dietary analysis assignment. This assignment includes comparing appropriate food selections to a 24 hour diet recall, calculating recommended daily allowance needs, and developing menus based on personal dietary needs to maintain optimal health, or based on therapeutic diet requirements as indicated in the presence of pathology.

NUR129 _____ (Arr.) 6 cr. hrs.
Fundamentals of Nursing

Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

This course was 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.

NUR131 _____ (1-0) 1 cr. hr.
Personal and Vocational Concepts

Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

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 profes-

sional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

NUR132 _____ (Arr.) 2 cr. hrs.
Geriatric Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN 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 and audio-tape, data gathering from client chart and interview for documentation of past and current health history, including medications and a process recording, and the opportunity to perform and document a body systems assessment and ADL assessment utilizing assigned volunteer client.

NUR135 _____ (Arr.) 4 cr. hrs.
Maternity Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of C or above in sequential PN 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.

NUR137 _____ (2-0) 2 cr. hrs.
Basic Pharmacology

Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

This course is 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.

NUR138 _____ (Arr.) 12 cr. hrs.
Medical-Surgical Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first & second trimester courses and Grade of C or above in sequential PN Program curriculum courses.

This course is 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.

NUR141 _____ (1-0) 1 cr. hr.
Applied Pharmacology

Prerequisite: Successful completion of all courses in the first & second trimester and Grade of C or above in sequential PN Program curriculum courses.

This course is 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.

NUR142 _____ (Arr.) 3 cr. hrs.
Pediatric Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses, Maternity Nursing, and Grade of C or above in sequential PN 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.

NUR143 _____ (Arr.) 4 cr. hrs.
Mental Health Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade C or above in sequential PN Program curriculum courses.

A course 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, psycho-

pharmacology, medical treatments, nursing interventions and milieu management.

This course is 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. Community-based mental health clinical experience is included.

**OFFICE SYSTEMS
TECHNOLOGY**

OST100 _____ (3-0) 3 cr. hrs.
Keyboarding I

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation. For beginners.

OST102 _____ (3-0) 3 cr. hrs.
Keyboarding II

Prerequisite: OST100 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.

OST108 _____ (1-0) 1 cr. hr.
10-Key Numeric Skills

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST110 _____ (2-0) 2 cr. hrs.
Filing Systems and 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.

OST120 _____ (3-0) 3 cr. hrs.
Beginning Notehand

Prerequisite: OST100 or the equivalent.
This course teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST130 _____ (3-0) 3 cr. hrs.
Office Procedures I

Prerequisite: OST100 or the equivalent.
A course 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.

OST132 _____ (3-0) 3 cr. hrs.
Office Procedures II

Prerequisite: OST100 or the equivalent.
A course 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.

OST140 _____ (3-0) 3 cr. hrs.
Business Communications I

Prerequisite: OST100 or the equivalent.
This course is designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST150 _____ (3-0) 3 cr. hrs.
Applied Accounting I

This is a non-transfer course designed to meet the needs of those students who will be pursuing the first course in accounting. They may acquire skills necessary for initial employment as a bookkeeper in a small business, or for the purpose of keeping personal records.

OST152 _____ (3-0) 3 cr. hrs.
Applied Accounting II

Prerequisite: OST150.

A continuation of OST150.

OST160 _____ (4-0) 4 cr. hrs.
Medical Coding I

An introduction to Medical Coding: a basic introduction to coding format and conventions. Students will become familiar with the Evaluation and Management Documentation Guidelines. Students become proficient in the basics of medical coding using the ICD-9, CPT, and HCPC codes. Case studies illustrate how to apply coding guidelines and identify the documentation necessary for code assignment.

OST162 _____ (1-0) 1 cr. hr.
Medical Office Procedures

This course allows the student to experience intensive learning and review of medical office policy and procedures including HIPPA and OsHia materials for the medical office.

OST164 _____ (2-0) 2 cr. hrs.
Medical Software and Electronic Billing

This course 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.

OST200 _____ (3-0) 3 cr. hrs.
Transcription Skills

Prerequisite: OST102 or consent of instructor.

This course will help 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.

OST208 _____ (3-0) 3 cr. hrs.
Business Applications

Prerequisite: CIS 175 or the equivalent.

