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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 Lisa Leftridge in the ACCESS Office, Title VI, Title IX, Section 504 and ADA Coordinator, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000, 573-431-4593 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 us at the address or telephone number above as soon as possible. Reasonable efforts will be made to accommodate your special needs. Deaf or speech impaired callers please use Relay Missouri: 1-800-735-2966.

This catalog is effective beginning April 1, 2004, for the 2004-2005 and 2005-2006 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.

**MINERAL AREA
COLLEGE
IS ACCREDITED BY:**

**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

Greetings

A Message From The President



Dr. Terry L. Barnes
President

Welcome to Mineral Area College.

When you attend this community college, you join thousands of people who have found success in achieving their life's dreams, ambitions and goals, using Mineral Area College's curriculum and support in doing so.

The reasons for attending Mineral Area College are as varied as the people who attend:

- Some return to MAC to finish up a degree or certificate previously started.
- Some take advantage of our small class sizes, low tuition price, personalized attention and friendly customer service.
- Some are in pursuit of two-year degrees or certificates so they can pursue a career as soon as possible.
- Some are taking core courses for later transfer to a four-year college or institution of higher learning.
- Some are picking up a few classes here and there to become more marketable in the workforce, or to become more productive in their current field.
- Some attend for the simple love of learning.

Whatever your reasons for attending Mineral Area College, you are to be congratulated for embarking on this academic journey. We greatly appreciate your making Mineral Area College your first step.

— Dr. Terry L. Barnes,
President, Mineral Area College

Trustees



Elvin Sikes
Chairman



Dr. Jim Hart
Vice Chairman



Sally Parker-Nash
Secretary



Dr. Don VanHerck
Treasurer



Helen Gordon
Treasurer Pro-Tem



**Harry "Chip"
Peterson**
Member

Administration

Terry L. Barnes, Ph.D.
Jean Merrill-Doss
Steven J. Kurtz, Ed.D.
J. Gil Kennon
Russell L. Straughn

President
Interim Dean of Student Services
Dean of Arts & Sciences Division
Dean of Career & Technical Education
Interim Business Manager

Academic Calendar

SUMMER 2004

June 4	Semester Begins
July 5	No Classes — Independence Day
July 30	Semester Ends
Aug. 2	Grades Due

FALL 2004

Aug. 23	Semester Begins
Sept. 6	Labor Day – No Classes
Nov. 5	Fall Break – No Classes
Nov. 24	Thanksgiving Break – No Evening Classes
Nov. 25-26	Thanksgiving Break – No Classes
Dec. 9-15	Final Exams – Day Classes
Dec. 15	Semester Ends
Dec. 17	Grades Due

SPRING 2005

Jan. 13	Semester Begins
Jan. 17	Martin Luther King, Jr. Day – No Classes
Feb. 21	President's Day – No Classes
March 14-18	Spring Break – No Classes
March 25	Spring Holiday – No Classes
May 7	Commencement
May 10-May 16	Final Exams – Day Classes
May 16	Semester Ends
May 17	Grades Due

SUMMER 2005

June 6	Semester Begins
July 4	Independence Day – No Classes
Aug. 1	Final Exams – Day Classes
Aug. 1	Semester Ends
Aug. 2	Grades Due

FALL 2005

Aug. 22	Semester Begins
Sept. 5	Labor Day – No Classes
Nov. 4	Fall Break – No Classes
Nov. 23	Thanksgiving Break – No Evening Classes
Nov. 24-25	Thanksgiving Break – No Classes
Dec. 8-14	Final Exams – Day Classes
Dec. 14	Semester Ends
Dec. 16	Grades Due

SPRING 2006

Jan. 16	Martin Luther King, Jr. Day - No Classes
Jan. 17	Semester Begins
Feb. 20	President's Day – No Classes
March 13-17	Spring Break – No Classes
April 14	Spring Holiday – No Classes
May 13	Commencement
May 13-19	Final Exams – Day Classes
May 19	Semester Ends
May 22	Grades Due

SUMMER 2006

June 7	Semester Begins
July 4	Independence Day – No Classes
Aug. 2	Final Exams – Day Classes
Aug. 2	Semester Ends
Aug. 3	Grades Due

Telephone Numbers

Main Campus Number (573) 431-4593

Park Hills, Mo.

Outreach Centers

Winona High School	(573) 325-4221
Fredericktown	(573) 783-7914
Perryville Area	
Higher Education Center	(573) 547-4143
Potosi High School	(573) 438-3479

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	518-2104
Book Store	518-2106
Business Office	518-2251
Campus Housing (College Park)	518-1330
CARDS Freshman Orientation	518-2130
Central Methodist College	518-2112
Career Planning	518-2115
Career Service	518-2116
Community Center	518-2119
Continuing Education	518-2218
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	518-2145
President's Office	518-2146
Public Service Center	518-2148
Regional Technical Education Council (RTEC)	518-2157
Registration, Registrar's Office	518-2130
Single Parent & Non-Traditional Careers	518-2114
Student Services, Dean's Office	518-2154
Tech Prep	518-2155
Upward Bound	518-2156
Career and Technical Education Dean's Office	518-2157

ABOUT MINERAL AREA COLLEGE

History

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. 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 10,000 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 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 near U.S. 67 and entered a transitional period of gradual expansion. At present, Mineral Area College offers 35 career and technical education programs and required general education courses which can be applied to almost all academic majors.

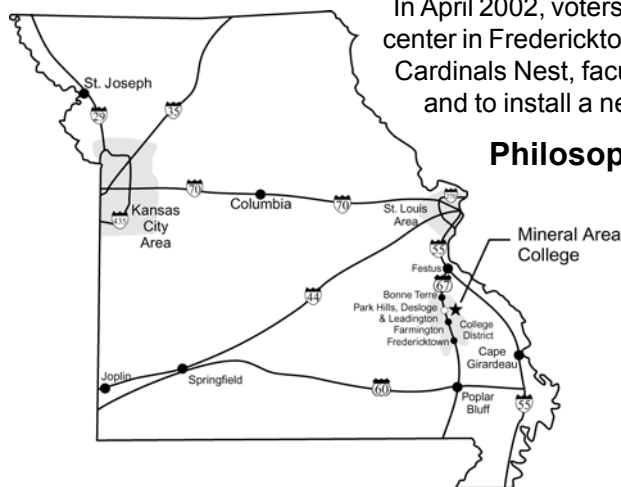
In 1985-86, the college completed significant, necessary additions to its facilities: a 350-seat Community Center, a remodeled learning resources center complete with second floor space that increases the facility's usable area by 3,800 square feet, and the Careers Center which houses existing, new and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

Latest additions to the campus include the North College Center, which houses the Art Department, several offices, and four large meeting rooms. The Mineral Area College Student Center houses the Mineral Area College Bookstore, a small game room, a large TV viewing area, a lounge area, and several offices.

In March 1996, residents of the district voted to expand the college Beyond 2000 with the addition of a Telecommunications and Technology Center, a Public Services Center, a Tourism Education and Information Center, and a General Services Building.

The privatized housing complex, College Park, was added in 2000 to offer a unique housing package to students.

In April 2002, voters approved a \$6 million bond issue to build an outreach center in Fredericktown, to update and enhance the Community Center, Cardinals Nest, faculty offices, and other facets of the Park Hills campus, and to install a new ballpark on the Park Hills campus.



Philosophy

Mineral Area College is dedicated to the proposition that education beyond high school is essential for the fullest development of individual interests and capacities and for the training of responsible citizens who will make a worthy contribution in a democratic society. It further believes that the two-year public community college is in a unique position to contribute to the overall program of higher education by providing the first years of college experience at reasonable cost. Close to the community it serves, the college is in a position

to know and meet the needs, not only of those who will transfer to other institutions, but also of those who are interested in vocational and continuing education programs. Through cooperative programs the college can make a contribution to the general welfare of the community.

Mineral Area College believes in an "open door" policy, offering to everyone an opportunity to profit from higher education to the extent of the person's ability. However, the college will at all times strive for quality in its educational programs.

Mission

The mission of Mineral Area College is to serve the community and to offer students a quality, affordable education which will enable them to attain their career and other personal development goals. Building on a core component of general education, Mineral Area College provides student services, developmental education, academic/transfer degree programs, career and technical degree and certificate programs, community service programs and cultural diversity programs.

Objectives

n College Transfer

To provide the first and second years of higher education for students who expect to transfer to four-year institutions.

n Career & Technical

To provide career and technical programs designed to give the technical knowledge, manipulative skills, and general background necessary for successful achievement in technical and career employment.

n General Education

To provide a general education for students who desire to enhance their personal, cultural, intellectual and/or social development.

n Developmental

To provide developmental courses for students who need and/or want to improve basic skills in specific areas.

n Guidance

To provide a program of orientation and counseling which will assist the student in making choices related to college studies and personal life.

n Job Placement Services

To provide a program to help students seek and gain part-time and full-time employment. To identify employment needs and predict future trends in the job market.

n Enrichment

To provide a program of activities which will enrich the curriculum and aid in the development of student initiative, leadership, sociability and citizenship.

n Continuing Education

To provide an opportunity to discover that learning is a never-ending process. People of all ages are encouraged to continue their quest for knowledge, enrich their lives, advance their careers and acquire new ideas through nontraditional activities such as seminars, workshops, in-service and noncredit courses.

n Community Service

To provide educational leadership and serve as a liaison between people in the community and various agencies and institutions to match needs and resources.

n ACCREDITATION

Mineral Area College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the Missouri State Department of Education. Recognition by these agencies enables graduates of Mineral Area College to transfer credits earned at the college to other colleges or universities.

Admissions

Requirements

Mineral Area College has an “open door” admissions policy. Admission to the college does not ensure entrance into a particular course or program of study since applicants may have to meet specific requirements before entering specific 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.

Enrollment Categories

Students should pursue enrollment according to the following categories:

❶ First-Time Student — 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.

❷ Transfer Student — An applicant who attended another institution of higher education since high school graduation and before applying to Mineral Area College.

❸ Returning Student — An applicant who has previously earned at least one hour of credit at MAC.

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

❺ Dual Enrollment Student — A junior or senior (at least age 16) who wants to complete Mineral Area College course work while attending their high school.

❻ International Student — A citizen of a country other than the U.S. who wishes to attend the college.

Admission Procedures:

The college reserves the right to hold registration for students who have not completed admissions requirements and/or prerequisites. Students should apply to the Admission’s Office before their expected starting date as registration priority is given to early applicants.

First Time Freshmen & Transfer Students

Procedures for entering first-time freshman students, or undergraduate students transferring from another college or university, are as follows:

1. Application for Admission — The Admissions Office accepts application in person, by mail or online at www.mineralarea.edu. Complete the application and forward it to: Admissions Office, P.O. Box 1000, Park Hills, MO 63601. Incomplete applications will not 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 significant documentation may be submitted as early as one year in advance of the first semester of enrollment.

2. Application Fee— 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.

3. Transcripts— Official copies of high school transcripts, home school proof of completion, GED scores, and previous college transcripts must be submitted to the Admissions Office. 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 MAC 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 your high school, college, or Missouri GED transcripts sent to Mineral Area College, you 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 a student into the appropriate course based on their ability in English, math and reading. If you have not taken one of these tests, please contact the Assessment Office at 518-2202. ACT scores listed on high school transcripts are acceptable. If you have taken the ACT test and it is not on your high school transcript, you 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 will 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 one-day 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 Student Services.

Returning Students

Returning students who have not been enrolled at MAC for a semester or more (excluding summer session) may reactivate their files by updating their admission information with the Registrar's Office. Files for students who have not attended within five years will be destroyed. Transcribed grades earned at MAC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities, or other documents that have been destroyed.

Returning students who have attended another accredited institution since leaving MAC must have complete and official transcripts sent from those institutions to the Registrar's Office.

Non-Traditional Students

Non-Degree Seeking Students

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. Students may enroll up to 18 credit hours for the fall or spring term or 10 credit hours for the summer term.

Non-High School Graduates

Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. Non-high school graduates, to be admitted, must be at least 16 years of age; take the college's assessment test or submit ACT scores; and submit high school transcript from last school attended.

Graduates of Home Schools, Non-Accredited High Schools & Non-Accredited Correspondence Schools

Home-schooled students without a diploma or GED may attend MAC, 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 and non-accredited 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

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.

Visiting Students

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

International students requesting I-20s for F-1 visas to study at Mineral Area College must fulfill the following requirements for admission:

- 1. Application for Admission** – The application must be completed in English. A \$15 application fee in U.S. currency must accompany the application. The check or money order must be drawn on a U.S. bank and be made payable to Mineral Area College. Foreign money orders are not accepted. The applicant's complete name and date of birth should be clearly indicated on all methods of payment. The application will not be processed without the application fee and under no circumstances will the college waive or postpone this fee.
- 2. TOEFL (Test of English as a Foreign Language) test scores** - Submit evidence of English proficiency if native or predominant language is not English. Score 550 or above on the paper-based (210 computer-based) TOEFL and have an official score report sent to the Registrar's Office. Results are considered official only when sent to the Registrar's Office directly from the testing agency. For transfer students, passing grades ("C" or better) in English as a foreign language course or Composition and Rhetoric are acceptable. The TOEFL institutional code for Mineral Area College is 6323. For more information on the TOEFL, please contact: TOEFL/TSE Services, P. O. Box 6151, Princeton, NJ 08541-6151, USA, Telephone: (609) 771-7100, Fax: (609) 771-7500, e-mail: toefl@ets.org, Website: www.toefl.org
- 3. High School Transcript** – 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/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. The college will accept a satisfactory score on the General Education Development (GED) test in lieu of high school transcript.
- 4. College and/or University Transcripts** - 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 records official.
- 5. Transfer Clearance Form** – Submit this form if transferring from a U.S. school. The Transfer Clearance Form is provided by the Registrar's Office at Mineral Area College.
- 6. ACT test results** – 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 for Mineral Area College is 023060. For overseas testing contact: ACT Universal Testing, P.O. Box 4028, Iowa City, IA 52243-4028, USA, Telephone: (319) 337-1248, Fax: (319) 337-1284, E-mail: osus@act.org, Website: www.act.org.
- 7. U. S. Department of Justice Form I-134, Affidavit of Support, and College Entrance Examination Board Certification of Finances** – Mineral Area College is required by U.S. federal regulations to verify the financial resources of each applicant prior to issuing Form I-20. You must demonstrate proof of financial support for the first year of study and demonstrate availability of funds for the length of your academic program.
- 8. Good Health Verification** – Submit good health verification by a qualified physician. The health verification form must indicate that you are in good health and free from communicable diseases.
- 9. Insurance** – 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. After enrollment, health insurance verification must be provided to the Registrar's Office at the beginning of each semester.

The deadline for submitting all above documents is April 1 for the fall semester, Sept. 1 for the spring semes-

ter, and March 1 for the summer session.

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

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

I-20 forms will only be issued when all admissions requirements are met. Admission is dependent on good academic standing at previously attended educational institutions.

Upon receipt of the above documents, the student's case may be reviewed by the Admissions, Graduation and Academic Standards Committee for acceptance or rejection. If accepted for admission, a Certificate of Eligibility, Form I-20, will be issued to the student to obtain a U.S. visa.

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.

International students must pay Mineral Area College's out-of-state tuition rate.

Resident Immigrant Students 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.

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.

Beginning with the 2004-2005 school year, and for each school year thereafter, students who reside in on-campus housing (College Park at Mineral Area College) must sign a written waiver stating that the Mineral Area College has provided the student, or if the student is a minor, the student's parents or guardian, with detailed written information on the risks associated with the meningococcal disease and the availability and effectiveness of the meningococcal vaccine. Students who elect to receive the meningococcal vaccine shall not be required to sign a waiver but will need to present a record of said vaccination to the director of College Park.

Registration

Students are encouraged to register early. New students and transfer students are notified when all required admissions papers are on file. Published registration procedures are available in the Student Services Office and in the current course schedule booklet.

World Wide Web Registration

Web registration allows students to search, register and pay for classes online.

Currently enrolled students are eligible for Web registration. High school students participating in Dual Enrollment are not currently eligible for Web registration.

The process is started by visiting www.MineralArea.edu and clicking on "Web Registration."

Early Registration

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 class 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.

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.

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.

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 in the Student Services Office and at outreach centers. The schedule is also published at www.MineralArea.edu.

Semester Fees

Due to the uncertainty of state funding, all fees are subject to change with notice.

Course fee approximations are given to help in planning, but current fee information is available in the Business or Student Services offices.

Laboratory fees are applied to courses using special equipment or facilities and/or consumable materials. Correct lab fees are normally reflected in the current semester schedule of courses.

All financial arrangements for payment of fees and textbooks must be made prior to registration.

Students with unique financial situations should call the Business Office or Financial Aid before registering. In most cases, students may exercise the payment plan option. Additional fees may apply.

Third-Party Billing

Students may enroll in classes if financial authorization is presented from an agency such as an employer or a sponsor. Payment arrangements should be made in advance with the Business Office in circumstances requiring third-party billing.

Diploma and Certificate Application Process

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

- File an Application for Graduation 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.
- Submit a one-time, non-refundable processing fee which is due at the time of application.
- Complete the ACT CAAP test battery as an exit examination. The results are used to measure graduates' progress and the effectiveness of Mineral Area College's curriculum.
- Meet all requirements of the degree/certificate program as outlined in the college catalog, with the last 15 semester hours earned at Mineral Area College.
- Earn a cumulative grade point average of at least 2.0 or better.
- Resolve all financial obligations to the college and return all library and college materials.

Commencement Exercises

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.

Commencement exercises are held annually in May for students completing a certificate program, AA, AGS, AAS and AS degrees. Graduates from each term are encouraged to attend, but May graduates are required to participate in the ceremony unless excused by the appropriate dean.

Issuance of Diplomas

Participation in the graduation ceremony is allowed prior to verification of completion of final courses. Diploma and certificate covers 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.

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

Graduation Rate

In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate is available from Student Services and is printed annually in the Student Handbook.

Senior Scholar Program

All residents in the college service region, age 65 and older, may take college-level courses on a not-for-credit basis. Tuition is waived, although students must pay for textbooks, lab fees and other course materials.

Students must provide proof of age and residency and meet all entry requirements and course prerequisites. Courses will be taken on an audit basis only, and students must declare their intent to audit when first enrolling. All courses are available only when class space is available.

Students in this program must follow college policies regarding audit courses and other student policies in the Board Policy Manual. Contact the Registrar's Office for registration and more information.

Support Services

A+ Schools Program

Under grants made available through the Missouri Department of Elementary and Secondary Education A+ Schools Program, A+ graduates of participating high schools are eligible for scholarship grants to Missouri community colleges. Students must fulfill A+ Program requirements at the high school before applying for grants. Students should contact high school counselors for eligibility requirements.

Dual Credit

Mineral Area College has agreements with several high school districts 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.

To enroll, the student must meet Coordinating Board of Higher Education and MAC dual credit policy requirements. The student must also meet any required course prerequisites. The student should contact their high school counselor or MAC's dual credit coordinator for course requirements and prerequisites information.

The student is responsible for required fees, including out-of-district fees if applicable.

The student is assured the transferability of five dual-credit courses to institutions complying with the Coordinating Board of Higher Education dual credit policy. The student should contact the institution to which they plan to transfer for its policy on the acceptance of dual credit beyond five courses.

Counseling and Guidance

The Student Services staff works together with all faculty members to meet students' needs for counseling on personal, social, and vocational issues. The staff does not attempt to make decisions for students; rather, they seek to help the student find the facts upon which they can make their own plans and decide upon a course of action.

Each student is assigned a faculty adviser to work closely with the student in planning a total college program. Students need to understand, however, that the responsibility for meeting graduation requirements or requirements for transfer to other schools is one which they must assume. By a system of referrals, the student may receive help from qualified individuals on problems of an emotional nature, special health problems and other matters.

Campus Visits

The college encourages and welcomes all prospective students to visit the campus. Those interested in planning a visit should call the Admissions Office, (573) 518-2206.

Campus Housing

College Park Apartments offer affordable, convenient, on-campus housing for up to 224 Mineral Area College students. The 8-acre residential complex opened in 2000, featuring 72 units: four efficiency units; 28 two-bedroom, two-bath units; and 40 four-bedroom, two-bath units. All apartments 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 collegetpark@MineralArea.edu.

Student Handbooks

Student handbooks are available in the bookstore each year. The handbook includes a calendar of student activities, maps of buildings on campus, and other useful information.

Advisement System

The advisement system is faculty-based, in which students are assigned a faculty adviser based on their choice of major. 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 decision making.

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 Talent Search works with middle- and high school students.

Upward Bound is a TRIO program 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. Students are assisted with career choices, financial aid and college information, and provided with 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 for intense academic work.

EXCEL, Student Support Services, is the second TRIO program located at Mineral Area College. It began in Fall 1997, and was funded again in 2001. It provides services to 200 qualified students who need academic and other support to graduate from Mineral Area College and transfer to and graduate from a four-year institution. Tutoring is the core of the EXCEL program. Other services include academic and personal advising, transfer assistance, career and financial aid information and cultural activities.

Educational Talent Search was the third TRIO program to be added to the MAC campus, effective October 2002. 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. Talent Search serves all school districts in the Mineral Area College taxing district.

Career Services

Any Mineral Area College student or alumni looking for part-time or full-time employment is eligible to consult the Career Services Office. Job search assistance such as employer research, salary/wage information, resume preparation, search techniques, interview practice and cover letter composition are available. Career Services maintains list of job opportunities registered by employers.

College 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. 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, 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 resi-

dents 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.

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.

ACCESS Office

The ACCESS Office provides individualized services for students with documented physical, visual, hearing, learning and/or psychiatric disabilities. The office encourages college students to help determine the most reasonable and appropriate accommodations needed to obtain their educational goals.

Services can include assistance with registration, classroom adaptations, alternative testing methods, access to taped textbooks, note-takers, accessible parking, readers/scribes and interpreters.

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 ACCESS Office serves as a resource for instructors, students, parents and the community. Students requiring any accommodations in their courses are encouraged to call the director, (573) 518-2152, before registering. Early contact will allow the office to help the student obtain documentation needed for appropriate classroom accommodations.

Career Planning Center

The Career Planning Center provides help in career decision-making, career information, and college transfer information. A wide variety of services are offered to help individuals needing 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.

Free services and the resources in the lab are 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 also provides testing, measuring work-related interests, values, abilities and aptitudes.

New Traditions

The college's New Traditions program provides services to those who are: considering nontraditional careers; single parents; separated, widowed, divorced or are 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.

Service Learning

Service Learning involves Mineral Area College students in community activities that complement classroom studies. Students apply the knowledge they gain in class to practical, everyday situations.

Service Learning benefits students, faculty, community partners and the college by helping students volunteer in organized service experiences that meet actual community needs. The activities are coordinated in collaboration with agencies, schools and communities.

Summer Session

The summer session, which usually begins in June, includes a full six-week or eight-week term and may include a four-week session. Most regular courses are offered.

Students needing to upgrade certain skills before attending regular college classes are urged to attend summer classes. Developmental classes in communications and mathematics are available. Students home from other colleges for the summer may enroll in the summer session.

Courses offered during summer are identical in credit and cost to those of the regular academic year. For

more information, contact Student Services.

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, preemployment 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.

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, call (573) 518-2157 or the Coordinating Board for Higher Education, 3515 Amazonas, Jefferson City, Missouri 65109, (573) 751-2361.

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 the 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 those courses.

The evening and Saturday classes are identical in credit and in course content to day courses.

Professional Teacher Education Program

The professional teacher education program at Mineral Area College 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 teacher certification. The program also includes electives in the major area of certification.

Teacher Education Core Courses for all Education Majors:

EDU123 Introduction to Education
 EDU110 Psychology of Adolescence/
 Secondary Education Majors
 or:

SERVICES

EDU130 Child Development/Early
Childhood or Elementary
Majors

EDU128 Technology for Teachers

EDU260 Portfolio Assessment

Electives in the area of certification include:

Early Childhood Education—

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

EDU145 Classroom Strategies

Secondary Education —

EDU145 Classroom Strategies

Electives by subject content area.

Consult an adviser.

Honors Program

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

While anyone with instructors' permission can take an honors option class, qualified students who are able to complete 12 hours of honors credit will receive special recognition at graduation exercises. Students interested in taking a course or two with honors options can approach their instructors and request the opportunity to contract for honors options in a variety of courses. Each faculty member may or may not wish to participate in honors options and faculty members choosing to participate will work with students to determine the options contract direction and content. The faculty member determines what is expected of each student in any course in which an honors contract is made.

To successfully complete the Honors Program, students must meet all of the following:

1. Maintain a 3.25 GPA in all college level courses.
2. Complete at least 12 Honors credit hours.
3. Make no grade below a "C" in any Honors class.
4. Complete a brief exit interview with the Honors Program Director before the end of the eighth week of class the semester of graduation.

Mineral Area College is a member of the National Collegiate Honors Council.

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 on-going 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 need.

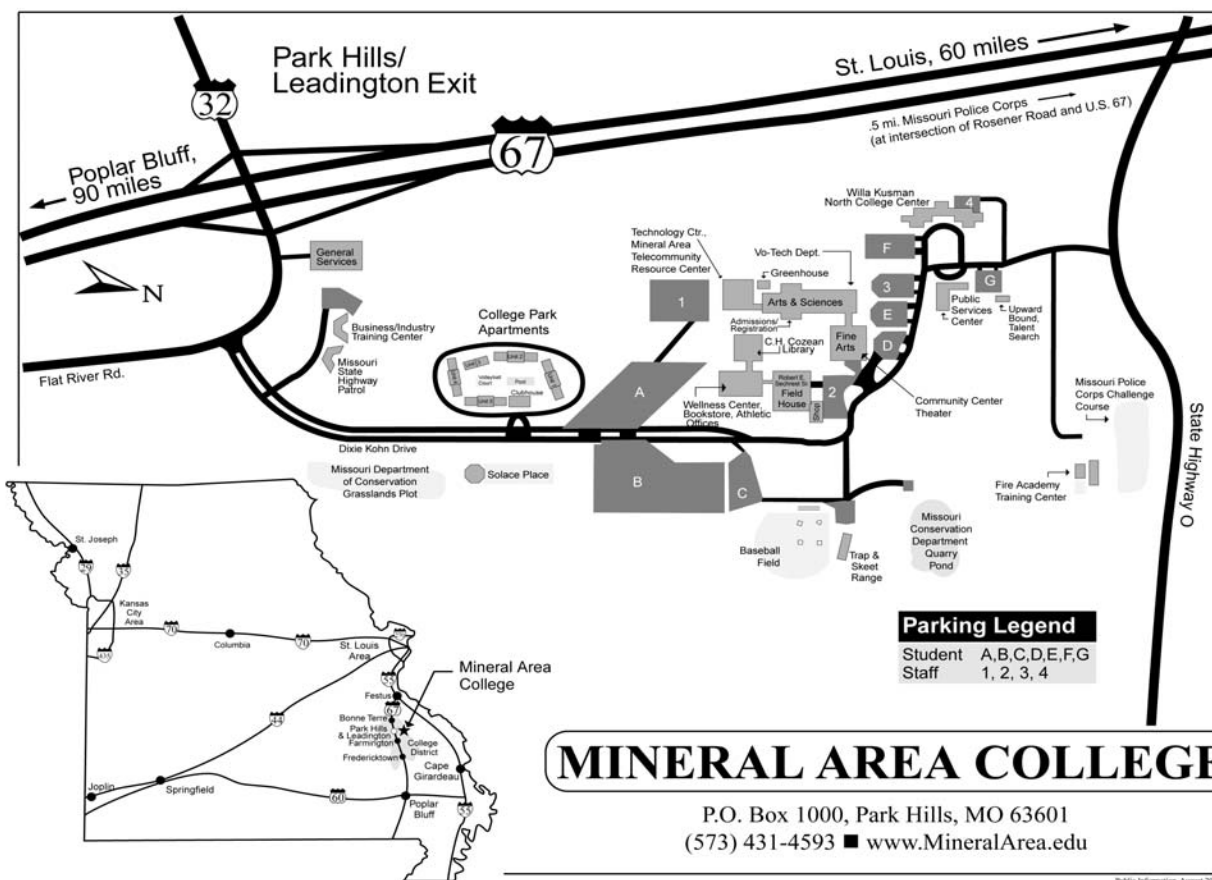
Courses are announced with the regular schedule or at the middle of each semester, depending on when the courses or activities are to start. Workshops, seminars, and similar short-term educational experiences are organized throughout the year as needs are made known.

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.

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. Contact the ACCESS Office at (573) 518-2152.

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

Cardinals Nest

Breakfast, lunch and dinner are provided by Subway, 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.-5 p.m.

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.

Trap & Skeet

The trap and skeet range is open to the public year-round. The facility hosts one skeet field with eight stations and one trap field with five stations. Cost for a round varies, and participants must use their own gun and ammunition. Each round includes 25 clay pigeons.

Quarry Pond

The Quarry Pond, located north of the trap and skeet range, is open to the public for fishing. A fishing license is required with the exception of those 65 or older. The pond is handicapped accessible and there are restroom facilities.

Financial Aid

Mineral Area College pursues the ideal of equal educational opportunity for all. Financial aid awards are determined by need.

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

Students needing financial help may receive aid through long-term loans, grants, scholarships and 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, attend at least 6 credit hours of classwork each semester, and have genuine financial need.

Application Procedures and Determination of Eligibility

To apply for financial aid, the student must:

1. Obtain, complete and submit the Free Application for Federal Student Aid (FAFSA) to Mineral Area College's Financial Aid Office. The form is available in high school counseling offices or the college's Financial Aid Office.
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.

n Semester Fees

Due to the uncertainty of state funding, the semester fee structure cannot be printed with accuracy. The course fee approximations are given to help in planning, but are not to be considered as actual. Current fee information is available in the Business Office. All fees are subject to change without notice.

Laboratory fees are applied to all courses which include use of special equipment or facilities and/or consumable materials. Correct lab fees are normally reflected in the current semester schedule of courses.

n Definition of In-District, Out-Of-District and Out-Of-State Student

I. In-District Students

A. Definitions

1. A student who resides with his/her parents and whose parents maintain a permanent residence within the college district. (See Figure 1, pg. 20)

2. A student who has established his/her permanent residence within the college district.

B. Qualifications — It shall become the responsibility of the student to prove permanent residency within the college district whenever such proof is requested. Presence within the taxing district for a minimum of the immediate past 12 consecutive months and proof of intent to make the taxing district a permanent home is the first criteria. Additional information for proving in-district residency may be obtained from the Business Office. (Adopted by the Board of Trustees on March 13, 2003).

II. Out-of-District Student

A. Definition — 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.

III. Out-of-State Student

A. Definition — 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.

n Refund Policy

A 90 percent refund will be given for TOTAL withdrawal from college during the first two weeks of a 16-week session, or the first week of an eight-week session. A 100 percent refund of fees is given for dropping individual

TUITION & FEES

In-District Resident Rate \$66 per credit hour

See definition Page 19

Out-of-District Resident Rate \$90 per credit hour

See definition Page 20

Out-of-State Resident Rate \$114 per credit hour

See definition Page 20

NOTE: Tuition and fees are subject to change without notice.

classes during the first 12.5 percent of the term (first two weeks of fall and spring terms for 16-week sessions; first week of summer term for an eight-week session).

Return of Title IV Funds Policy

Effective July 1, 2000, Min-

eral 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

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:

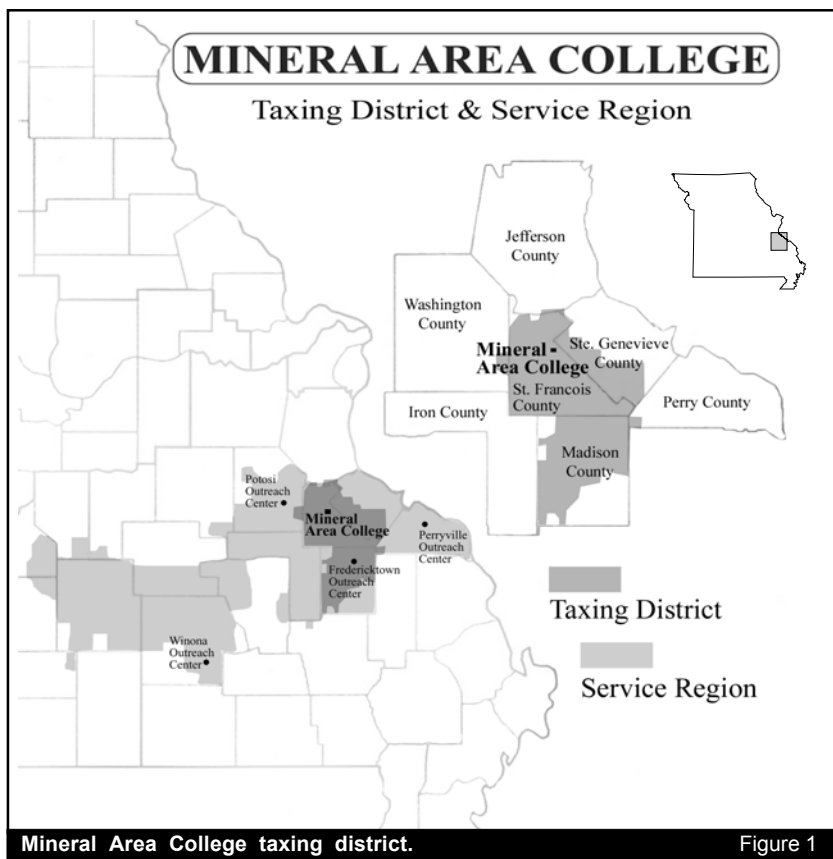
Fall 2004 Semester: Oct. 25, 2004;

Spring 2005 Semester: March 17, 2005.

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, they are 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 (paid for by the student).

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

(Formerly called Basic Educational Opportunity Grant)

1. The Higher Education Act Amendments of 1972 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

(Formerly Guaranteed Student 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. 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 Missouri 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:

- o Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school;
- o Maintain a grade point average of 2.5 on a 4.0 scale; and
- o 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:

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

Interested students should contact their high school counselor's office.

Marguerite Ross Barnett Memorial Scholarship

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

- o Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- o Work and be compensated for at least 20 hours per week;
- o Be 18 years of age or older;
- o Demonstrate financial need;
- o Maintain satisfactory academic progress according to standards of the school;
- o Be a Missouri resident and a U.S. citizen or eligible noncitizen; and
- o 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:

- o Have a high school GPA of 2.5 or higher on a 4.0 scale;

- o Score 20 or higher on the ACT;
- o Be enrolled full-time at a participating Missouri post-secondary school;
- o Demonstrate financial need;
- o Maintain satisfactory academic progress according to standards of the school;
- o Be a Missouri resident and a U.S. citizen or eligible noncitizen; and
- o 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, a short-term student loan is 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 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 our 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 student's need. 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 and 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

n 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.

n 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.

n 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.

n 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 and are also made payable to the student.

Student Activities

In keeping with the objectives and philosophy of the college, Student Services and Student Activities help maintain an effective program of student activities.

Opportunities are offered for a number of activities outside the regular classroom. Students are encouraged to participate in extracurricular activities for a well-rounded academic experience.