This course is to acquaint 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.

OST220 _____ (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.

OST230 _____ (3-0) 3 cr. hrs.
Business Communication II

This course is 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.

OST240 _____ (Arr.) 3 cr. hrs.**Business Internship I (Secretarial)**

Prerequisite: Sophomore standing and consent of instructor.

Supervised occupational experience in local business establishments.

OST242 _____ (Arr.) 3 cr. hrs.**Business Internship II (Secretarial)**

Prerequisite: Sophomore standing and consent of instructor.

A continuation of OST220.

OST260 _____ (4-0) 4 cr. hrs.**Medical Coding II**

Prerequisite: OST160

An in-depth study of specific areas of medical coding usage and reimbursement in the medical fields of surgery, radiology, pathology, anesthesia, physician and hospital coding and reimbursement.

PARAMEDIC TECHNOLOGY**PAR200 _____ (8-0) 8 cr. hrs.****Principles of Paramedic Technology I**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.

This course is an overview of Paramedic practice integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

PAR202 _____ (8-0) 8 cr. hrs.**Principles of Paramedic Technology II**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

This course serves as an overview of paramedic practice and integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of life-threatening emergencies. Topics include cardiovascular, cerebrovascular and other medical emergencies and their relationship to their respective disease processes.

PAR204 _____ (3-0) 3 cr. hrs.**Principles of Paramedic Technology III**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

This course integrates the theory behind the use of advanced diagnostic treatment procedures into the practice of the paramedic. Areas of emphasis include infectious disease, OB/GYN, behavior, abuse, geriatrics, hematology and patients with special consideration.

PAR206 _____ (4-0) 4 cr. hrs.**Principles of Paramedic Technology IV**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.

This course integrates the theory behind the use of advanced diagnostic treatment, assessment based management, counseling, rescue, and communication procedures into the practice of the paramedic. Pediatrics, management of the chronically ill, extrication, rescue, and communication techniques will be emphasized in this course.

PAR208 _____ (3-0) 3 cr. hrs.**Pharmacology for Paramedics**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.

This course discusses drug theory and usage by paramedical personnel. Areas of emphasis are general principles of drug action, the mathematics of dosage calculation, the therapeutic effects, indications, contraindications, dosages, administration routes

and possible side effects of emergency drugs. Discussions include important prescription medications and their relationship to emergency treatment.

PAR210 _____ (4-0) 4 cr. hrs.**Paramedic Anatomy & Physiology**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program or consent of Program Coordinator.

This course is designed specifically for the Paramedic student to provide a basic understanding of the structure and function of the human body. The course includes an overview of each body system.

PAR214 _____ (0-1) 1 cr. hr.**Paramedic Laboratory I**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.

This course covers the practical skills relating to Principles of Paramedic Technology I, including patient assessment and history taking techniques, parenteral infusion techniques, antishock trousers, oxygen administration, airway adjuncts to include endotracheal intubation and cricothyroidotomy techniques.

PAR216 _____ (0-1) 1 cr. hr.**Paramedic Laboratory II**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

This course covers the practical skills relating to Principles of Paramedic Technology II and Principles of Paramedic Technology III, including patient assessment and history taking techniques with emphasis on ECG interpretation as well as special OB/GYN techniques. At the completion of the semester, all skills covered previously will be reviewed.

PAR220 _____ (Arr.) 1 cr. hr.**Paramedic Clinical I**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.

This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.

PAR222 _____ (Arr.) 2 cr. hrs.**Paramedic Clinical II**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.

PAR224 _____ (Arr.) 1 cr. hr.**Paramedic Clinical III**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.

This course provides advanced therapy to hospitalized patients under the supervision of licensed personnel.

PAR230 _____ (Arr.) 1 cr. hr.**Paramedic Internship I**

Prerequisite: Must hold current EMT license and be accepted in the Paramedic program.

This course is designed specifically for those students who are currently enrolled in Paramedic Technology. Arrangements are made for the student to work with a pre-hospital, advanced life support system under the supervision of licensed personnel. Students will observe and practice the application of paramedic skills (5 additional hours per week).

PAR232 _____ (Arr.) 1 cr. hr.**Paramedic Internship II**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

This course is designed specifically for the student who is currently enrolled in Principles of Paramedic Technology II and Principles of Paramedic Technology III. Arrangements are made for the student to work with a pre-hospital, advanced life support system under the supervision of licensed personnel. Students will observe and practice the application of paramedic skills.

PAR 234 _____ (Arr.) 4 cr. hrs.**Paramedic Internship III**

Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.

This course is designed specifically for the student who is currently enrolled in Paramedic Technology IV. Arrangements are made for the student to work with a pre-hospital advanced life support system under the supervision of licensed personnel. The student will observe and practice the application of paramedic skills.

PERSONAL AWARENESS**PAW106 _____ (1-0) 1 cr. hr.****Preparation for Employment**

A course designed to teach students skills essential to the development of a sound job seeking strategy. The class requires the 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.

PAW108 _____ (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. The class looks at internal motivators as well as external factors that influence job satisfaction. The class is intended for anyone desiring a life or career change.

PAW190 _____ (1-0) 1 cr. hr.**Stress Management**

This course will help the individual learn the causes, danger signals and effects of stress. The individual 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.

PAW194 _____ (2-0) 2 cr. hrs.**Stress Management II**

A further study of optimal health as it relates to stress management.

PAW196 _____ (1-0) 1 cr. hr.**Career Planning**

This course is designed to assist individuals in choosing a career through interest, abilities, and values testing. These test results provide the framework for career exploration through a variety of sources, including computerized career information systems, books, and job shadows. Students work one-on-one with career counselors to obtain career information on job duties, outlook, education, and pay.

PHYSICAL EDUCATION**PED102** _____ (2-0) 2 cr. hrs.
Introduction to Recreational and Outdoor Education

A course for those considering a career in recreational and outdoor education. This course will help develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

PED105 _____ (2-0) 2 cr. hrs.
Officiating of Sports Activities (fall)

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.

PED107 _____ (2-0) 2 cr. hrs.
Fundamentals of Basketball (fall)

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

PED109 _____ (2-0) 2 cr. hrs.
Fundamentals of Baseball (spring)

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

Activity classes are not offered during a specific semester, but rather based on student needs and interests. If you have need for a specific class, please notify the Physical Education Coordinator.

PED200 _____ (Arr.) 1 cr. hr.
Basic Physical Fitness

This class is designed to meet the needs of the student for recreational activity and body conditioning.

PED208 _____ 1 cr. hr.
Beginning Golf

Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.

PED209 _____ 1 cr. hr.
Intermediate Golf

Prerequisite: PED208 or consent of instructor.

Designed to help the golfer improve enjoyment of the game by improving golf swing, analyzing and correcting errors.

PED250 _____ (0-2) 1 cr. hr.
Aerobic Fitness

An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program.

The primary goal of the class is cardiovascular/respiratory fitness. Secondary benefits include better skeletal muscle tone, coordination development, a trimmer body, and development of a positive mental attitude of good feeling. Aerobic Fitness is designed for the NON-dancer.

PED251 _____ (0-2) 1 cr. hr.
Intermediate Aerobic Fitness

An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program.

This class is designed for individuals who are not in a regular exercise program. It takes an in-depth look at the overall concept of aerobic fitness. PED250 is not a prerequisite, but this class offers a more rigorous workout than PED250.

PED252 _____ (0-2) 1 cr. hr.**Modern Dance I**

This class is restricted to students who are on the cheerleading squad. Tryouts for these two squads 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.

PED253 _____ (0-2) 1 cr. hr.**Modern Dance II**

Prerequisite: PED252.

One unit of physical education credit is granted if the student completes a second full year on either the cheerleading squad.

PED256 _____ (Arr.) 1 cr. hr.**Varsity Sports (Basketball)**

Restricted to students who participate in sports at the intercollegiate level for a full semester. Sports included in this category are Basketball, Baseball, and Volleyball.

PED257 _____ (Arr.) 1 cr. hr.**Varsity Sports (Volleyball)****PED258** _____ (Arr.) 1 cr. hr.**Varsity Sports (Baseball)****PED270** _____ (Arr.) 1 cr. hr.**Wellness Center I**

Instruction in the development of techniques in activities designed to increase body strength, flexibility and endurance.