Student Organizations

n 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 taking field trips to view work of other artists.

n Associate Engineers Organization

This organization is open to all students within the Vocational/Technical Division and to Mineral Area College students interested in various technology fields. It promotes camaraderie among technical students, provides awareness of vocational opportunities, and through community action, stimulates better student-community relations.

n 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.

n 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 maintain a minimum GPA of 2.0.

n Delta Psi Omega

Delta Psi Omega is an honorary 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.

n 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.

n 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.

n 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.

n Mineral Area College Singers

This is a vocal activity class open to all students without audition. This group of mixed voices presents two major concerts and performs at school and community functions throughout the school year. Each spring, Mineral Area College Singers performs at area schools during a two-day tour.

n Marketing-Management Club

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

n 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.

n Phi Beta Lambda

Phi Beta Lambda is a national organization of students enrolled in business-related programs. It provides educational, vocational and leadership opportunities to improve students' business skills and learning. Membership is open to any student enrolled at Mineral Area College.

n Phi Theta Kappa

Phi Theta Kappa is an international scholastic honorary society for community college students. The Lambda Chapter was established at Flat River Junior College in 1926 and continued at Mineral Area College. To be inducted, 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 average is not maintained.

n 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.

n 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.

n Stage Band

Stage Band provides an opportunity for instrumental ensemble experience in jazz and pop/rock music. Membership is limited to instrumentation needs and consent of the director. An audition is required. Emphasis is placed on live performances including concerts, festivals, athletic events and tours.

n Student Activities Council

Student Activities Council is a branch organization of Student Government Association. It directs, administers and executes student activities and social events for the student body.

The council consists of representatives from all recognized student organizations and any interested full-time students garnering 100 student signatures. The council reports and answers to Student Government, and works in consultation with the Student Activities director.

n 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.

n 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), which MONSA focuses on issues affecting Missouri student nurses.

n 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.

College Departments

n 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 three different areas for exhibits: a gallery in the library for professional and community artists, 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.

n Music Department

The Instrumental Division of the Music Department consists of the Jazz Ensemble, Wind Ensemble (Concert Band), Community Band, Jazz Combo, and Kicks Band (Community Big Band). Other small ensembles, such as brass ensemble, woodwind ensemble or percussion ensemble are offered when instrumentation is available.

The Vocal Division is represented by the Mineral Area College Singers, Community Choir, Jazz Singers and the Vocal Ensembles group.

Heritage, a group that performs music from the classic rock period of the mid-1960s to the mid-1980s uses instrumentalists and vocalists.

All groups within the Music Department perform an extensive amount of concerts, recitals, community functions, school functions, theatrical musicals, 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 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 college Jazz Ensemble and Kicks Band, featuring world-renowned jazz artists.

Each summer, Mineral Area College hosts a jazz camp. Here the student (of any age) has a chance to experience a one-on-one performing/classroom situation with a professional jazz musician for the period of a week.

n 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, and trips for college students to attend plays outside the area and to participate 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

Intercollegiate athletics are an integral part of campus life at Mineral Area College. The college has attained national and state-wide recognition in men's basketball and baseball, and women's basketball and volleyball.

n Men's Basketball

The Mineral Area College Cardinals won almost 80 percent of their games and achieved seven national rankings in the 1990s. Ten academic All-Americans and four NJCAA All-Americans have been a part of the post-1984 graduating classes. The Academic All-American honor requires a 3.6 GPA.

n 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. A national schedule is played with a trip to Florida over Spring Break. The MCCAC conference provides an excellent race every year as well. Scholarships are awarded.

n Women's Basketball

With seven Conference Championships and five 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 also very high. Scholarships are awarded on a merit basis.

n Women's Volleyball

The women's volleyball program also carried a strong winning percentage through the 1990s. 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.

n Equity in Athletics Disclosure Act

Mineral Area College complies with the Equity in Athletics Disclosure Act of 1994, Section 360B of Pub.L. 103-382. This act and accompanying federal regulations require that certain information with regard to intercollegiate athletics, including operating expenses, revenue, salaries and participation rates, be made available to current and prospective students and the public. This report is available by contacting the dean of Student Services, (573) 518-2154.

Instructional Policies

Unit of Credit and Courseload

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

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

Sixteen semester hours constitute a normal course load for a full-time student in one semester. Students who wish to register for more than 18 credit hours must obtain permission from the appropriate dean.

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

Assessment

Mineral Area College offers a variety of academic tests.

The preferred placement test is the ACT, administered in October, December, February, April and June.

Mineral Area College also offers the COMPASS exam for those unable to complete the ACT prior to registration. The COMPASS is an untimed test taken by computer. It is extremely user-friendly and much less stressful than traditional tests. You are allowed to use your own calculator or the on-screen calculator to take the math test. Designed to measure current skills in reading, writing and math, the results are used to select appropriate levels of English and math courses. Students may take COMPASS more than once and may take the entire battery or any of the three subject area tests. There is a fee for the test.

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, candidates must score 235 or higher in each of the four subjects areas (English, mathematics, science and social studies) The CBASE is offered five times each year. The testing fee must be paid no later than the Wednesday prior to testing, or a late fee will also apply. This test has limited seating, so you are encouraged to register well in advance.

The CAAP is required of all graduates of Mineral Area College, but there is no fee for this examination and no passing score. It consists of five sub-tests: Writing Skills, Math, Reading, Critical Thinking and Science Reasoning. Results are used to determine graduates' progress and the success of Mineral Area College's curriculum.

Those students wishing to schedule any of these tests should contact the Student Services Office. Students should arrive at least 10 minutes before the test and bring a picture ID.

Grading System

Mineral Area College employs a five-level grading system using the letters A, B, C, D, F, W, I, H and P.

These letters have the following meaning:

- A Superior work (Highest grade awarded)
- B Above average work
- C Average work
- D Below average
- F Work done is undeserving of credit
- W Withdrew from course
- I Incomplete
- H Audit
- P Passing

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
- H No grade points
- P No grade points

Once a grade is placed on the grade sheet and 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.

Computing Grade Point Average

Courses in which a student receives pass-fail credit, a "W", an "I" or an "H" 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

Freshman-Sophomore Classification

Students at Mineral Area College 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 six 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.

Auditing Courses

A student may audit a class for no credit upon the approval of the appropriate dean and the instructor. Regular fees and enrollment procedures are required. However, the student will not be required to take examinations. No credit hours earned nor any indication of level of performance will appear on the transcript entry. Once registered, changing from audit to credit and vice versa is not permitted. Students receiving financial aid or veterans benefits cannot count audit courses to establish full-or-part-time status.

Prerequisites

The student is responsible for having the appropriate prerequisites before enrolling in a class. The current prerequisites are indicated with each course in the college catalog. If it is determined that a student does not have the appropriate prerequisites for a course, registration for the course may be cancelled either prior to or after classes begin. Any questions concerning the prerequisites should be answered by consulting the current catalog or by contacting the department offering the class.

Overload Policy

The recommended maximum course load for each semester is: summer term, 10 credit hours; fall term, 18 credit hours; spring term, 18 credit hours. Students may exceed these maximums only with the appropriate dean's approval.

Degree and Certificate Time Limits

Student 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.

Course Repetition

A student who received a grade of "C" or below in a given course may repeat the course to raise his/her grade. When a course is repeated, the first grade remains on the record 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.

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.

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 his-

tory, 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.

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.

Change of Class Schedule

A student may change his or her original class schedule by dropping, adding or withdrawing from classes.

Adding a class—After three days of classes in the fall and spring, and two days in the summer term, no classes may be added without the appropriate dean's signature. Contact the Student Services Office to add classes. Students enrolled at outreach centers should contact the outreach center coordinator. 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. Students should receive a copy of the Request to Add Class Course Form and retain it as proof of adding a class.
5. Pay any additional fees required

Dropping a Class—A student may officially drop or withdraw from the class within the prescribed time allowed for dropping or withdrawing from a class as noted on the College's Academic Calendar. The date on which the student drops or withdraws from class impacts the amount of refund to which the student may be entitled.

The responsibility for officially withdrawing from a class 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. Unless otherwise indicated 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.

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. Students should receive a copy of the Request to Withdraw From Class Form and retain it as proof of the official withdrawal.
5. Wait for any refund due to be mailed by the Business Office, if entitled to a refund

Withdrawing From the 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.

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 will result in a grade of "F". Students should refer to the current academic calendar to determine the exact date when classes may still be dropped with a grade of "W".

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 obli-

gation.

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.

Administrative Withdrawal— Students may be withdrawn administratively, such as for non-attendance. All faculty may officially drop a student for "excessive absence" after two weeks of consecutive absences which occur during the first 75 percent of the semester or term. Students will not be dropped for non-attendance after 75 percent of a term or session is completed. Students should refer to the current academic calendar to determine the exact date when drops for non-attendance may be completed. The administrative withdrawal does not remove any financial obligations incurred for the class.

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

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. Each student who enrolls in a class, which is later cancelled, will have an opportunity to add a class as noted on the College's Academic Calendar. When the student does not drop the cancelled class, the college can, without consent of the student, drop the student from the class. Any fee amount due to the student resulting from the cancelled class will be mailed, and federal financial aid will be adjusted as required by regulations.

Refund Policy

A 100 percent refund of tuition and fees is given for complete withdrawal from college prior to 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 total withdrawal from college. For a 16-week session, 12.5 percent of the session is the last day of the second week of classes. For an eight-week session, 12.5 percent of the session is the last day of the first week of the classes.

A 100 percent refund will be given for dropping individual classes during the first 12.5 percent of the semester or session so long as a student does not drop to 0 credit hours. After 12.5 percent of the semester or session has passed, no refunds will be given.

Incomplete Grade Policy

An instructor may assign an Incomplete grade when a student is doing passing work, and has not completed a small portion of the required course work by the conclusion of the term. The instructor decides if there is an acceptable reason (for example, a serious illness) why the student cannot complete the required course work. Both the student and the instructor must complete the Incomplete Grade Request form and file it with the appropriate dean, along with the final grade sheet (scan 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.

A grade of Incomplete may not be assigned in order to give a student a chance to do more work or improve a grade. In no case may an "I" be agreed to prior to the last day to "drop" the class. An "I" may not be used to permit a student to repeat a course or to improve a grade. Students may not re-enroll in courses in which they have received an "I" grade.

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 (dean of Arts & Sciences or dean of Career and technical education). 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". A listing of all "I" grades subject to this conversion will be sent to the appropriate dean.

Pass/Fail Grading System

A maximum of six credit hours taken on a pass-fail basis may apply toward the graduation requirements of an Associate of Science, Associate of Applied Science, or an Associate in General Studies degree. A maxi-

imum of three credit hours may apply toward the graduation 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. Honor points will not be awarded for any course taken on a pass-fail basis. A student must have a minimum of 2.1 for all other credit hours presented for graduation requirements.

Attendance

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 absence” differently, such as three absences per semester, for specific courses. This could result in a drop slip being issued by the instructor for excessive absence. The student should determine what that definition is in each course.

For absences due to school-related activities such as athletic games, music engagements, field trips, etc., the appropriate dean’s office will issue written notices to the faculty members whose classes are involved stating who is to be excused and for what period of time. A student cannot drop a course merely by not attending classes. The student dropped by the instructor will be notified by the registrar.

Transfer Student General Education Block

The Missouri Coordinating Board for Higher Education has established guidelines for transfer policies for the state of Missouri. These policies may be reviewed on the CBHE web site, www.cbhe.state.mo.us/acadafrs/gepolicy.htm.

Mineral Area College’s 42-semester-hour general education block of credit complies with the statewide general education policy. Students who complete the 42-hour-block of credit will meet the requirement of the 42-hour block of general education credit at other public and signatory institutions in Missouri. Courses taken in addition to general education requirements should be carefully chosen to ensure each course applies to the baccalaureate graduation requirements for the program of study at the college or university to which the student intends to transfer. It is the student’s responsibility to become familiar with the specific major and graduation requirements of the baccalaureate institution to which the student intends to transfer.

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 Associations of Colleges and Schools: North Central, Middle States, New England, Northwest, Southern and Western. Student with transfer credits 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 GPA quality points and grade points will be transferred and averaged into the student’s cumulative grade point earned at Mineral Area College.

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. Students should consult an academic advisor early regarding transferability of credit earned at Mineral Area College, to assure smooth transfer to a four-year institution. 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 catalog of the institution they plan to attend, and meet those requirements and recommendations for a selected area of concentration.

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 Registrar’s Office, MAC, P. O. Box 1000, Park Hills, MO 63601-1000) or faxed to (573) 518-2216 and must include the following information:

- (1) student's full legal name and any former names
- (2) student's Social Security number or student identification number
- (3) student's birthdate
- (4) student's current address including day phone number
- (5) address to which transcript is to be mailed; give complete information as to street address and location and office or agency to which transcript is to be mailed.
- (6) student's 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.

Please allow two 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.

Release of Transcripts and Diplomas

A student may not graduate or receive any diploma, certificate, 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.

Grade Reports

Grades are issued at the end of each semester. Students may view their semester grades on the Internet through the Student Information System (S.I.S.), using their Personal Identification Number (PIN). Grades are no longer mailed to students, except to high school students who are enrolled in MAC dual credit courses.

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, students will not be allowed to do any of the following until the hold is removed:

1. Enroll in courses in subsequent semesters
2. Obtain a transcript
3. Receive a diploma or certificate
4. Access the Student Information System

Student Information System

Mineral Area College's Student Information System (S.I.S.) allows currently enrolled students to access their academic and personal information, such as student schedules, transcripts, financial aid information and student billing, via the Internet.

Students can also access Mineral Area College's course catalog and semester schedule using S.I.S. without being enrolled or using an ID or personal identification number (PIN).

S.I.S. operates in a secure environment. Students must use their Social Security number and a PIN to access their personal information. Initial PINs are created by using date of birth. Students will then be prompted to change the PIN to make up their own PIN for future access.

Students access S.I.S. by logging on to Mineral Area College's web site, www.MineralArea.edu and clicking "S.I.S."

Verification of Enrollment

The student may either fill out a verification of enrollment form on campus or write a letter and mail it to the Registrar's Office with the following information:

1. Full name
2. Address and phone number
3. Social Security number

4. Date of birth
5. Semester(s) to be verified
6. For health insurance, provide parent name and Social Security number for identification.
7. Student signature

Current semester enrollment verification can be requested after classes have been in session for one week. Two days should be allowed for processing.

The Verification of Enrollment form is available at www.MineralArea.edu on the Student Services page.

Student Conduct (Excerpt)

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

Misconduct for which students are subject to college discipline is as follows:

1. Dishonesty such as cheating, plagiarism or knowingly furnishing false information to the college.
2. Forgery, alteration or use of college documents, records or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including public service functions and activities on college premises.
4. Physical abuse of any person on college premises, at college-sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft from or damage to college premises, or theft from or damage to property of a member of the college community on college premises.
6. Failure to comply with directions of college officials acting in performance of their duties.
7. Use of, being under the influence of, possession of or distribution of alcohol or illegal drugs on campus or at college-sponsored functions is prohibited under the rule of expulsion.
8. Disorderly conduct, breach of the peace, or infringement upon the rights of others, whether on college-owned property or at college-sponsored or supervised functions.
9. Possession or use of firearms, explosives, dangerous chemicals or other weapons on campus or at college-sponsored activities.
10. Violation of published college regulations, including regulations relating to entry and use of college facilities and any other regulation which may, from time to time, be enacted.

Student Due Process

Students have a right to appeal any decision made by faculty, student-faculty committee, or administration. In all cases, the final board of appeal will be the Board of Trustees, the governing body of the Mineral Area College district.

Guidelines: Except where a definite procedure exists, the following will serve as guidelines for all appeals:

1. Any student wishing to make an appeal may or may not choose a faculty adviser to help advise and represent him or her in the due process procedure.
2. It will be the student's responsibility to see that the appeal is placed with the dean of Student Services.
3. The dean of Student Services will review the circumstances of the student's appeal and will channel said appeal to the appropriate office, dean or committee.
4. The appropriate office, dean or committee will review the case referred by the dean of Student Services and render a decision. In the cases of committee jurisdiction, the student will have the right to a formal hearing.
5. If the student disagrees with the decision made by the appropriate office, dean or committee, he/she may appeal that decision to the president, who will review the case with the student and render a decision.
6. In the case of such appeal, a final appeal requesting a hearing of the case may be made in writing to the chairman of the Mineral Area College Board of Trustees.
7. In order to protect the welfare of the student, all appeals will be resolved expeditiously.

Directory Information/Public Information

For distribution to the public, Mineral Area College has defined the following as directory information: In compliance with the Family Educational Rights and Privacy Act of 1974 (P.L.93-380) as amended by L. 93-568, students may review any of their records by completing a formal, written request at the Registrar's Office.

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or a part thereof.

Mineral Area College considers the following to be a student's directory information: 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 members of athletic teams, degree(s) conferred (including dates), awards, and most previous educational institution attended.

If issues of health and safety can be documented, campus community and law enforcement personnel may also be provided an individual photo. Further, the college releases lists of students who qualify for the dean's list, as well as lists of graduates to newspapers which cover the permanent address of record.

(The Privacy Act does not permit the college to provide information regarding grades, transcripts, or schedules to parents of students 18 years or older.)

The college may use directory information internally as well as release it without prior consent.

Anyone may prevent disclosure of directory information by completing a Request To Restrict Directory Information form in the Registrar's Office before the end of the second week of classes during the fall and spring semester and by the end of the first week of classes of a summer or interim term. Forms to request the withholding of directory information will be available during registration. The request to withhold directory information must be renewed each semester.

If a student does not specifically ask that directory information be withheld, the college will assume he or she approves the disclosure of that information.

Mineral Area College retains the right to exercise discretion in determining the release of directory information.

Student Right to Know and Campus Security

Mineral Area College certificate and degree completion rates and crime statistics are published annually in the Student Handbook, and are available in the Student Services Office.

Civil Rights Grievance Procedures (Title VI, Title IX, Age Discrimination Act, Section 504, and Americans with Disabilities Act)

Students, employees, and the public have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990. Contact the Student Services for full text of policies.

Computer Systems and Network Acceptable Use Policy

All full-time employees and all students in good standing are eligible for a MACNET account. The MACNET account, as well as user's access to and use of computers and equipment, is a privilege that may be revoked for failure to abide by any of the policies and guidelines set forth in this agreement. By continued use, user acknowledges responsibility for the proper use of the account and agrees to adhere to all policies specified herein. Questions related to the MACNET Computer Systems and Network Use Policy should be addressed to Computing Resources.

1. Use of college computer systems and access to computer networks are services made available solely to further the mission of MAC. Commercial use is prohibited.