PED271 _____ (Arr.) 1 cr. hr.**Wellness Center II**

Prerequisite: PED270.

This course goes beyond PED270 in that it also covers cardiovascular condition and weight control.

PED272 _____ (Arr.) 1 cr. hr.**Total Fitness**

Prerequisite: PED271.

This course is designed to involve all components of fitness and wellness utilizing aerobic type equipment and principles.

PED273 _____ (Arr.) 1 cr. hr.**Cycling Ergometry for Fitness**

A complete controlled aerobic training program for any age, sex, or fitness level. Course is designed to improve lung capacity, stimulate metabolism, affect body composition through the loss of fat, and reduce stress. This supervised program involves the development of individualized workload programs. Course is conducted in the Wellness Center, and utilizes ergometry equipment, especially stationary bicycles.

PED274 _____ (0-2) 1 cr. hr.**Foundations of Fitness I**

This course consists of the study and participation in programs recommended for development of adult physical fitness. Emphasis is on determining level of fitness, importance of fitness in total well being, nutrition and diet selection, monitoring effect of fitness activities and selection of fitness/wellness programs.

PED275 _____ (0-2) 1 cr. hr.**Foundations of Fitness II**

A continuation of PED274 with emphasis on fitness program selection and monitoring effects of fitness activities on the body through lifestyle utilization. The values of health-

related physical fitness; ramifications of a negative health life presented for individuals living in an automated, sedentary society, encouraging students to make intelligent decisions concerning a positive health life-style to enhance wellness now and in the future.

PHILOSOPHY**PHI140** _____ (3-0) 3 cr. hrs.**Introduction to Philosophy**

This course introduces students to some of the great philosophers. Their thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

PHI141 _____ (3-0) 3 cr. hrs.**Comparative Religion**

A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. (Cultural diversity course.)

PHI142 _____ (3-0) 3 cr. hrs.**Introduction to Ethics**

An historical introduction to ethical theory with emphasis on comparison of contemporary American ethics with classical and modern moral principles.

PHYSICAL SCIENCE**PHS001** _____ (Arr.) 1 cr. hr.**Preparation for Chemistry I**

A correlated individualized instruction program in introductory chemistry offered through the Learning Center. This course is designed for students with little background in chemistry and mathematics, and is recommended as preparation for PHS125. Does not apply toward an AA degree.

PHS002 _____ (Arr.) 1 cr. hr.**Preparation for Chemistry II**

Prerequisite: PHS001.

The second course offered through the Learning Center designed for students with little background in chemistry and mathematics, and is recommended as preparation for PHS125. Does not apply toward an AA degree.

PHS003 _____ (Arr.) 1 cr. hr.**Introduction to General Science II**

Emphasis is placed on the physical sciences. Self-paced instruction is offered in the Learning Center. Does not apply toward the AA degree.

PHS113 _____ (4-2) 5 cr. hrs.**Physical Science**

Prerequisite: Grade of "C" or higher in MAT095 or higher level math course, or have a Compass or ACT math score to place into MAT113.

An 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.

PHS120 _____ (3-0) 3 cr. hrs.**Introductory Astronomy**

An 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.

PHS123 _____ (3-4) 5 cr. hrs.**Oceanography**

This is a course covering all areas of oceanographic study. The primary emphasis

DESCRIPTION: PHS-PSY

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.

PHS125 _____ (3-4) 5 cr. hrs.
Introductory Chemistry

Prerequisite: Grade of "C" or higher in MAT095 or higher level math course, or have a Compass or equivalent or ACT math score that would place the student into MAT113.

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.

PHS135 _____ (4-3) 5 cr. hrs.
General Chemistry I (fall)

Prerequisites: One unit of high school chemistry AND Compass or ACT math score that would place the student into MAT123 or a higher math. High school physics is recommended as is being enrolled in MAT123 or a higher math.

A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes quantitative measurements and procedures.

PHS138 _____ (1-3) 2 cr. hrs.
Qualitative Analysis (spring)

Prerequisite: A grade of "C" or better in PHS135 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 PHS139.

PHS139 _____ (3-3) 4 cr. hrs.
General Chemistry II (spring)

Prerequisite: A grade of "C" or better in PHS135 or equivalent.

A continuation of PHS135 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS142 _____ (3-2) 4 cr. hrs.
College Physics I (fall)

Prerequisite: College Algebra with a grade of "C" or better.

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.

PHS144 _____ (3-2) 4 cr. hrs.
College Physics II (spring)

Prerequisite: PHS142 with a grade of "C" or better.

A continuation of PHS142, with emphasis on electricity, magnetism, optics and modern physics.

PHS223 _____ (4-2) 4 cr. hrs.
General Physics I (spring)

Prerequisite: Should be preceded or accompanied by MAT215.

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 (3) lecture hours, one (1) problem session, and one (1) laboratory per week.

PHS224 _____ (4-2) 4 cr. hrs.
General Physics II (fall)

Prerequisite: PHS223 with grade of "C" or better.

A continuation of PHS223 that includes

wave motion and sound, electricity and magnetism, and light phenomena.

PHS225 _____ (4-2) 4 cr. hrs.
Modern Physics (spring)

Prerequisites: PHS224 and accompanied by MAT233.

This course includes elements of atomic and nuclear physics, particle interactions, quantum mechanics, special relativity and solid state physics.

PHS230 _____ (3-4) 5 cr. hrs.
Introduction to Organic Chemistry

Prerequisite: A grade of "C" or better in PHS125 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.

PHS235 _____ (3-6) 5 cr. hrs.
Organic Chemistry I (fall)

Prerequisite: A grade of "C" or better in PHS139 or equivalent.

This is the first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. This course is for the student who has chosen chemistry or chemical engineering as a major field of study. It is also for the student who has chosen a field of study such as dentistry, premedicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

PHS236 _____ (3-6) 5 cr. hrs.
Organic Chemistry II (spring)

Prerequisite: A grade of "C" or better in PHS235 or equivalent.

A continuation of PHS235. This is the second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three (3) lectures and two (2) three-hour labs per week.

PHS240 _____ (4-2) 5 cr. hrs.
Earth Science (with lab)

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 (4) one-hour lectures and one (1) two-hour laboratory per week.

PHS241 _____ (3-4) 5 cr. hrs.
Physical Geology

An introductory course in geology emphasizing the earth's crust, structures and surficial processes. Included in the course is a laboratory study of common minerals and rocks, topographic and geologic maps. There are three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total.

PHS242 _____ (3-0) 3 cr. hrs.
Earth Science I

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

PHS243 _____ (3-0) 3 cr. hrs.
Earth Science II

An introduction to earth sciences emphasizing the atmospheric and astronomical (space) sciences.

PHYSIOLOGY AND HEALTH

PHY112 _____ (2-0) 2 cr. hrs.

School Health

An elementary course dealing 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. This course is designed to give students a practical knowledge of personal health care. In addition, the course will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

POLITICAL SCIENCE

For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours in the following combinations:

- 1.American History I & II (HIS123 and HIS124 or Honors Section HIS137 and HIS138).
- 2.American National Government and American State and Local Government (POS113 and POS114).
- 3.American History I and American National Government or American State and Local Government (HIS123, and POS113 or POS114).
- 4.American National Government and American History I or II (POS113 and HIS123 or HIS124).

POS113 _____ (3-0) 3 cr. hrs.
American National Government

A survey of the federal government and the American political system with emphasis on the structure, organization and operation of the systems. Fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

POS114 _____ (3-0) 3 cr. hrs.
American State and Local Government

A study of state and local levels of government in the United States with emphasis on the structure and operation of the systems in Missouri. Fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

POS123 _____ (3-0) 3 cr. hrs.
Introduction to Political Science

Prerequisite: One course in Political Science.

Introduction to the scope and content of politics, theory and operation of democratic and nondemocratic governments. Basic concepts and research methods. Recommended for political science majors. Offered on demand.

POS133 _____ (3-0) 3 cr. hrs.
International Relations

A study of the basic forces and principles operating in relations among nations, with particular emphasis upon foreign policy making, international conflicts, international organizations and current international problems. Offered on demand.

POS143 _____ (3-0) 3 cr. hrs.
Comparative Government

A comparison of selected nations representing different forms of government and various stages of development. The political, economic, and social structures of the nations are studied with emphasis on such factors as ideology, industrialization, political parties and leadership. Offered on demand.