2. User is responsible for the security of the account. Use of another's account or loaning the use of the account to another is prohibited. The password should be kept secret at all times. Ultimate responsibility for usage that does or does not conform to this policy is with the individual to whom the account was granted. If unauthorized access to the account is suspected, it should be reported immediately to Computing Resources.

3. Most software available in MAC facilities is proprietary and is protected by licensing agreements, in addition to state and federal copyright laws. Therefore, copying software from a college computer system is strictly forbidden unless specifically authorized by an appropriate college authority. The installation of non-college owned or licensed software is also prohibited, unless individually authorized by Computing Resources.

4. Software and data available via "anonymous ftp." at various sites across the Internet may be protected by federal copyright law, as well as the licensing provisions established by its authors or inventors. User is responsible for being aware of and complying with the licensing and copyright restrictions applicable to the software and data files accessed. Lack of knowledge will not justify a violation of the law.

5. Federal law prohibits the transmission of certain software into certain foreign nations.

6. Users must respect the privacy of others at all times, and should not access private computer files or communications of others, even if those files are unprotected.

7. Game-playing by MAC employees during work hours is prohibited. Game playing by students in college laboratories is prohibited unless assigned as part of a course or done during approved hours. This includes interactive games, chat lines, personal computer games, etc.

8. The creation, dissemination or possession of chain letters or pornographic or illegal documents or images is forbidden.

9. Abusive conduct or language is absolutely forbidden. Examples of such conduct include, but are not limited to: a. placing unlawful information on the system; b. sending annoying, harassing or obscene messages or images to other users, either publicly or privately; c. damaging any MAC hardware or software; d. deleting any MAC provided software or any data or communication not belonging to the user; e. knowingly introducing a computer virus or other destructive program.

The college will be the sole arbiter of what constitutes abusive conduct. In addition to the immediate revocation of account privileges, abusive conduct may also result in both criminal and civil liability, including the recovery of any costs incurred for the repair, replacement or restoration of any equipment, program, data or service, as well as those damages recoverable under Section 537.525 of the Revised Statutes of Missouri. MAC reserves the right to review any material stored in files and to edit or remove any material the college, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

10. MAC disclaims any responsibility for the content, quality, performance or any other aspect of the Internet. MAC makes no representation or warranty relating to use of the system or the Internet, including without limitation the implied warranties of merchantability or fitness for a particular purpose. In no event will MAC be liable for any consequential, incidental, indirect or special damages resulting directly or indirectly from your use of the system or the Internet. User agrees to defend, indemnify and hold MAC harmless from and against any claims, damages, losses, liabilities, costs and expenses resulting, directly or indirectly, from user's use of the system or the Internet. Further, MAC is not liable for the payment of any fees, charges or expenses incurred by an end-user.

11. In addition to the provisions of federal criminal law, fraudulent use of computer accounts, networks, mail services or other computer resources is a crime. Missouri law makes unauthorized access or interference with computer systems, computer data and other computer users a Class D Felony (Class A Misdemeanor where the damage is less than \$150).

12. Upon detection of a violation of the Agreement the college may immediately disable the account:

- a. Users violating the Acceptable Use Policy will be put on written notice by either the dean of Arts and Sciences, the dean of Career and Technical Education, or the director of Computing Resources with the specific violations given.
- b. Users will follow the due process procedures listed in Board Policy to appeal the action resulting from the violation.

Degrees & Certificates

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Degrees may be awarded at the end of any term, but formal graduation exercises are held only at the conclusion of the spring semester. No student shall be granted a degree in absentia except where there are extenuating circumstances to be determined by the dean of the respective division. Such determination will be made prior to graduation exercises. No student in the Career & Technical Education Division will be awarded a degree or certificate unless they have completed the course Preparation for Employment.

Each candidate for a degree or certificate must have an average grade point average of at least 2.0. All students must verify prior to receipt of an Associate Degree or Certificate satisfactory completion of a minimum of three semester hours of credit or its equivalent in computer science, computer related courses, or information systems courses. The last 15 credits offered for graduation must be earned at Mineral Area College. Students enrolled in two-

year cooperative programs with other institutions are exempt from this requirement. A maximum of six semester hours in career and technical education may be accepted as electives in meeting the requirements for the Associate of Arts Degree.

Students preparing to graduate with a degree or certificate are required to complete the ACT CAAP test battery as an exit examination.

Arts & Sciences Division

The Arts and Sciences Division offers the Associate of Arts and the Associate in General Studies Degrees. The Associate of Arts Degree is the primary program through which the institution prepares students to transfer to a four-year institution with the intent of obtaining a baccalaureate edu-

is regulated by the Coordinating Board for Higher Education which has established guidelines for transfer credit which outline an expected general education core consisting of a required set of courses composed of a specific number of semester credit hours within designated areas. The Associate in General Studies Degree program is less rigorous than the Associate of Arts Degree program. This degree is not geared for transfer to other institutions and is subject to a course by course evaluation if a student does transfer.

The Arts and Sciences Division also offers several unique programs of which students may take advantage. They are the Honors Program, Pre-Professional Teacher Education Program, and an Associate of Science in Pre-Engineering with the University of Missouri-Rolla. Also available is a semester abroad in Canterbury, England. Additional information on the special programs is available in the dean of Arts and Sciences' office.

Associate of Arts Majors

Agriculture*
 Art*
 Biology*
 Biological Science
 Business
 Business Education*
 Chemistry*
 Computer Science
 English*
 Foreign Language*
 Government
 History
 Home Economics*
 Human Services
 Information Systems
 Mass Communications
 Mathematics*
 Music*
 Physical Education*
 Physics
 Psychology
 Social Studies*
 Speech*
 Speech and Drama
 Pre-Agriculture
 Pre-Architecture
 Pre-Business Administration
 Pre-Engineering
 Pre-Forestry
 Pre-Journalism
 Pre-Law
 Pre-Medicine
 Pre-Pharmacy
 Pre-Social Community Services
 Pre-Teaching Elementary
 Psychology

*Denotes Pre-Teaching, Secondary program

Associate of Arts

The general education transfer degree program shall consist of college-level (non-developmental) course work or its equivalent in each of the following curricular areas:

Area	Semester Hrs. Req'd
Communications	9 hours
Three (3) courses — two (2) of which must be written (ENG133, ENG134); one (1) oral communication (ENG144, ENG167, ENG200).	
Humanities	9 hours
Three (3) courses from at least two (2) disciplines three (3) hours of which must be a cultural diversity course (<i>*denotes class fulfills cultural diversity requirement</i>):	
<u>Art:</u>	
*History of Art I, II, III (ART149, ART150, ART151), Intro to Humanities (ART153)	
<u>Literature:</u>	
Intro to Literature: Prose and Poetry (ENG157) * Literary Masterpieces I or II (ENG212, ENG213) English Literature I or II (ENG233, ENG 234) American Literature I or II (ENG243, ENG244) Readings in Short Fiction (ENG246) *Multicultural Literature (ENG250)	
<u>Theater:</u>	
Intro to Literature: Drama (THE120) Intro to Theater (THE100) *World Drama (THE212)	
<u>Foreign Language:</u>	
*Any Modern Language Course (MFL prefix)	
<u>Mass Communications:</u>	
*Introduction to Cinema (COM106)	
<u>Music:</u>	
Music Theory I, II, III, or IV (MUS131, MUS132, MUS133, MUS134) Appreciation of Music (MUS163) Introduction to Music (MUS173) Appreciation of Jazz (MUS165)	
<u>Social:</u>	
Intro to Philosophy (PHI140) *Comparative Religion (PHI141) Intro to Ethics (PHI142) History of Christianity (HIS119) *Western Civilization I or II (HIS113, HIS114) *Modern Latin America (HIS150) *World Civilization I (HIS110) *World Civilization II (HIS152) *Intro to Latin American History (HIS136) *Intro to Cultural Anthropology (SOC154) *Ethnicity and Cultural Differences in America (SOC160)	
NOTE: No studio courses count as a humanity. Ensemble courses (MUS101, MUS102, MUS105, MUS106, MUS 109) do not count as a humanity, but up to six hours of ensemble courses do count toward the AA degree as electives.	
Physical and Biological Sciences	8-10 hours
Two (2) courses, one from each discipline, including at least one (1) with its associated laboratory component.	
Mathematics	3 hours
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.	
History and Political Science	6 hours
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 (6) hours in the following combinations: 1. American History I & II (HIS123 and HIS124); 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); or, 4. American National Government and American History I or II (POS113 and HIS123 or HIS124).	
Social & Behavioral Sciences	3 hours
One (1) course — Three semester hours in a Psychology (PSY) or Sociology (SOC) course, or Principles of Macro-	

economics (BUS243) or Principles of Microeconomics (BUS294).

Computer Information Systems 3 hours
One (1) course with CIS or CSC prefix.

General Education Elective If necessary to fill 42-hour block.

Total General Education 42-44 hours
Recommended Major and Elective Courses 18-20 hours

General Requirements For AA Degree

1. Sixty semester hours plus two hours in Physical Education activity classes.
2. Last 15 hours must be earned at Mineral Area College.
3. Cumulative GPA of 2.0 (C) or better.

General Policies

1. A student must have a minimum of 42 semester hours in general education selected from the above categories. The rest of the program will be planned according to the student's major and the requirements of the school to which he/she plans to transfer. The student will offer for graduation at least 60 hours (exclusive of Physical Education activity course). All must be transfer type credit.
2. Six hours of practical arts (career and technical) courses may be applied toward the AA degree.
3. Application for graduation must be filed during the first two weeks 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 graduates must attend commencement exercises to receive a diploma. Fall and summer graduates have the option of attending commencement exercises in the spring, or may have the diploma mailed to them.
5. Graduates are required to undergo an outcome assessment test (exit exam) as a condition of graduation.
6. Six elective credits may be fulfilled through participation in ensembles, which consist of MUS105 Mineral Area College 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.

*Audition required.

n Associate in General Studies

- 6 hours English Composition I & II (ENG133 & ENG134)
6 hours Social 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 (6) 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); or, 4. American National Government and American History I or II (POS113 and HIS123 or HIS124).

- 3 hours Math or Science. Three semester hours in either science or MAT113 or above required. (Elementary Algebra counts towards the 60 hours but does not meet the math requirement)
3 hours Music, Art, or Literature. No studio courses count as a humanity. Ensemble courses (MUS101, MUS102, MUS105, MUS106 and MUS109) do no count as humanities, but do count toward the AGS degree as an elective.
2 hours Physical Education (activity course) or 2 hours School Health

General Requirements for the AGS Degree

1. Complete 60 semester hours.
2. The last 15 hours must be earned at Mineral Area College.
3. Cumulative GPA or 2.0 (C) or better.

General Policies

1. Application for graduation must be filed during the first two weeks 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.
2. Spring graduates must attend commencement exercises to receive a diploma. Fall and summer graduates have the option of attending commencement exercises in the spring, or may have the diploma mailed to them.
3. Graduates are required to undergo an outcome assessment test (exit exam) as a condition of graduation.
4. A maximum of 15 hours of coursework under the 100 level may count toward this degree.
5. Courses from the Career & Technical Education Division will be accepted as electives for the Associate in General Studies Degree.

Career & Technical Education Division

The mission of the Career & Technical Education Division is to provide programs designed to give the technical knowledge, manipulative skills, and general background necessary for successful achievement in technical and semiprofessional employment. There are two ways in which this is accomplished. The first

way is to provide 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 Degree, Associate of Applied Science Degree or Associate of Arts Degree. The second way is to provide 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 vocational/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 vocational curricula are in the area of general education.

Some vocational 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 vocational 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)

CERTIFICATES

Automotive Collision Technology
 Automotive Technology
 Business Computer Programming
 Business Management
 Child Care Training
 Child Development (Early Childhood)
 Civil/Construction Technology
 Computer-Aided Drafting/Design 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 Maintenance
 Graphic Arts/Printing Technology
 Heating, Air Conditioning and Refrigeration Technology
 Horticulture Services Operations Technology
 Industrial Maintenance
 Machine Tool Technology
 Manufacturing Technology
 Office Systems Technology
 Operations Management and Manufacturing Supervision
 Police Officers Standards Training (POST)
 Practical Nursing
 Welding Technology

TECHPREP: ARTICULATED SECONDARY- POSTSECONDARY (2+2) PROGRAM

Automotive Collision Technology
 Automotive Technology
 Business Management
 Civil/Construction Technology
 Computer-Aided Drafting/Design Technology
 Computer Networking Technology
 Construction/Building Technology
 Culinary Arts
 Electronics Technology
 Graphic Arts/Printing Technology
 Heating, Air Conditioning, and Refrigeration Technology
 Manufacturing Technology/Machine Tool-CNC Option
 Microcomputers
 Office Systems Technology
 Welding Technology

ASSOCIATE OF APPLIED SCIENCE

Agribusiness
 Automotive Collision Technology*
 Automotive Technology*
 Business Related:
 Banking and Finance
 Business Computer Programming
 Business Management
 Accounting
 Microcomputers
 Health Care Administration
 Office Systems Technology
 Child Development
 Civil/Construction Technology
 Computer Networking
 Construction/Building Technology*
 Culinary Arts*
 Electrical/Electronic Technology
 Fire Science Technology
 Graphic Arts/Printing Technology*
 Heating, Air Conditioning and Refrigeration Technology*
 Horticulture Services Operations Technology
 Industrial Maintenance
 Machine Tool Technology*
 Manufacturing Technology

Occupational Education
Occupational, Safety, Health and Environmental Technology
Operations Management and Manufacturing Supervision
Welding Technology*

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

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.

n 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 graduate 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 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 Spring 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 February test date, and have the minimum scores:
 - A. ACT:
 - 1.) English — 16*
 - 2.) Math — 18* (and a grade of "C" or above in Elementary Algebra)
 - 3.) Composite — 17

*Scores are adjusted for classroom competence

**See adviser for comparison scores on the ACT COMPASS

B. ACT COMPASS:

- 1.) Writing — 52
 - 2.) Pre-Algebra — 48
5. Have a GPA of 2.0 or above (based on degree credit only).
 6. Evidence the personal qualification necessary for a nursing career as determined by Mineral Area College.
 7. Score at an acceptable level on a college-selected aptitude profile (PSB) and/or an interview as decided by the nursing department. Aptitude tests can be retaken once.
 8. Applications will be accepted from Aug. 1 until Feb. 1 of each school year. Application deadline may be extended.
 9. 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).
 10. 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.
 11. Those who do not meet the above requirements should contact the Allied Health Department or the vocational counselor.
 12. Background checks by the Missouri State Highway Patrol and the Division of Aging are required for all students.
 13. No classes may be added after the first three days of fall and spring classes without permission of the dean.

NOTE: Substitute courses must be approved.

Early Acceptance Criteria

- a. Applications must be received by Dec. 15 and selection will be made in January. All entrance requirements must be met prior to acceptance in addition to the following criteria:
- b. GPA — 2.5 or above
- c. ACT scores:
 - English — 18
 - Math — 19
 - Composite — 19
- d. ACT COMPASS scores:
 - Writing — 68
 - Pre-Algebra — 56
- e. Acceptable scores on the PSB exam

- f. Prerequisite courses completed
- g. Reference score — 30 or above
- h. ACT and COMPASS scores **not** adjusted for early acceptance

Early acceptance of high school students will be considered conditional until a final high school transcript is submitted. Selection is based on 7 semesters of high school credit.

Certificate in Practical Nursing Curriculum (Side-by-side comparison)

Option A

PREREQUISITES

MAT095 Elementary Algebra	3
ENG133 English Comp I	3
Sub Total	6

FIRST SEMESTER

NUR129 Fundamentals of Nursing	6
NUR130 Therapeutic Nutrition	3
NUR131 Personal & Voc. Concepts	1
NUR137 Basic Pharmacy	2
BIO260 Human Anatomy	5
PSY125 Human Growth & Development	3
Sub Total	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
Sub Total	16

THIRD SEMESTER

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

Total Credit Hours:
..... **6 + 54 = 60**

Option B

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

NUR129 Fundamentals of Nursing	6
NUR130 Therapeutic Nutrition	3
NUR131 Personal & Voc. Concepts	1
NUR137 Basic Pharmacy	2
BIO260 Human Anatomy	5
PSY125 Human Growth & Development	3
Sub Total	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
Sub Total	21

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

Total Credit Hours:
..... **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 vocational 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, and two employer 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

*PN Graduates 1991-1996 will receive credit for these courses upon successful completion of LPN-GAP Exam.

Equivalent high school courses in Chemistry, and Algebra I and II if taken for college credit 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 February test date, and have the following minimum scores:
 1. English - 18*
 2. Math - 19* and a grade of C or better in Elementary Algebra
 3. Composite - 19
 *Scores are adjusted for classroom competence.
 - 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. Pre-Algebra - 56
8. Have a GPA of 2.5 or above. The GPA is based on degree credit only.
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 and Retention 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 Aug. 1 until Feb. 1 of each school year. Application deadline may be extended.
14. Students are responsible for seeing that 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.
16. Persons who do not meet the above requirements should contact the Chairperson of the Allied Health Department or the vocational counselor.

17. Background checks by the Missouri State Highway Patrol and Division of Aging are required for all students.

18. No classes may be added after the first three days of Fall and Spring classes without permission of the dean.

19. 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.).

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
Sub Total	27

PN or LPN Graduates of Mineral Area College since 1991

Fall Semester (Fourth Semester)	Credit Hours
ADN149 Medical-Surgical Nursing I	5
NOTE: 5 credit hours articulate from PN Program*	
BIO258 Microbiology	3
ADN151 Clinical Pharmacology	1
Sub Total	9

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

Spring Semester (Fifth Semester)	Credit Hours
ADN161 Nursing of Children	5
ADN150 Medical-Surgical Nursing II	4
NOTE: 2 credit hours articulate from PN Program	
POS113 American National Government	3
SOC113 General Sociology	3
ADN148 Contemporary Nursing	1
Sub Total	16

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
Sub Total	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
Sub Total	6

Fall Semester (Fourth Semester)	Credit Hours
ADN149 Medical-Surgical Nursing I	10

BIO258 Microbiology	3
ADN151 Clinical Pharmacology	1
Sub Total	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

Sub Total 18

n 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 College.