POS151 _____ (1-0) 1 cr. hr.

Current Issues

An examination of current foreign and domestic policy issues, in relation to the policy-making process and public needs of the United States. Special emphasis is placed upon the important relationship between foreign and domestic policies. Students enrolled for one hour credit will meet two hours per week for eight weeks.

POS152 _____ (1-0) 2 cr. hrs.

Current Issues

An examination of current foreign and domestic policy issues, in relation to the policy-making process and public needs of the United States. Special emphasis is placed upon the important relationship between foreign and domestic policies. Students enrolled for two hours credit will meet for two hours per week for 10 weeks and will be required to do a research paper.

POS161 _____ (3-0) 3 cr. hrs.

Introduction to Public Administration

This is a basic course that deals with administration in the public sector. It will address the theory of public administration, the fundamentals of governmental budgeting and budget cycle, various governmental organizational structures, the decision-making processes, and some discussion of leadership practices in the public sector. Offered in the evening division.

PSYCHOLOGY

PSY001 _____ (Arr.) 1 cr. hr.

Introductory Psychology I

Recommended as preparation for regular Psychology classes. Offered as self-paced and/or independent study module through the Learning Center. Does not apply toward an AA degree.

PSY002 _____ (Arr.) 1 cr. hr.

Introductory Psychology II

Continuation of Psychology modules. Offered as a self-paced and/or independent study module through the Learning Center. Does not apply toward an AA degree.

PSY003 _____ (Arr.) 1 cr. hr.

Introductory Psychology III

Continuation of Psychology modules. Offered as self-paced and/or independent study module through the Learning Center. Does not apply toward an AA degree.

PSY113 _____ (3-0) 3 cr. hrs.

General Psychology I

A broad overview of the general field of psychology and fundamental principles of human behavior is provided in this course. Includes topics such as the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY114 _____ (3-0) 3 cr. hrs.

General Psychology II

Prerequisite: PSY113.
A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Course topics cover 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.

PSY116 _____ (3-0) 3 cr. hrs.

Applied Psychology

Introduction to the applications of psychology to human behavior in real-life situations with emphasis on problems of daily living. Topics include perception, learning, memory, development, motivation, adjustment, human relations, communication, group dynamics, and career planning.

PSY125 _____ (3-0) 3 cr. hrs.

Human Growth and Development

This course provides the student with a lifespan approach to development. The course examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY200 _____ (3-0) 3 cr. hrs.

Abnormal Psychology

Prerequisite: PSY113.
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.

SOCIOLOGY

SOC113 _____ (3-0) 3 cr. hrs.

General Sociology

This introductory course provides an overview of the fundamental concepts and basic principles in sociology; investigating social structures and interaction patterns, culture, institutions, social change, and global trends.

SOC123 _____ (3-0) 3 cr. hrs.

Social Problems (spring)

A course 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.

SOC124 _____ (3-0) 3 cr. hrs.

Substance Abuse in Modern Society

Prerequisite: PSY113 or SOC113.
An overview of the drug problems in America and its institutions. Included will be 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.

SOC154 _____ (3-0) 3 cr. hrs.

Introduction to Cultural Anthropology

This course is an 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. (Cultural diversity course.)

SOC160 _____ (3-0) 3 cr. hrs.

Ethnicity and Cultural Differences in America

This course is 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. This course meets the cultural diversity requirement. (Cultural diversity course.)

SOC162 _____ (3-0) 3 cr. hrs.

Human Diversity

This course is 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. Content 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. (Cultural diversity course.)

TECHNOLOGY

TEC100 _____ (Arr.) 6 cr. hrs.

Machine Shop I

An introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and an introduction to the use of machine tools.

TEC102 _____ (1-0) 1 cr. hr.

Introduction to Technology

A survey course designed to orient students to the various areas of specialization in the field of technology.

TEC104 _____ (3-0) 3 cr. hrs.

Technical Writing

Prerequisite: ENG133 or ENG097.
Report writing for students majoring in technology. The primary purpose is to have each student learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables, and written material.

TEC107 _____ (4-Arr) 4 cr. hrs.

Unified Technical Concepts I

Prerequisite: Enrollment in TEC190.
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 mechanical, fluidal, electrical and thermal systems.

TEC108 _____ (4-Arr.) 4 cr. hrs.

Unified Technical Concepts II

Prerequisites: TEC190, TEC107 or consent of instructor.
A continuation of Unified Technical Concepts I, using a flexible, integrated modular approach to Technical Physics. Emphasis is on energy systems, wave vibration, and optics.

TEC110 _____ (Arr.) 3 cr. hrs.

Technical Internship

Prerequisites: Consent of instructor, sophomore standing, GPA of 2.5 and credit or enrollment in PAW106.

Supervised occupational experience in local business, municipal and governmental agencies.

TEC116 _____ (Arr.) 6 cr. hrs.

Machine Shop II

Prerequisite: TEC100.
A continuation of TEC100 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. This course is offered by Mineral Area College at the UniTec Career Center.

DESCRIPTION : TEC**TEC120 _____ (3-0) 3 cr. hrs.****Architectural Design and Drafting**

Prerequisite: TEC130 or consent of instructor.

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.

TEC122 _____ (3-0) 3 cr. hrs.**Mechanical Design and Drafting**

Prerequisite: Enrollment in TEC130 or consent of instructor.

The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

TEC126 _____ (3-0) 3 cr. hrs.**Topographic and Map Drafting**

Prerequisite: TEC130.

The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into graphic form.

TEC130 _____ (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.

TEC132 _____ (3-0) 3 cr. hrs.**Advanced Computer Aided Design/Drafting**

Prerequisite: TEC130 or consent of instructor.

A continuation of TEC130, with emphasis on development of complex drawings for different engineering specialties.

TEC133 _____ (3-0) 3 cr. hrs.**CAD/D — Special Problems**

Prerequisite: TEC130 or consent of instructor.

A continuation of TEC132, with emphasis on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.

TEC135 _____ (3-0) 3 cr. hrs.**Introduction to Robotics**

A general course that provides an historical perspective of the use and development of robotics within the context of productivity, safety and emerging commercial applications. The experience and knowledge gained through study and participation in the field of robotics will give the student a basic background of the industrial robot which is essential in today's industrial world of high technology.

TEC137 _____ (3-0) 3 cr. hrs.**Basic Computer Programming for 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.

TEC139 _____ (Arr.) 6 cr. hrs.**Machine Shop III**

Prerequisites: TEC100 and TEC116.

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. This course is offered by Mineral Area College at UniTec Career Center.

TEC140 _____ (5-0) 5 cr. hrs.**Machine Design**

Prerequisites: TEC176.

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.

TEC143 _____ (Arr.) 6 cr. hrs.**Machine Shop IV**

Prerequisites: TEC100, TEC116, and TEC139.

An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. This course is offered by Mineral Area College at UniTec Career Center.

TEC149 _____ (1-0) 1 cr. hr.**Survey Writing Skills and Legal Problems**

The course is designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized from the course 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.

TEC150 _____ (3-0) 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. The course of study includes the nature of plant layout, factors influencing plant layout and how to plan the layout emphasis.

TEC152 _____ (3-0) 3 cr. hrs.**Construction Methods and Estimating**

An introduction to the methods of construction and the estimating of quantities and cost of architectural and aluminum, plastic, concrete, and wood.

TEC153 _____ (3-0) 3 cr. hrs.**Three-Dimensional Modeling-CADD**

Prerequisite: TEC130 and TEC 132.

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.

TEC154 _____ (3-0) 3 cr. hrs.**Surveying I**

An 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.

TEC155 _____ (3-0) 3 cr. hrs.**Surveying II**

Prerequisite: TEC154 or consent of instructor.

A continuation of TEC154 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.

TEC156 _____ (3-0) 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.

TEC157 _____ (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.

TEC158 _____ (3-0) 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.

TEC159 _____ (2-0) 2 cr. hrs.**Legal Principles and Roles in Surveying**

This course is designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized from the course 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.

TEC160 _____ (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.

TEC162 _____ (3-0) 3 cr. hrs.**Soils Analysis**

A study of soils as an engineering material, including problem solving in the effects of moisture content, density, water flow, and adjacent soil pressures.