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 Spring Semester in the following order.*
 - a. Elementary Algebra, Intermediate Algebra, or College Algebra 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 February test date, and have the following minimum scores:
 1. English - 18*
 2. Math - 19* and a grade of C or better in Elementary Algebra
 3. Composite - 19

*Scores are adjusted for classroom competence.
 - 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. Pre-Algebra - 56
5. Have a GPA of 2.5 or above. The GPA is based on degree credit only.
6. Evidence the personal qualifications necessary for a nursing career as determined by Mineral Area College.
7. Score at an acceptable level on a college-selected aptitude profile (PSB) and/or an interview as decided by the Nursing Department. Aptitude tests may be retaken once.
8. Applications will be accepted from Aug. 1 until Feb. 1 of each school year. Application deadline may be extended.
9. The following credentials must be on file in the Allied Health Department prior to selection. It is the students 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 handcarried)
 - c. ACT or COMPASS scores
 - d. College or University transcripts (official, not handcarried)

- 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)
10. 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.
11. Persons who do not meet the above requirements should contact the Allied Health Department or the vocational counselor.
12. Background checks by the Missouri Highway Patrol and Division of Aging required for all students.
13. No classes may be added after the first three days of fall & spring classes without permission of the dean.

Early Acceptance Criteria

Applications must be received by Dec. 15. Selection is made in January. All entrance requirements must be met prior to acceptance in addition to the following criteria:

- GPA — 3.0 or above
- ACT Scores:
 - English — 22
 - Math — 21
 - Composite — 21
- COMPASS Scores:
 - Writing — 89
 - Pre-Algebra — 70
- Acceptable score on PSB (aptitude profile exam)
 - Reference score — 30
- Math and Chemistry requirements completed.
- ACT and COMPASS scores **not** adjusted for classroom competence.

Early acceptance of high school students will be considered conditional until a final high school transcript is submitted. Selection is based on seven semesters of high school credit.

n Curriculum Plan for Associate Degree Nursing Program

Prerequisites*	Credit Hours
MAT095 Elementary Algebra	3
PHS125 Introductory Chemistry	5
Sub Total	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
Sub Total	18

Spring Semester	Credit Hours
ADN146 Maternity Nursing	4

ADN163 Mental Health Nursing	4
BIO262 Human Physiology	5
ADN164 Therapeutic Nutrition	3
Sub Total	16

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

Second Year

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

Spring 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
Sub Total	18

Prerequisites - 8 credit hours
Total Credit Hours - 72 (31 Academic + 41 Nursing)

n 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
i s ENG133 English Composition I	3
i ENG134 English Composition II	3
l s HLT 235 Medical Terminology/Intro Path	3
i s MAT095 Elementary Algebra or higher level mathematics course	3
PSY113 General Psychology I	3
POS113 American National Government	3
i PSY125 Human Growth & Development I	3
i n CIS105 Intro to Computers (or higher)	3
Total	24

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

n 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
S ENG133 English Composition I	3
S ENG134 English Composition II	3
7 HLT 235 Medical Terminology/Intro Path	3
S 7 MAT113 Intermediate Algebra or higher level mathematics course	3
PSY113 General Psychology I	3
POS113 American National Government	3
S 4 HLT240 Intravenous Therapy	3
S 7 CIS105 Intro to Computers	3
S 7 BIO254 Human Anatomy/Physiology	5
Total	29

S Course has prerequisite.
7 Required for admission into MARMC Program.
4 Course to be taken during 5th semester of MARMC Program.

n Tech Prep Education

The Southeast Missouri

Regional Tech Prep Consortium

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 nonduplicative, seamless sequence of progressive achievement leading to an associate degree in any of a number of technical and service careers.

The 2+2 articulated occupational 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 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 2+2 associate degree level occupational 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 as a high school Tech Prep student and college credit is earned and grades are transcribed as students proceed through the competency based courses.

The end 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 dual enrollment opportunities for qualifying secondary students through the area career centers and/or comprehensive high schools:

Associate of Applied Science Degrees:

Automotive Collision Technology
Automotive Technology
Business Management
Business Management - Microcomputers
Civil/Construction
Computer Networking
Construction/Building Technology
Culinary Arts
Electrical/Electronics
Graphic Arts/Printing Technology
Heating, Air Conditioning, and Refrigeration Technology
Industrial Maintenance
Machine Tool Technology
Office Systems Technology
Welding Technology

A complete listing of requirements for completion of each associate of applied science degree can be found under their title in the Career and Technical Education Division section of this catalog. 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

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 Administration
 - Office Systems Technology
- Child Development
- Civil/Construction
- Computer Aided Design/Drafting
- Computer Networking
- Electronics Technology
- Fire Science Technology
- Horticulture Services Operations Technology
- Industrial Maintenance
- Machine Tool Technology
- Manufacturing Supervision
- Manufacturing Technology
- Occupational Education
- Occupational Health, Safety and Environmental 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 3-4 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*+
- PHS248 Earth Science I
- 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.

n 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.

AGR112 Animal Science	5
AGR123 Plant Science	5
AGR143 Intro to Soils/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 Micro or Higher	3

Communication Courses	(6)
Human Development Course	(3)
History/Political Science Course	(3)
Math Courses	(6-8)
Physical Science Course	(3-5)
Business Elective	(3)
Computer Elective	(3)
Agriculture Electives	(6-8)
Total Cr. Hrs.	65-73

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

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.

n 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
BUS200 Principles Acct. I	3
Computer Elective	3
BUS293 Macroeconomics	3
Sub Total	18

Spring Semester

ENG144 Public Speaking	3
Math Elective	3
BUS205 Principles Acct. II	3
BUS/MGT Elective	3
Banking Elective	3
Computer Elective	3
Sub Total	18

Second Year

Fall Semester

BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS253 Legal Env Business	3
Computer Elective	3
Pol Sc/History Elective	3
BUS/MGT Elective	3
Banking Elective	3
Sub Total	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
Sub Total	17-19

Second-Year A.A.S. Degree

MGT184 Finance or MGT276 Analyzing Financial Strmts.	3
ENG134 English Comp II	3
MGT171 Human Resource Management	3
POS113 American Nat'l Government	3
MGT247 Money & Banking	3
MGT202 Selling Bank Services**	2
BUS253 Legal Environment Bus or	
MGT274/259 Law & Banking Princ.	2-3
PSY113 General Psychology I	3
OST140 Business Communications I	3
PAW106 Prep for Employment	1
Banking Electives** or Approved Substitutions	4-6
Total Hours	30-33

* At least one semester of Keyboarding credit is required.

** Banking courses are offered only at night or on weekends.

Banking Electives:

MGT273/257 Marketing for Bankers (3)	
MGT204 Customer Service Skills (1)	
MGT272 Law & Banking Applications (3)	
MGT259/274 Law & Banking Principles (2-3)	
MGT252 Consumer Lending (3)	
MGT278 Teller Training — Basic (1)	
MGT279 Teller Training — Advanced (1)	
MGT255 Bank Accounting (3)	
MGT277 Deposit Operations (3)	
Total Hours	60-67

n 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
Sub Total	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
Sub Total	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
Sub Total	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
Sub Total	16

GENERAL EDUCATION

Communication	9
Human Development	3
Employment	2
History & Political Science	3
Mathematics	6-10
Science	3-5
Computer Information Systems	23
Computer Science	12
Electives	3
Total General Education	24-30
Recommended Major and Elective Courses	40
Total Required	64-70

n 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

BUS200 Principles Acct. I	3
Computer Elective	3
BUS293 Macroeconomics	3
Sub Total	18

Spring Semester	Credit Hours
ENG133 English Comp I	3
Human Dev Elective	3
MGT180 Business Math	3
BUS200 Principles Acct. I	3
Computer Elective	3
BUS293 Macroeconomics	3
Sub Total	18

Second Year

Fall Semester	Credit Hours
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS253 Legal Env Business	3
Computer Elective	3
Pol Sc/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Sub Total	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
Sub Total	17-19

GENERALE EDUCATION

Communication	6
Human Development	3
Employment	2
History & Political Science	3
Mathematics	3
Science	3-5
Computer Information Systems Electives	6
Business/Business Management	24
Business/Business Management Electives	21
Total General Education	18-20
Recommended Major and Elective Courses	53
Total Required	71-73

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
BUS200 Principles of Accounting I	3
MGT180 Business Math	3
BUS233 Marketing	3
BUS210 Fundamentals of Management	3
CIS105 Introduction to Computers	3
Sub Total	18

Spring Semester	Credit Hours
BUS205 Principles of Accounting II*	3
BUS293 Principles of Macroeconomics	3
MGT171 Human Resource Mgt.*	3
CIS232 WordPerfect I*	3
BUS Business OR CIS Computer Elective	3

PAW106 Prep for Employment	1
Sub Total	16

TOTAL HOURS	34
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*See Course Description for prerequisites

n 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
BUS293 Principles of Macroeconomics	3
Sub Total	18

Spring Semester	Credit Hours
ENG144 Public Speaking	3
Math Elective	3
BUS205 Principles Acct. II	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Computer Elective	3
Sub Total	18

Second Year

Fall Semester	Credit Hours
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS253 Legal Env Business	3
Pol Sc/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
**Tax Accounting	3
Sub Total	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
Sub Total	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.

GENERALE EDUCATION

Communication	6
Human Development	3
Employment	2

History & Political Science	3
Mathematics	3
Science	3-5
Computer Information Systems Electives	6
Business/Business Management	24
Business/Business Management Electives	12
Central Methodist Required Courses	9
Total General Education	18-20
Recommended Major And Elective Courses	44
Central Methodist College Courses	9
Total Required	71-73

n Health Care Administration

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
BUS200 Principles Acct. I	3
Computer Elective	3
BUS293 Principles of Macroeconomics	3
Sub Total	18

Spring Semester	Credit Hours
ENG144 Public Speaking	3
Math Elective	3
BUS205 Principles Acct. II	3
HLT235 Med Term/Pathology	3
BUS/MGT Elective	3
Computer Elective	3
Sub Total	18

Second Year

Fall Semester	Credit Hours
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS253 Legal Env Business	3
BUS/MGT Elective	3
Pol Sc/History Elective	3
HLT166 Supervsn Short-Term	3
HLT164 Short-Term Internship	3
Sub Total	18

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

GENERAL EDUCATION

Communication	6
Human Development	3
Employment	2
History & Political Science	3
Mathematics	3
Science	3-5

Computer Information System Electives	6
Business/Business Management/Health Care	36
Business/Business Management Electives	9
Total General Education	18-20
Recommended Major and Elective Courses	53
Total Required	71-73

n 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
BUS200 Principles Acct. I	3
Computer Elective	3
BUS293 Macroeconomics	3
Sub Total	18

Spring Semester	Credit Hours
ENG144 Public Speaking	3
Math Elective	3
BUS205 Principles Acct. II	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Computer Elective	3
Sub Total	18

Second Year

Fall Semester	Credit Hours
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt	3
BUS253 Legal Env Business	3
BUS/MGT Elective	3
Pol Sc/History Elective	3
Computer Elective	3
Computer Elective	3
Sub Total	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
Sub Total	17-19

GENERAL EDUCATION

Communication	6
Human Development	3
Employment	2
History & Political Science	3
Mathematics	3
Science	3-5

Computer Information System Electives	15
Business/Business Management	24
Business/Business Management Electives	12
Total General Education	18-20
Recommended Major and Elective Courses	53
Total Required	71-73

n Computer Networking

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
Sub Total	17

Spring Semester

CIS184 Microsoft Net. Admin	3
CIS186 Internetworking II	5
Math Elective	3
Management Elective	3
CIS200 Micro Oper. Systems	3
Sub Total	17

Second Year

Fall Semester

CIS267 Internetworking III	3
ENG144 Public Speaking	3
Science Elective	3
CIS183 Novell Net. Admin	3
Elective	3
Sub Total	15

Spring Semester

CIS269 Internetworking IV	3
CSC150 Basic Programming.	3
Human Dev. Elective	3
PAW106 Prep for Employ.	1
MGT194 Management Sem.	1
Elective	3
Sub Total	14

GENERALEDCATION

Communication	6
Human Development	3
Employment	2
History & Political Science	3
Mathematics	6-10
Science	3-5
Management	3
Computer Information Systems	28
Computer Science	3
Electives	6
Total General Education	21-27
Recommended Major and Elective Courses	42
Total Required	63-69

n Office Systems Technology

Modern offices have a totally different appearance than was the case 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 v-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
Sub Total	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
Sub Total	18

Second Year

Fall Semester

	Credit Hours
OST140 Business Comm. I	3
Math Elective	3
OST108 Ten Key	1
OST110 Records Mgmt/Filing	2
Pol Sc/History Elective	3
MGT171 Human Res. Mgmt.	3
Computer Elective	3
Sub Total	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
Sub Total	17-19

GENERALEDCATION

Communication	6
Human Development	3
Employment	2
History & Political Science	3

Mathematics	3
Science	3-5
Computer Information Systems Electives	6
Office Systems Technology	45
Total General Education	24-26
Recommended Major and Elective Courses	47
Total Required	71-73

**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. Type 40 wpm for five minutes with no more than five 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. Type 50 wpm for five minutes with no more than five 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.
- 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 hour
Pass a comprehensive 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.
- 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.
- OST240 Business Internship — 3 credit hours
 1. Three years' full-time, verifiable office experience.
 2. Sophomore status with a 2.0 GPA in secretarial subjects.
 3. The student must present a letter to the instructor of the class stating this experience. A conference will be held with the student. Two members of the department will evaluate the student's experience and then consult with the dean for approval of the student's request.

**One-Year Certificate
in Office Technology**

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.

**First Year
Fall Semester**

Credit Hours

OST102 Keyboarding II*	3
ENG133 English Composition I	3
OST110 Filing Systems/Records Mgt.*	2
OST108 Ten-Key Numeric Systems	1
OST150 Applied Accounting I#	3
OST130 Office Procedures I*#	3
Sub Total	15

Students may take either PRINCIPLES OF ACCOUNTING I AND an elective or SECRETARIAL ACCOUNTING I AND SECRETARIAL ACCOUNTING II.

Spring Semester	Credit Hours
OST220 Introduction to Business	3
OST140 Business Communications	3
PAW106 Preparation for Employment	1
CIS232 WordPerfect or CIS235 Microsoft Word	3
CIS105 Intro to Computers or CIS175 Microcomputer Applications	3
OST132 Office Procedures II	3
Sub Total	16

TOTAL HOURS **31**

* See Course Description for prerequisite.

■ Child Development

Mineral Area College offers a career pathway to Early Childhood Development/Education. The pathway will prepare the student in a career working with children birth to 8 years of age in a quality child care setting. The courses allow the student to establish a solid foundation in working with the developing child. The pathway of Child Development prepares the student for the nationally recognized Child Development Associate certificate (CDA), or Director of a licensed Child Development Center (Director's Certificate); or Lead Classroom Teacher in Head Start or Even Start; or as an aid to a classroom teacher in the public school setting; or as a Parent Educator for Parents as Teachers (Associate of Applied Science Degree).

Core Courses

Course	Semester	Credits
ECE100 Introduction to Earlyl* Childhood Education	Fall	3
EDU130 Child Development	Fall	3
ECE104 Early Childhood Health, Safety and Nutrition	Fall	3
EDU240 Infant/Toddler Methods & Materials	Fall/Spring	3
ECE210 Organization & Management of Early Childhood Centers	Spring	3
Total Hours		15

Child Development Associate (CDA)

Course	Semester	Credits
ECE100 Introduction to Earlyl* Childhood Education	Fall	3
ECE102 Guiding Alternatives for Young Children*	Fall	3
ECE104 Early Childhood Health, Safety and Nutrition	Fall	3
EDU130 Child Development	Fall	3
Total Hours		12

Director's Certificate in Child Development

In addition to 15 hours of Core Courses:

Course	Semester	Credits
ECE102 Guiding Alternatives for Young Children*	Fall	3
ECE200 Practicum Classroom Experiences	Spring	3
CIS105 Intro to Computers* -OR- CIS220 Micro Spread Sheets Application*	Fall/Spring	3
MGT171 Human Resource Management	Fall/Spring	3
PAW106 Prep for Employment	Fall/Spring	1
ECE204 Home, School & Family	Spring	3
SOC123 Social Problems	Fall/Spring	3
Total Hours		34

Associate of Applied Science

In addition to core courses and General Education Requirements: 20 hours.

Course	Semester	Credits
ECE102 Guiding Alternatives for Young Children*	Fall	3
ECE200 Practicum Classroom Experiences	Spring	3
ECE202 Emerging Language & Literacy Skills	Spring	3
ECE204 Home, School & Family	Spring	3
ECE210 Organization & Management of Early Childhood Centers	Spring	3
EDU240 Infant/Toddler Methods & Materials	Fall/Spring	3
CIS105 Intro to Computers* (or similar class)	Fall/Spring	3
MGT171 Human Resource Management	Fall/Spring	3
PAW106 Prep for Employment	Fall/Spring	1
Total Hours		63

*NOTE: Child Development is a prerequisite (or may be taken concurrently) for Early Childhood Education and Guiding Alternatives for Young Children. It is recommended that Early Childhood Education be taken concurrently with Guiding Alternatives for Young Children.

n 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

n 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	1
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
TEC134 Special Applications in CAD/D	3
TEC153 Three-Dimensional Modeling CAD/D	3
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	66-74

n 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.

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

BUS210 Fundamentals of Management	3
CIS175 Microcomputer Applications*	3
CIS183 Novell Net. Administrator	3
CIS185 Internetworking I	5
CIS186 Internetworking II	5
CIS200 Microcomputer Operating Systems*	3
CIS265 Internetworking III	5
CIS266 Internetworking IV	5
CSC150 BASIC Programming*	3
CIS181 Network Administration*	3
Electives	3

GENERAL EDUCATION 23-25

MAJOR AND ELECTIVES 41

TOTAL HOURS 64-66

*Designates that there is a prerequisite for that particular course.

Criminal Justice Related

Mineral Area College has designed a full range of degree and certificate programs for individuals inter-

ested in the criminal justice industry. These programs provide opportunities for students to enter immediately into the industry or continue their education through transfer programs. The program has strongly considered the needs of the student for employment opportunities. A law enforcement degree will enable the student to choose three different career paths. Within the 64 hours of course instruction, the student may choose traditional classroom instruction for an Associate of Applied Science degree. A combination of the traditional class attendance and police academy classes will allow the student to obtain an Associate of Applied Science and certification from Missouri Peace Officer Standards and Training.

Additionally, the student may take specific course instruction so that a bachelor's degree in Science can be obtained within the traditional four-year period.

**n 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
CRJ200 Criminal Justice Report Writing	3
PAW106 Prep for Employment	1

Additional programs requirements:

Communication Courses	6
Human Development Course	3
History/Political Science Course	3
Math Courses	6-10

Physical Science Course	3-5
Computer Elective	3
Program Electives	6
Total Cr. Hours	64-70

Choose from the following to fulfill additional programs requirements:

Communication Electives [6 Hours]

ENG132 Applied Communications (3)* [Written]
ENG133 English Composition I (3)*+ [Written]
ENG144 Public Speaking (3)+ [Oral]
ENG167 Interp Communications I (3) [Oral]

Human Development Electives [3 Hours]

SOC113 Gen Sociology (3)
SOC140 Human Relations (3)*
PSY113 Gen Psychology I (3)+
PSY116 Applied Psychology (3)

History/Political Science Electives [3 Hours]

HIS123 Amer History I (3)
HIS124 Amer History II (3)
POS113 Amer Natl Govt (3)
POS114 Amer State/ Local Govt (3)
POS133 International Relations (3)

Mathematics Electives [6-10 Hours]

MAT113 Intermediate Algebra (3)*
MAT114 Applied Mathematics (3)*
MAT123 College Algebra (3)*+
MAT133 Trigonometry (3)*+
MAT160 Calc/Bus & Soc Sci (3)*+
MAT165 Analyt Geom/Calculus I (5)*+
MAT215 Analyt Geom/Calculus II (5)*+
MGT180 Business Math (3)

Physical Science Electives [3-5 Hours]

PHS105 Applied Science (3)
PHS110 Introduction to Physics (3)
PHS125 Introduction to Chemistry (5)*
PHS130 Elementary College Physics (3)*
PHS135 General Chemistry I (5)*+
PHS223 General Physics I (4)*+
PHS248 Earth Science I (5)
TEC107 Unified Technical Concepts I (4)*+
TEC108 Unified Technical Concepts II (4)*+

Computer Elective [3 Hours]

CIS105	Intro to Computers* (3) Or Higher
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Program Electives [6 Hours]

Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC	
HLT175	Emergency Medical Services* (8)
HLT235	Medical Term/Intro Pathology (3)

General education.....21-27 Hours

Major courses and electives.....43 Hours

Total course hours for AAS Degree.....64-70 Hours

Missouri Police Corps

Missouri Police Corps is a scholarship reimbursement program that awards up to \$30,000, which can be applied to past, present and future education, including graduate school. Applicants may apply in their freshman year. They may also choose to receive reimbursement for their education at the end of their college education, after completing the 24-week training program. Participants may choose to apply the money to graduate school. In return for their educational assistance, the participant agrees to attend Missouri Police Corps' residential training program, at no cost to the student, and serve four years as a

uniform patrol officer in a Missouri law enforcement department. Students interested in participating may apply by contacting Missouri Police Corps, or printing an application from the website www.mocorps.org.

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. Training completed after Jan. 1, 1989, may be eligible for transcription by the college. 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.

n 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 ANDELECTIVES:

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 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

n 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.

First Year, Fall Semester

FST101 Fire Fighter I	3
FST137 Ventilation	1
FST201 Fire Fighter II	3
ENG133 English Composition I *	3
TEC190 Technical Math I *	3
PED270 Wellness Center I	1
Sub Total	14

First Year, Spring Semester

FST131 Emergency Vehicle Driving	1
FST133 Ropes and Rapelling	1
FST139 Natural Cover Fires	1
FST209 Vertical Rescue *	1
ENG144 Public Speaking	3
TEC191 Technical Math II *	3
TEC107 Unified Technical Concepts I *	4
CIS175 Microcomputer Applications *	3
Sub Total	17

Summer Semester

FST115 Pump Operations	1
FST134 Foam Applications	1
FST211 Advanced Vertical Rescue	1
PAW106 Prep for Employment	1
Sub Total	4

Second Year, Fall Semester

FST138 Water Supply	1
FST205 Vehicle Extrication	2
FST238 Rapid Intervention Teams	1
FST240 Hazardous Materials Operations	2
FST242 Hazardous Materials Awareness	1
FST250 Fire Instructor I	3
MGT194 Management Seminar	1
SOC113 General Sociology	3
Sub Total	14

Second Year, Spring Semester

FST108 Self-Contained Breathing Apparatus	1
FST111 Vehicle Fire Fighting	1
FST230 Fire Investigation	3

FST232 Incident Command	1
FST236 Drug Lab Awareness Operations	1
FST252 Fire Officer I *	3
POS114 State & Local Government	3
HLT177 First Responder	3
Sub Total	16
TOTAL HOURS	65

*Designates courses with prerequisites.

Additional course options available.

Fire Suppression and Rescue Certificate

FST101 Fire Fighter I	3
FST108 Self-Contained Breathing Apparatus	1
FST111 Vehicle Fire Fighting	1
FST115 Pump Operations *	1
FST131 Emergency Vehicle Driving	1
FST133 Ropes and Rapelling	1
FST134 Foam Applications	1
FST137 Ventilation	1
FST138 Water Supply	1
FST139 Natural Cover Fires	1
FST201 Fire Fighter II	3
FST205 Vehicle Extrication	2
FST209 Vertical Rescue *	1
FST211 Advanced Vertical Rescue *	1
FST230 Fire Investigation I	3
FST232 Incident Command	1
FST234 Incident Response/Terrorism	1
FST236 Drug Lab Awareness Operations	1
FST238 Rapid Intervention Teams	1
FST240 Hazardous Materials Operations	2
FST242 Hazardous Materials Awareness	1
FST252 Fire Officer I	3
HLT177 First Responder	3
PED270 Wellness Center I	1
TOTAL HOURS	36

n Horticulture Services Operation 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

Horticulture Core (31 hours)

HRT101 Introduction to Horticulture	5
HRT103 Math for Horticulture	3
HRT107 Plant Propagation	3
HRT217 Horticulture Maintenance	3
HRTxxx 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 Hours	31

General Education Requirements (21-23 hours)

Communications	6
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Human Development	3
History/ Political Science	3
Mathematics	3
Physical Science	3-5
Support Electives	3
Total Hours	21-23

Support Electives

Organizational Analysis & Management
Advertising & Sales Promotion
Elementary Spanish
Business Communications
Applied Accounting
Introduction to Business
Other courses deemed appropriate by the dean of Career and Technical Education.

Horticulture Electives (15 hours)**Landscape Design Option —**

HRT105 Herbaceous Landscape Plants	3
HRT109 Woody Plants I	3
HRT111 Woody Plants II	3
HRT209 Landscape Design I	3
HRT 211 Landscape Design II	3
Total Hours	15

Greenhouse/Nursery Management Option —

HRT105 Herbaceous Landscape Plants	3
HRT109 Woody Plants I	3
HRT111 Woody Plants II	3
HRT133 Plants for Interior Design	3
HRT221 Greenhouse/Nursery Mgt.	3
Total Hours	15

Turfgrass Management Option —

??xxx Vocational Spanish	3
HRT233 Turfgrass Pathology	3
HRT121 Intro to Turfgrass Mgt.	3
HRT231 Golf Course Management	3
HRTxxx Turfgrass Equipment	3
Total Hours	15

Viticulture Option —

HRT141 Introduction to Viticulture	3
HRTxxx Wines of the World	3
HRTxxx Basic Wine Making	3
HRTxxx Advanced Vineyard Maintenance	3
HRTxxx Advanced Wine Making	3
Total Hours	15
(also recommended: Vocational Spanish)	

Horticulture Services Operations Technology Certificate Option**COMMUNICATION** 3 HOURS

Choose one course from the following:

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG167 Interpersonal Communication	3

HUMAN DEVELOPMENT AND EMPLOYMENT 2 HOURS

Students must complete the following two (2) courses.

AGR180 Ag Leadership and Employment	1
AGR210 Ag Industry Seminar	1

MATHEMATICS 3 HOURS

Students must complete the following course.

HRT103 Mathematics for Horticulture	3
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BUSINESS 3 HOURS

Choose one (1) from the following business courses:

OST140 Business Communications I	3
OST150 Applied Accounting I	3
OST220 Introduction to Business	3

COMPUTER LITERACY 3 HOURS

CIS175 Microcomputer Applications*	3
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HORTICULTURE 14 HOURS

Students must complete the following courses.

HRT101 Introductory Horticulture	5
AGR143 Introduction to Soils	3
HRT221 Greenhouse and Nursery Management*	3
HRT107 Plant Propagation*	3

HORTICULTURE ELECTIVES 6 HOURS

Choose two (2) courses from the following horticulture courses:

HRT109 Woody Plants I	3
HRT133 Plants for Interior Design	3
HRT217 Horticulture Maintenance	3
HRT209 Landscape Design I*	3
HRT131 Floral Design I	3
HRT105 Herbaceous Landscape Plants	3
HRT111 Woody Plants II	3

GENERAL EDUCATION: 14**MAJOR AND ELECTIVES: 20****TOTAL HOURS: 34**

*Designates courses with prerequisites.

Ornamental Horticulture and Flowershop Operations and Management Technology Certificate Option

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.

COMMUNICATIONS 3 HOURS

Choose one course from the following communications courses:

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG167 Interpersonal Communication	3

HUMAN DEVELOPMENT AND EMPLOYMENT 2 HOURS

Students must complete the following two courses.

MGT194 Management Seminar: Work Place & Life Skills	1
PAW106 Preparation for Employment	1

MATHEMATICS 3 HOURS

HRT103 Mathematics for Horticulture	3
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BUSINESS 3 HOURS

Choose one course from the following.

OST140 Business Communications I	3
OST150 Applied Accounting I	3
OST220 Introduction to Business	3

COMPUTER LITERACY 3 HOURS

CIS175 Microcomputer Applications*	3
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HORTICULTURE 17 HOURS

Students must complete the following courses.

HRT101 Introductory Horticulture	5
HRT131 Floral Design I	3
HRT201 Floral Design II	3
HRT133 Plants for Interior Design	3
MGT203 Advertising and Sales Promotion	3

HORTICULTURE ELECTIVES 3 HOURS

Choose one course from the following horticulture courses:

AGR143 Introduction to Soils	3
HRT217 Horticulture Maintenance	3
HRT105 Herbaceous Landscape Plants	3
HRT107 Plant Propagation	3

GENERAL EDUCATION:	14
MAJOR AND ELECTIVES:	20

TOTAL HOURS: **34**

*Designates courses with prerequisites.

NOTE: Some courses have not been assigned course numbers at the printing of this catalog. These are indicated by an XXX after the department code.

n 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 HOURS

(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.

TEC115 Engineering Drawing	3
TEC130 Computer Aided Design/Drafting	3
TEC178 Blueprint Reading*	3
TEC100 Machine Shop I	6
TEC116, 139, or 143 Machine Shop II, III, or IV*	6
TEC156 Manufacturing Processes & Estimating	3
TEC152 Construction Methods and Estimating	3

ELECTRICAL 9 HOURS

(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 HOURS

(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 6-8 HOURS

(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
TEC136 Principles of Technology I	3

TEC141 Principles of Technology II*	3
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DEGREES & CERTIFICATES

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
EEE170 National Electric Code*	6
EEE171 National Electric Code*	3
TEC110 Technical Internship*	3
Work Experience	

GENERAL EDUCATION 23-25

MAJOR AND ELECTIVES 46-52

TOTAL HOURS 69-77

*Designates prerequisites for the course.

Industrial Maintenance Certificate Option

COMMUNICATION 3 HOURS

Choose one from the following communications courses.

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communication	3
TEC104 Technical Writing*	3

HUMAN DEVELOPMENT and EMPLOYMENT 1-3 HOURS

Choose one course from the following human development courses.

MGT194 Management Seminar: Work Place and Life Skills ...	1
PAW106 Preparation for Employment	1
PSY113 General Psychology I	3
PSY116 Applied Psychology	3
SOC113 General Sociology	3
SOC140 Human Relations	3

MATHEMATICS 3 HOURS

Choose one course from the following mathematics courses.

MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
MAT133 Trigonometry*	3
MAT160 Calculus for Business/Social Sciences*	3
MAT165 Analytic Geometry and Calculus I*	5
MAT215 Analytic Geometry and Calculus II*	5
TEC101 Technical Math I*	4

ELECTRONICS 3 HOURS

Choose three 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 3 HOURS

Choose three hours from the power area.

TEC107 Unified Technical Concepts I*	4
TEC108 Unified Technical Concepts II*	4
TEC136 Principles of Technology I	3
TEC141 Principles of Technology II*	3
TEC203 Basic Fluid Power	3

MANUFACTURING	3 HOURS
Choose three hours from the manufacturing area.	
MFG100 Principles of Maintenance	3
MFG103 Introduction to Quality Theory	3
MFG105 Supply Chain Management and Distribution	3
MGT131 Project Management*	3
MGT173 Safety Management	3
TEC156 Manufacturing Processes and Estimating	3
TEC158 Quality Control and Testing Fundamentals	3
TEC164 Environmental Analysis	3
COMPUTER LITERACY	3 HOURS
CIS175 Microcomputer Applications*	3
GENERAL EDUCATION	13-15
MAJOR AND ELECTIVES	18
TOTAL HOURS	31-33

*Designates that there is a prerequisite for that particular course.

n Machine Tool Technology

Survey data collected by the Regional Technical Education Council indicated that there would be an increased demand for employers 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.

MACHINE TOOL TECHNOLOGY	41 HOURS
The following 10 courses must be completed.	
TEC100 Machine Shop I	6
TEC115 Engineering Drawing	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
ELECTIVE CREDIT	3 HOURS
Choose one three-credit hour course to fit individual student needs. Some of the most common options can be found below.	
EEE150 Basic Electronics	3
EEE155 Electrical Systems	3
EEE158 Practical Electronics I, Motors and Generators*	3
EEE160 Practical Electronics II*	3
EEE170 National Electric Code*	3
MFG100 Principles of Maintenance	3
MFG103 Introduction to Quality Theory	3
MFG105 Supply Chain Management and Distribution	3
MGT131 Project Management*	3
MGT173 Safety Management	3
MGT266 Supervision I: Middle Management	3
TEC110 Technical Internship	3
TEC156 Manufacturing Processes and Estimating	3
TEC158 Quality Control and Testing Fundamentals	3
TEC164 Environmental Analysis	3
TEC173 Problem Analysis	3
DEGREES & CERTIFICATES	
GENERAL EDUCATION	23-25
MAJOR AND ELECTIVES	47
TOTAL HOURS	70-72

*Designates prerequisites for the course.

Machine Tool Technology Certificate Option

COMMUNICATION	3 HOURS
Choose one from the following communications courses.	

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communication	3
TEC104 Technical Writing*	3
HUMAN DEVELOPMENT & EMPLOYMENT	1-3 HOURS
Choose one from the following human development courses.	
MGT194 Management Seminar: Work Place & Life Skills	1
PAW106 Preparation for Employment	1
PSY113 General Psychology I	3
PSY116 Applied Psychology	3
SOC113 General Sociology	3
SOC140 Human Relations	3
MATHEMATICS	3 HOURS
Choose one course from the following mathematics courses.	
MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
MAT133 Trigonometry*	3
MAT160 Calculus for Business/Social Sciences*	3
MAT165 Analytic Geometry and Calculus I*	5
MAT215 Analytic Geometry and Calculus II*	5
TEC101 Technical Math I*	4
TEC103 Technical Math II*	4
TEC112 Industrial Math I*	4
TEC113 Industrial Math II*	4
PHYSICAL SCIENCE	3-5 HOURS
Choose one from the following physical science courses.	
PHS110 Introduction to Physics	3
PHS130 Elementary College Physics*	5
PHS135 General Chemistry I*	5
PHS223 General Physics I*	4
TEC107 Unified Technical Concepts I*	4
TEC108 Unified Technical Concepts II*	4
TEC136 Principles of Technology I	3
TEC141 Principles of Technology II*	3
COMPUTER LITERACY	3 HOURS
CIS175 Microcomputer Applications*	3
MACHINE TOOL TECHNOLOGY	21 HOURS
Choose 21 hours from the machine tool area.	
BUS210 Fundamentals of Management	3
TEC100 Machine Shop I	6
TEC115 Engineering Drawing	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
TEC177 Computer Numerical Control (CNC)*	3
TEC180 Advanced Computer Numerical Control*	3
TEC181 Numerical Control Planning & Tooling*	2
GENERAL EDUCATION	13-17
MAJOR AND ELECTIVES	21
TOTAL HOURS	34-38

*Designates courses with prerequisites.

n Machine Tool Technology-Computer Numerical Control Options

This program is offered jointly by UniTec Career Center (UTCC) and Mineral Area College. All courses are offered on the Mineral Area College campus except for the four Machine Shop classes which are taught at the UTCC in Bonne Terre. Class schedules are arranged so students may enroll in both campus classes (Mineral Area College) and off-campus classes (UTCC) during the same semester. The off-

campus classes are taken for college credit and enrollment is through Mineral Area College. Upon successful completion of this program, the student will be awarded the Associate of Science degree in Technology, with a major in Manufacturing Technology.

HOURS REQUIRED FOR GRADUATION 74 Cr. Hrs.