TEC164 _____ (3-0) 3 cr. hrs.**Environmental Analysis**

The course is designed primarily for the Civil Technician who is 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.

TEC167 _____ (3-0) 3 cr. hrs.**Design & Development I**

This course 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 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.

TEC169 _____ (3-0) 3 cr. hrs.**Introduction to Geographic Information Systems**

Prerequisite: CIS105 or higher.

This course introduces students to the tools and techniques of GIS including spatial data capture, management and analysis, as well as cartographic output through hands-on experience using GIS software. Emphasis is placed on training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS.

TEC172 _____ (3-0) 3 cr. hrs.**Mechanisms**

Prerequisite: TEC190 or consent of instructor.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

TEC173 _____ (1-0) 1 cr. hr.
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.

TEC174 _____ (3-0) 3 cr. hrs.
Mechanical and Electrical Systems

A course providing 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.

TEC176 _____ (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.

TEC177 _____ (3-0) 3 cr. hrs.
Computer Numerical Control (CNC)

Prerequisite: TEC116 or consent of instructor.

An introductory course in CNC programming. The student will learn to create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

TEC178 _____ (3-0) 3 cr. hrs.
Blueprint Reading

A first year core course for all Technology students. Students will learn to interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

TEC179 _____ (3-0) 3 cr. hrs.
Basic Numerical Control Programming

The course will cover good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, using the APT language, enabling the student to prepare simple 3 axis N/C part programs.

TEC180 _____ (3-0) 3 cr. hrs.
Advanced Numerical Control Programming

Prerequisite: TEC 177 and TEC179.

The course will build on material learned in TEC179 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in the APT language for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

TEC181 _____ (2-0) 2 cr. hrs.
N/C Planning and Tooling

Prerequisites: TEC100 and TEC179 or consent of instructor.

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. In addition the student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

TEC190 _____ (3-0) 3 cr. hrs.

Technical Mathematics I

Prerequisites: ACT Math score of at least 13. A Compass Algebra score of 16-30. A grade of "C" or better in MAT 090 or LC Modules MAT002, MAT003, MAT004.

College mathematics for students majoring in technology. The course of study includes calculator applications, algebra, geometry, graphical methods and trigonometry.

TEC191 _____ (3-0) 3 cr. hrs.

Technical Mathematics II

Prerequisite: TEC190.

A continuation of TEC190. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

TEC203 _____ (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 agents.

TEC204 _____ (3-0) 3 cr. hrs.

Introduction to Process Control

This course teaches the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. This is an introductory or first level course. The course is 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.

TEC212 _____ (Arr.) 3 cr. hrs.

Technical Internship II

Prerequisite: TEC110 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. This course is required for all Associate of Applied Science degrees with respect to the following majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

THEATRE

THE100 _____ (3-0) 3 cr. hrs.
Introduction to Theater

A course designed to give a comprehensive introduction to the art of theater by 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.

THE104 _____ (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.

THE108 _____ (3-0) 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. Students must be available to tour Tuesday and Thursday afternoons from 12-4 p.m. for the final eight weeks of the semester. The class is open to all students.

THE110 _____ (Arr.) 1 cr. hr.
Directed Studies in Theater 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, make-up, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated. Open to all students.

THE112 _____ (3-0) 3 cr. hrs.

Stagecraft

Instruction in and operation of equipment used in technical theater. Areas include scenery, lighting, sound, properties and make-up. Lecture, demonstration and hands-on lab experience. Open to all students.

THE120 _____ (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. This is a reading intensive course.

THE200 _____ (3-0) 3 cr. hrs.
Voice and Diction

Students will be instructed in proper articulation, projection, breath control and emotional voice manipulation. Students will be instructed in techniques for the stage, radio, television, film, the classroom and lecture hall. Dialect use and correction will be part of the class as well. Lecture class presentations. Open to all students.

THE204 _____ (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. Open to all students.

THE206 _____ (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.

THE212 _____ (3-0) 3 cr. hrs.
World Drama

The primary purpose of this course is to help the student 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. This is a reading intensive course. This courses meets the cultural diversity requirement. (Cultural diversity course.)

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