First Year, Fall Semester Credit Hours

TEC100 Machine Shop I***	6
TEC190 Technical Math I or	
TEC112 Industrial Math I	3
TEC107 Unified Technical Concepts I or	
TEC136 Principles of Technology I	3-4
TEC115 Engineering Drawing	3
ENG133 English Composition I or	
ENG097 Basic Writing Skills II	3
Sub Total	18-20

First Year, Spring Semester Credit Hours

TEC116 Machine Shop II***	6
TEC191 Technical Mathematics II or	
TEC113 Industrial Math II	3
TEC108 Unified Technical Concepts II or	
TEC141 Principles of Technology II	3-4
TEC130 Computer Aided Design/Drafting	3
POS113 American National Government**	3
Sub Total	18-20

Second Year, Fall Semester Credit Hours

TEC139 Machine Shop III***	6
TEC177 Computer Numerical Control (CNC)	3
TEC179 Basic Numerical Control Programming	3
TEC102 Introduction to Technology	1
Electives	6
Sub Total	19

Second Year, Spring Semester Credit Hours

TEC143 Machine Shop IV***	6
TEC180 Adv. Numerical Control Programming	3
TEC181 Numerical Control Planning & Tooling	3
PAW106 Preparation for Employment	1
TEC104 Technical Writing	3
Electives	3
Sub Total	19

TOTAL HOURS 74

* Elective may be any TEC or EEE course or other course approved by the student's adviser.

** American State and Local Government may be substituted for American National Government.

*** Instruction given at UniTec Career Center, Bonne Terre, Mo.

n 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:

GENERAL EDUCATION

COMMUNICATION 6 HOURS

Choose one written and one oral.	
ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communication	3
TEC104 Technical Writing*	3

HUMAN DEVELOPMENT 3 HOURS

Choose one course from the following human development courses.

PSY113 General Psychology I	3
PSY116 Applied Psychology	3
SOC113 General Sociology	3
SOC140 Human Relations	3

HISTORY/POLITICAL SCIENCE 3 HOURS

Choose one course from the following history/political science courses.

HIS 123 American History I	3
HIS124 American History II	3
POS113 State & Local Government	3
POS114 American National Government	3

MATHEMATICS 6-10 HOURS

Choose two courses from the following mathematics courses.

MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
MAT133 Trigonometry*	3
MAT160 Calculus for Business/Social Sciences*	3
MAT165 Analytic Geometry and Calculus I*	5
MAT215 Analytic Geometry and Calculus II*	5
TEC190 Technical Math I*	3

PHYSICAL SCIENCE 6-10 HOURS

Choose two courses from the following science courses.

PHS105 Applied Science	3
PHS110 Introduction to Physics	3
PHS125 Introduction to Chemistry*	5
PHS130 Elementary College Physics*	5
PHS135 General Chemistry I*	5
PHS223 General Physics I*	4
TEC107 Unified Technical Concepts I*	4
TEC108 Unified Technical Concepts II*	4

MAJOR AND ELECTIVES

BUSINESS AND/OR MANAGEMENT 15 - 18 HOURS

Complete fifteen to eighteen hours from organizational behavior and management.

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 Resources Management	3
MGT173 Safety Management	3
MGT266 Supervision: Middle Management*	3

MANUFACTURING 15 - 18 HOURS

Complete 15-18 hours from the manufacturing area.

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 12 HOURS

Complete 12 hours from organizational behavior and management.

CIS162 A+ Computer Maintenance	3
EEE 150 Basic Electronics	3
EEE150 Electrical Systems	3
TEC130 Computer Aided Design	3
TEC132 Advanced CAD	3
TEC153 3-D Modeling	3

GENERAL EDUCATION 24-32

MAJOR AND ELECTIVES 42 - 48

TOTAL HOURS 72-74

* Designates that there is a prerequisite for that particular course.

Manufacturing Supervision - Technology Certificate Option

GENERAL EDUCATION

COMMUNICATION 3 HOURS

Choose one written and one oral.

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communication	3
TEC104 Technical Writing*	3

HUMAN DEVELOPMENT 3 HOURS

Choose one course from the following human development courses.

MGT194 Management Seminar: Work Place and Life Skills	1
PAW106 Preparation for Employment	1
PSY113 General Psychology I	3
PSY116 Applied Psychology	3
SOC113 General Sociology	3
SOC140 Human Relations	3

MATHEMATICS 3 HOURS

Choose one course from the following mathematics courses.

MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
MAT133 Trigonometry*	3
MAT160 Calculus for Business/Social Sciences*	3
MAT165 Analytic Geometry and Calculus I*	5
MAT215 Analytic Geometry and Calculus II*	5
TEC190 Technical Math I*	3

PHYSICAL SCIENCE 3-4 HOURS

Choose one course from the following science courses.

PHS105 Applied Science	3
PHS110 Introduction to Physics	3
PHS125 Introduction to Chemistry*	5
PHS130 Elementary College Physics*	5
PHS135 General Chemistry I*	5
PHS223 General Physics I*	4
TEC107 Unified Technical Concepts I*	4
TEC108 Unified Technical Concepts II*	4
TEC136 Principles of Technology I	3
TEC141 Principles of Technology II*	3

COMPUTER LITERACY 3 HOURS

CIS175 Microcomputer Applications	3
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MAJOR AND ELECTIVES

ORGANIZATIONAL BEHAVIOR AND MGT 6 HOURS

Complete six hours from organizational behavior and management.

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 Resources Management	3
MGT173 Safety Management	3
MGT266 Supervision: Middle Management*	3

MANUFACTURING 6 HOURS

Complete six hours from the manufacturing area.

TEC135 Introduction to Robotics	3
TEC150 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 HOURS

Complete three hours from organizational behavior and management.

CIS162 A+ Computer Maintenance	3
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EEE 150 Basic Electronics	3
EEE150 Electrical Systems	3
TEC130 Computer Aided Design	3
TEC132 Advanced CAD	3
TEC153 3-D Modeling	3

GENERAL EDUCATION 15-17

MAJOR AND ELECTIVES 18

TOTAL HOURS 33-35

*Designates courses with prerequisites.

n Manufacturing Supervision

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:

MGT130 Organization Analysis and Management	3
BUS 215 or ENG215 Leadership Development*	3
MGT266 Supervision: Middle Management*	3
BUS253 Legal Environment of Business	3
MGT171 Human Resources Management	3
MGT173 Safety Management	3
MGT114 Cost Accounting	3
MGT119 Financial Accounting	3
BUS233 Marketing	3
TEC156 Manufacturing Processes & Estimating	3
MGT131 Project Management*	3
MFG105 Supply Chain Management & Distribution	3
MFG103 Introduction to Quality Theory	3
TEC158 Quality Control & Testing Fundamentals	3
MFG100 Principles of Maintenance	3

The two hours in the Employment Area are waived for currently employed supervisors or those who are long-term employees.

GENERAL EDUCATION 21-23

MAJOR AND ELECTIVES 51

TOTAL HOURS 72-74

*Designates that there is a prerequisite for that particular course.

Manufacturing Supervision Certificate Option

COMMUNICATION 3 HOURS

Choose one from the following communications courses.

ENG132 Applied Communications*	3
ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communication	3
TEC104 Technical Writing*	3

HUMAN DEVELOPMENT and EMPLOYMENT 1-3 HOURS

Choose one course from the following human development courses.

MGT194 Management Seminar: Work Place and Life Skills	1
PAW106 Preparation for Employment	1
PSY113 General Psychology I	3
PSY116 Applied Psychology	3
SOC113 General Sociology	3
SOC140 Human Relations	3

MATHEMATICS 3 HOURS

Choose one (1) course from the following mathematics courses.

DEGREES & CERTIFICATES

MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
MAT133 Trigonometry*	3
MAT160 Calculus for Business/Social Sciences*	3
MAT165 Analytic Geometry and Calculus I*	5
MAT215 Analytic Geometry and Calculus II*	5
TEC101 Technical Math I*	4

PHYSICAL SCIENCE 3-4 HOURS

Choose one course from the following science courses.

PHS105 Applied Science	3
PHS110 Introduction to Physics	3
PHS125 Introduction to Chemistry*	5
PHS130 Elementary College Physics*	5
PHS135 General Chemistry I*	5
PHS223 General Physics I*	4
TEC107 Unified Technical Concepts I*	4
TEC108 Unified Technical Concepts II*	4
TEC136 Principles of Technology I	3
TEC141 Principles of Technology II*	3

ORGANIZATIONAL BEHAVIOR AND MGT. 9 HOURS

Complete six hours from organizational behavior and management.

MGT173 Safety Management	3
MGT266 Supervision I or MGTXXX Supervision II	3
MGT130 Organizational Analysis and Management or ENG215 Leadership Development or MGT171 Human Resources Management	3

MANUFACTURING 3 HOURS

Complete three hours from the manufacturing area.

TEC156 Manufacturing Processes and Estimating	3
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SPECIALITY AREAS 6 HOURS

MFG100 Principles of Maintenance	3
MGT114 Cost Accounting or MGT119 Financial Accounting or BUS233 Marketing	3
MGT131 Project Management* or MFG105 Supply Chain Management and Distribution	3
MFG103 Introduction to Quality Theory or TEC158 Quality Control & Testing Fundamentals	3

COMPUTER LITERACY 3 HOURS

CIS175 Microcomputer Applications	3
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GENERAL EDUCATION 12-14

MAJOR AND ELECTIVES 18

TOTAL HOURS 33-35

*Designates courses with prerequisites.

n Manufacturing Technology

MAJOR AND ELECTIVES:

TEC102 Introduction to Technology	1
TEC115 Engineering Drawing	3
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 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

n 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 Vocational-Technical Teacher Certification and an Associate of Applied Science degree.

GENERAL EDUCATION REQUIREMENTS 22 HOURS

MATHEMATICS 3 HOURS

Choose one course from the following mathematics courses:

MAT113 Intermediate Algebra*	3
MAT114 Applied Mathematics*	3
MAT123 College Algebra*	3
TEC103 Technical Mathematics*	4

PHYSICAL SCIENCE 4 HOURS

Choose one from the following physical science courses:

BIO115 General Biology*	5
BIO145 Human Anatomy*	5
PHS113 Physical Science	5
PHS125 Introduction to Chemistry*	5
PHS130 Elementary College Physics I*	5
TEC107 Unified Technical Concepts I*	4

COMMUNICATIONS 6 HOURS

Choose one written and one oral expression course from the following:

ENG133 English Composition I*	3
ENG144 Public Speaking	3
ENG167 Interpersonal Communications	3

SOCIAL SCIENCE 6 HOURS

Choose two courses from the following social science courses:

HIS123 American History I	3
HIS124 American History II	3
POS113 American National Government	3
POS114 American State/Local Government	3

ELECTIVE 3 HOURS

Recommended:

PSY113 General Psychology I or	
PSY125 Human Growth and Development	3

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 Vocational-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
Vocational Education for Students with Disabilities	3
Philosophy of Vocational Education	3
Vocational 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.

n 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 Electives	6
Human Development Elective	3
History/Political Science Elective	3
Mathematics Electives	6-10
Physical Science Elective	6-10
Total Credit Hours	67-75

Check the course descriptions in this catalog for detailed course descriptions and prerequisites.

n 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.

n 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 Regional Technical Education Council Office at (573) 518-2155 for more information on these degrees.

**Associate of Applied Science
Degrees and Certificates**

- Automotive Collision Technology
- Automotive Technology
- Construction/Building Technology
- Culinary Arts
- Graphic Arts/Printing Technology
- Heating, Air Conditioning and Refrigeration Technology
- Welding Technology

These associate of applied science degrees require a general education component which consist of college-level (non-remedial) coursework or its equivalent, including all relevant prerequisites. See the general education component for associate of applied science degree.

CERTIFICATE OPTION REQUIREMENTS

The following general education courses are required for the certificate option.

COMMUNICATIONS 3 HOURS

Choose one course from the following communications courses.

- ENG132 Applied Communications*
- ENG133 English Composition I*+
- ENG167 Interpersonal Communications I
- ENG144 Public Speaking+
- TEC104 Technical Writing*

HUMAN DEVELOPMENT 3 HOURS

Choose one course from the following human development courses.

- SOC113 General Sociology
- SOC140 Human Relations*
- PSY113 General Psychology I+
- PSY116 Applied Psychology

MATHEMATICS 3 - 5 HOURS

Choose one course 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*
- TEC112 Industrial Math I
- TEC113 Industrial Math II*
- TEC190 Technical Math I*
- TEC191 Technical Math II*

PHYSICAL SCIENCE 3-5 HOURS

Choose one course from the following science courses.

- PHS105 Applied Science*
- PHS110 Introduction to Physics*
- PHS125 Introductory Chemistry*
- PHS142 College Physics I*
- PHS135 General Chemistry I*
- PHS223 General Physics I*+
- TEC107 Unified Technical Concepts I*+
- TEC108 Unified Technical Concepts II*+
- TEC136 Principles of Technology I
- TEC141 Principles of Technology II*

COMPUTER LITERACY 3 HOURS

Choose one course from the following computer literacy courses.

- CIS105 Introduction to Computers
- CIS175 Microcomputer Applications*

Total General Education for Certificate 15-19

Major and Support Areas for Certificate 21

Total Hours for Certificate 36-40

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

n AUTOMOTIVE COLLISION TECHNOLOGY

Thousands of motor vehicles are damaged in traffic accidents each day. Most can be repaired to look and drive like new. The motor vehicle repair industry has taken on a new sophistication. It requires technical training and computer literacy. Automotive parts, body materials, and electronics continue to change and become more complex and advanced as technology increases. Continuing education throughout a career is required for automotive collision technicians.

In addition to the general education requirements of the AAS, students will complete the following courses at the area career and technology center.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

ACT102 Shop Management and Estimating	3
ACT110 Metal Welding and Cutting	3
ACT120 Non-Structural Damage Analysis	3
ACT122 Non-Structural Damage Repair	3
ACT130 Refinish – Undercoats	3
ACT140 Structural Damage Analysis	3
ACT142 Structural Damage Repair I	3
ACT144 Structural Damage Repair II	3
ACT150 Refinishing and Painting I	3
ACT152 Refinishing and Painting II	3
ACT160 Plastics and Adhesives	3
ACT170 Automotive Collision	3
Technical Internship I	
ACT172 Automotive Collision	3
Technical Internship II	
PAW106 Preparation for Employment	1
PAW120 Occupational Leadership Development I	1
PAW122 Occupational Leadership Development II	1

General Education for AAS Degree	24-30
Major and Support Areas for AAS Degree	42
Total Hours for AAS Degree	66-72

AUTOMOTIVE COLLISION TECHNOLOGY CERTIFICATE OPTION

Automotive Collision Technology 21 HOURS

Choose seven courses from the Automotive Collision Technology courses offered at the career center.

General Education for Certificate	15-19
Major and Support Areas for Certificate	21
Total Hours for Certificate	36-40

n AUTOMOTIVE TECHNOLOGY

The growing complexity and sophistication of automotive technology increases the need for highly trained technicians to service vehicles. Today's car contains more computers than the first spaceship. Most employers feel successful automotive training at a post secondary institution is the best preparation for technician positions.

In addition to the general education requirements of the AAS, students will complete the following

courses at the area career and technology center.

ASSOCIATE OF APPLIED SCIENCE DEGREE RE- QUIREMENTS

AUT108 Introduction to Automotive Technology	3
AUT120 Automotive Electrical Systems I	3
AUT122 Automotive Electrical Systems II	3
AUT124 Automotive Electrical Systems III	3
AUT130 Automotive Braking Systems Drum	3
AUT132 Automotive Braking Systems Disc	3
AUT140 Automotive Steering and Suspension	3
AUT150 Emissions and Fuel Control Systems	3
AUT160 Automotive Heating and Air Conditioning	3
AUT170 Automotive Tire and Wheel Alignment	3
AUT180 Automotive Electronic Test Equipment	3
AUT190 Automotive Technical Internship I	3
AUT192 Automotive Technical Internship II	3
PAW106 Preparation for Employment	1
PAW120 Occupational Leadership Development I	1
PAW122 Occupational Leadership Development II	1

General Education for AAS Degree	24-30
Major and Support Areas for AAS Degree	42
Total Hours for AAS Degree	66-72

AUTOMOTIVE TECHNOLOGY CERTIFICATE OPTION

Automotive Technology

Choose seven courses from the Automotive Technology courses offered at the career center.

General Education for Certificate	15-19
Major and Support Areas for Certificate	21
Total Hours for Certificate	36-40

n CONSTRUCTION/BUILDING TECHNOLOGY

Construction is one of the nation's largest industries. The variety of areas where construction workers are found is vast and offers many opportunities for individuals who desire to own and run their own businesses. Over the 1998-2008 period, employment growth is projected to add about 550,000 new jobs in construction.

In addition to the general education requirements of the AAS, students will complete the following courses at the area career and technology center.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

CBT102 Construction Carpentry Skills I	3
CBT110 Blueprint Reading and Layout	3
CBT116 Materials and Cost Estimation	3
CBT120 Construction Carpentry Skills II	3
CBT130 Concrete and Forms	3
CBT140 Floor/Wall Layout and Framing	3
CBT150 Roofing Skills	3
CBT160 Exterior Finishes	3
CBT170 Interior Finishes	3
CBT180 Plumbing	3
CBT190 Fundamental Aspects of Industry	3
CBT200 Construction/Building Technology Internship I	3
CBT202 Construction/Building Technology Internship II	3
PAW106 Preparation for Employment	1
PAW120 Occupational Leadership Development I	1
PAW122 Occupational Leadership Development II	1

General Education for AAS Degree	24-30
Major and Support Areas for AAS Degree	42
Total Hours for AAS Degree	66-72

**CONSTRUCTION/BUILDING TECHNOLOGY
CERTIFICATE OPTION**

Construction/Building Technology 21 HOURS
Choose seven courses from the Construction/Building Technology courses offered at the career center.

General Education for Certificate	15-19
Major and Support Areas for Certificate	21
Total Hours for Certificate	36-40

■ CULINARY ARTS

It is projected that the employment of restaurant and food service managers will increase as fast as the average for all occupations through 2008. The majority of food service and restaurant chains prefer to hire people with two to four year degrees in some type of culinary arts.

In addition to the general education requirements of the AAS, students will complete the following courses at the area career and technology center.

**ASSOCIATE OF APPLIED SCIENCE DEGREE
REQUIREMENTS**

CUL110 Orientation to Culinary Arts	3
CUL116 Food Service Sanitation I	3
CUL118 Food Service Sanitation II	3
CUL120 Introduction to Food Preparation	3
CUL130 Accident Prevention and Crisis Management	3
CUL140 Food Service Cost Control and Management	3
CUL150 Food Service Nutrition	3
CUL160 Basic Food Preparation	3
CUL162 Intermediate Food Preparation	3
CUL164 Advanced Food Preparation	3
CUL170 Dining Room Management	3
CUL200 Culinary Arts Internship I	3
CUL201 Culinary Arts Internship II	3
PAW106 Preparation for Employment	1
PAW120 Occupational Leadership Development I	1
PAW122 Occupational Leadership Development II	1
General Education for AAS Degree	24-30
Major and Support Areas for AAS Degree	42
Total Hours for AAS Degree	66-72

CULINARY ARTS CERTIFICATE OPTION

Culinary Arts 21 HOURS
Choose seven courses from the Culinary Arts courses offered at the career center.

General Education for Certificate	15-19
Major and Support Areas for Certificate	21
Total Hours for Certificate	36-40

**n GRAPHIC ARTS/PRINTING
TECHNOLOGY**

Graphic Arts/Printing is one of the largest manufacturing industries. New jobs in this industry will result in the expansion of the printing industry as the

demand for printed material increases in response to demographic trends, U.S. expansion into foreign markets, and growing use of direct mail by advertisers.

In addition to the general education requirements of the AAS, students will complete the following courses at the area career and technology center.

**ASSOCIATE OF APPLIED SCIENCE DEGREE
REQUIREMENTS**

GRA110 Introduction to Graphic Arts/Printing	3
GRA116 Graphic Design I	3
GRA118 Graphic Design II	3
GRA120 Desktop Publishing I	3
GRA122 Desktop Publishing II	3
GRA130 Darkroom Procedures	3
GRA132 Image Assembly	3
GRA134 Platemaking	3
GRA140 Press Systems I	3
GRA142 Press Systems II	3
GRA 150 Bindery and Finishing	3
GRA160 Graphic Arts/Printing Technology Internship I	3
GRA162 Graphic Arts/Printing Technology Internship II	3
PAW106 Preparation for Employment	1
PAW120 Occupational Leadership Development I	1
PAW122 Occupational Leadership Development II	1
General Education for AAS Degree	24-30
Major and Support Areas for AAS Degree	42
Total Hours for AAS Degree	66-72

**GRAPHIC ARTS/PRINTING TECHNOLOGY
CERTIFICATE OPTION**

Graphic Arts/Printing Technology 21 HOURS
Choose seven courses from the Graphic Arts/Printing Technology courses offered at the career center.

General Education for Certificate	15-19
Major and Support Areas for Certificate	21
Total Hours for Certificate	36-40

**n HEATING, AIR CONDITIONING
AND REFRIGERATION
TECHNOLOGY**

Job prospects for highly skilled heating, air-conditioning, and refrigeration mechanics and installers are expected to be very good, particularly for those with technical school or formal apprenticeship training to install, remodel, and service new and existing systems. Because of the increasing sophistication of heating, air-conditioning, and refrigeration systems, employers prefer to hire those with technical school or apprenticeship training.

In addition to the general education requirements of the AAS, students will complete the following courses at the area career and technology center.

**ASSOCIATE OF APPLIED SCIENCE DEGREE RE-
QUIREMENTS**

AHR100 Safety for the Heating, AC & Refrigeration Prof.	3
AHR101 Air Conditioning and Refrigeration I	3
AHR103 Air Conditioning and Refrigeration II	3
AHR109 Basic Welding for Heating, Refrigeration, and AC ...	3
AHR113 Basic Electricity for Heating, Refrigeration, and AC	3
AHR120 Refrigeration Motors	3

AHR130 Refrigeration Controls 3
 AHR140 Residential Cooling/Heating 3
 AHR150 Commercial Cooling/Heating 3
 AHR152 Commercial Refrigeration 3
 AHR160 Troubleshooting for Heating/Cooling Systems 3
 AHR170 H, A/C, R Technical Internship I 3
 AHR172 H, A/C, R Technical Internship II 3
 PAW106 Preparation for Employment 1
 PAW120 Occupational Leadership Development I 1
 PAW122 Occupational Leadership Development II 1
 General Education for AAS Degree 24-30
 Major and Support Areas for AAS Degree 42
Total Hours for AAS Degree **66-72**

**HEATING, AIR CONDITIONING,
 AND REFRIGERATION CERTIFICATE OPTION**

**Heating, Air Conditioning
 & Refrigeration Tech. 21 HOURS**

Choose seven courses from the Heating, Air Con-
 ditioning & Refrigeration Technology courses offered
 at the career center.

General Education for Certificate 15-19
 Major and Support Areas for Certificate 21
Total Hours for Certificate **36-40**

n WELDING TECHNOLOGY

Welders, cutters, and welding machine operators
 held about 477,000 jobs in 1998. Of these jobs, 3 of
 every 4 were held by welders and cutters, who
 worked mostly in manufacturing and services. The
 majority of those in manufacturing were employed in
 the transportation equipment, industrial machinery
 and equipment, or fabricated metal products indus-
 tries.

In addition to the general education requirements
 of the AAS, students will complete the following
 courses at the area career and technology center.

**ASSOCIATE OF APPLIED SCIENCE DEGREE RE-
 QUIREMENTS**

WLD102 Orientation to Welding 3
 WLD110 Welding Print Read/Layout/Fabrication 3
 WLD116 Shielded Metal Arc Welding 3
 WLD118 Adv. Shielded Metal Arc Welding 3
 WLD120 Gas Metal Arc Welding 3
 WLD122 Flux Cored Arc Welding 3
 WLD124 Gas Tungsten Arc Welding 3
 WLD130 Plasma Arc Cutting 3
 WLD140 Metallurgy and Heat Treating 3
 WLD150 Carbon Arc Gouging 3
 WLD160 Dest., Non-Des., Visual Weld Testing 3
 WLD170 Welding Technical Internship I 3
 WLD172 Welding Technical Internship II 3
 PAW106 Preparation for Employment 1
 PAW120 Occupational Leadership Development I 1
 PAW122 Occupational Leadership Development II 1

General Education for AAS Degree 24-30
 Major and Support Areas for AAS Degree 42
Total Hours for AAS Degree **66-72**

WELDING TECHNOLOGY CERTIFICATE OPTION

Welding Technology 21 HOURS

Choose seven courses from the Welding Technol-

ogy courses offered at the career center.

General Education for Certificate 15-19
 Major and Support Areas for Certificate 21
Total Hours for Certificate **36-40**

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	76
BIO	Biological Sciences	77
BUS	Business Administration	77
CIS	Computer Information Systems	78
COM	Mass Communications	79
CSC	Computer Science	80
EDU	Education	81
EGN	Engineering	82
ENG	English/Communications	83
GEO	Geography	86
GUI	Guidance	87
HIS	History	87
HMS	Human Services	88
IDS	Interdisciplinary Studies	89
MAT	Mathematics	89
MFL	Modern Foreign Language	91
MUS	Music	93
PED	Physical Education	96
PHI	Philosophy	97
PHS	Physical Science	97
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POS	Political Science	98
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SOC	Sociology	99
THE	Theater	102
Career & Technical Courses	Subject Area	Page Number
ADN	Associate Degree Nursing	75
AGR	Agri-Business	75
AHR	Air Conditioning, Heating and Refrigeration	76
CIS	Computer Information	78

CRJ	Criminal Justice	80
DCS	Deaf Communication Studies	81
EEE	Electrical/Electronic Technology	82
ECE	Early Childhood Education	82
EHS	Environmental Health & Safety	83
FST	Fire Science	85
HLT	Health Related Technology	88
HMS	Human Services	89
HRT	Horticulture	89
MFG	Manufacturing	91
MGT	Management	91
NUR	Practical Nursing	94
OST	Office Systems Technology	95
PAW	Personal Awareness	96
TEC	Technology	100

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 _____ 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 _____ 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 _____ 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 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 _____ 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 _____ 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.

ADN151 _____ 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 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 _____ 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 _____ 4 cr. hrs.

Mental Health Nursing

Prerequisite: Grade of "C" or above in

sequential nursing and science classes.

A study of the eclectic principles of mental health nursing. Building on the knowledge of human behavior, we endeavor to increase the understanding of self in an attempt to better understand the patient and those within the patient's social systems. Provides contact with patients on an individual and group basis.

ADN164 _____ 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

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

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 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.

AGR140 _____ 3 cr. hrs.

Horse Production

A study of nutritional feeding, management, reproduction, breeds and their uses, techniques and methods of training horses.

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

Soils

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 cr. hrs.

Introduction to Soils

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 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 cr. hrs.
Equine Science and Management

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 cr. hrs.
Livestock Production

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 cr. hrs.
Agriculture Credit & Finance

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 cr. hrs.
Farm Management

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 cr. hrs.
Agriculture Chemicals

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 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 cr. hr.
Contemporary Agriculture Issues

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. This course will be taken each semester of the second year.

AGR220 _____ 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 _____ 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.

AIR CONDITIONING, HEATING AND REFRIGERATION

AHR101 _____ 3 cr. hrs.
Air Conditioning and Refrigeration I

This course will provide an introduction to the basic principles of air-conditioning and refrigeration through textbook study. Preparation for EPA section 608 Certification Test will be covered. Students will attain an understanding of basic air-conditioning and refrigeration components. Introduction to electrical application to air-conditioning and refrigeration systems will be included. Students will understand the methods of sealing a system through brazing.

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 (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.

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

The study of Renaissance and Baroque art.

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

History of the major developments in the art of the 19th and 20th Centuries.

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.

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.

**BIO100 _____ (Arr.) 1 cr. hr.
Laboratory Materials**

Prerequisite: Consent of instructor.

This course provides for needed laboratory instruction in the acquisition, preparation and presentation of laboratory materials. It is designed primarily for biology majors or those students planning to teach biology or related sciences. Class time to be arranged. Minimum of 32 cr. hrs. per semester.

**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. It 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. It meets the general education biological science requirement.

**BIO133 _____ (2-3) 3 cr. hrs.
Local Flora (On Demand)**

Prerequisite: Consent of Instructor

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 a seven week field study of a given area in one of our local state parks. The student will complete a detailed field study of some vertebrate group and will then compile the study results in a report to be turned in the eighth week of class.

**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. It 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 (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**

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)**

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. This BIO254 combined course is considered as Anatomy and Physiology I for many transferring institutions.

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

Prerequisite: Human Anatomy (BIO260), Human Physiology (BIO262), Introductory Chemistry (PHS125) or consent of the instructor.

A study of the morphology, culture techniques, and biochemical activities of bacteria and the diagnostic procedures, etiology, and control of selected human pathogens. 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.

A study of the structure of the human body. A gross and microscopic study of cells, tissues, and organ systems. The development and adult anatomy covered in this course is

specifically planned for the nursing student.

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

Prerequisite: Human Anatomy BIO260, Introductory Chemistry PHS125, or consent of instructor.

A study of the functional activities of the human body. The molecular and physical aspects are stressed with emphasis on nursing applications.

**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 (spring)**

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 (spring)

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.

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

A study of the organization and operation of our economic system. Topics include: capitalism, national income accounting, fiscal and monetary policy, economic growth and international economics.

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. Usually word processing is selected early, however, 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.

CIS101 _____ (1-0) 1 cr. hr.
Microcomputer Keyboarding

A course designed to familiarize the student with the microcomputer keyboard. It is the goal of this course to prepare students for future computer classes by building input skills confidence.

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.

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

Prerequisite: CIS105 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: OST100, BUS 205, 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.

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.

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 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 cr. hrs.
Microsoft Networking Administration

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

CIS185 _____ 5 cr. hrs.
Internetworking I

Prerequisite: CIS105, 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 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 cr. hrs.
Fundamentals of UNIX

Prerequisite: CIS105, or A+ certification.

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.

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, or consent of the instructor.

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
Corequisite: 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 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 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
Previous computer experience necessary.
 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.

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 _____ 3 cr. hrs.
Computer Networking Internship

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.

COM104 _____ (3-0) 3 cr. hrs.
Introduction to Information Technology
Prerequisite: Grade of C or better in CIS105 or higher level course.

Survey course covering the information technology revolution from using the web to Internet TV and radio to the digital revolution in both home video and audio. Course will also survey cable, pay TV, direct broadcast, computers in media, distance learning technologies as well as marketing and public relations as they relate to the World Wide Web.

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.

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

Previously ENG264. 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

Previously ENG260. 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.

Previously ENG262. 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

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 in one hour increments as a video practicum with the emphasis on creating a broadcast-ready product.

COMPUTER SCIENCE

Computer Science courses are offered as part of the pre-engineering curriculum.

**CSC 150 _____ (3-0) 3 cr. hrs.
BASIC Programming**

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.

**CSC237 _____ (3-0) 3 cr. hrs.
Computer Programming in FORTRAN
(fall)**

Prerequisite: High school or higher level Algebra with a grade of "C" or better, or consent of instructor.

Basic scientific problem solving using structured programming development. Program solutions are implemented using the FORTRAN language. Basic techniques covered are: program development and documentation, logical operations, and control and data structures of FORTRAN 77. This course is designed primarily for science and engineering majors that transfer to University of Missouri-Rolla or University of Missouri-Columbia.

**CSC239 _____ 3 cr. hrs.
Data Structures in Computer Science
*Prerequisite: CSC240.***

The study of structured programming concepts and techniques for dealing with the representations and manipulations of data. Some of the topics covered are linked-lists, stacks, queues, arrays, trees, sorting and searching. Basic algorithms concerned with data types will be covered. Offered on demand.

**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***

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.

CRIMINAL JUSTICE**CRJ101 _____ 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 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 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 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 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 cr. hrs.
Criminal Investigation II
*Prerequisite: CRJ120.***

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

**CRJ140 _____ 3 cr. hrs.
Criminal Law**

Prerequisite: A grade of AC@ 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 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 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 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 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 cr. hrs.
Comparative Criminal Justice Studies
*Prerequisites: CRJ110 and consent of instructor.***

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 cr. hrs.
Comparative Criminal Justice Studies**
Same as CRJ172 except for variable credit.**CRJ180 _____ 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 cr. hrs.
Corrections in America
*Prerequisite: CRJ180 or background in Criminal Justice.***

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 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 cr. hrs.

Criminal Justice Report Writing

Prerequisites: A grade of AC@ or higher in all of the following courses C 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 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 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 ston, 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.

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.

DCS103 _____ 4 cr. hrs.

American Sign Language I

Prerequisite: DCS100 or consent of instructor; reading and English developmental course completed, if required, based on placement test scores (i.e., ENG096, ENG097, ENG099). Co-requisite: DCS106, ASLI Lab (1).

For students planning to pursue sign language studies in depth, i.e., in the field of interpreting or other work with deaf children and adults. Intensive exposure to ASL, which is considered a true language in itself and different than English. Linguistic cultural features are presented in context of learning experiences, and opportunities for communication with deaf persons are emphasized.

DCS105 _____ 3 cr. hrs.

Deaf Communication and Culture

Prerequisite: DCS100 or consent of instructor.

An introduction to deafness, communication methods, and the culture of deaf people. Surveyed in the course will be the causes and types of deafness, social and psychological aspects, legal aspects, deaf culture and community, national organizations, the history of deaf education, communication methods, and an introduction to the basic principles and practices of interpreting. Offered on demand.

DCS106 _____ 1 cr. hr.

American Sign Language Lab I

Co-requisite: DCS103 (4)

The lab reinforces concepts and sign vocabulary presented in DCS103, American Sign Language I (4). Emphasis will be on the development of appropriate movements and hand shapes necessary to produce accurate signs. Students will practice assigned studies in a total immersion environment.

EARLY CHILDHOOD EDUCATION

ECE100 _____ 3 cr. hrs.

Introduction to Early Childhood Education

Prerequisite: EDU130.

An introduction to the philosophy and theories of Early Childhood Development/ Education is explored through observation and limited planning. The classroom environment is assessed through the use of observation in a quality child development setting. Goals and purposes of record keeping are identified to prepare the student for documenting the development of the preschool age child.

ECE102 _____ 3 cr. hrs.

Guiding Alternatives for Young Children

Prerequisite: EDU130.

The course stresses the importance of using positive child guidance techniques in early childhood development to ensure a positive development of the child's self-concept. Defining problem behaviors and identifying stages of moral development are explored in order to develop positive guidance skills in working with young children. Observation strategies are explored to help identify how the environment can be modified to change the child's behavior from antisocial to prosocial.

ECE104 _____ 3 cr. hrs.

Early Childhood Health, Safety and Nutrition

Stresses the importance of promoting and

encouraging children's health and fostering the development of healthy attitudes, values and practices in the early childhood setting. Also focuses on creating a safe, healthy learning environment for the developing child. Regulations and requirements established by Missouri Health Department Licensing Agent will be identified.

ECE200 _____ 3 cr. hrs.

Practicum Classroom Experience

Prerequisite: ECE100 and EDU130.

Learning theories and teaching strategies learned in Early Childhood Education will be used to implement developmentally appropriate learning activities in the quality early childhood setting. The course includes planning and implementation of lessons, assessment methods and record keeping, communicating with parents and families, and all other phases of the classroom setting.

ECE210 _____ 3 cr. hrs.

Organization and Management of Child Care Centers

Prerequisite: ECE100 and EDU130.

Licensing, staffing, facilities, equipment, and material for child care centers. Cognitive, language, physical, creative and social/ emotional curricula experiences for young children. Development of resource units for young children.

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.

EDU128 _____ (3-0) 3 cr. hrs.

Technology for Teachers

Prerequisite: EDU123 recommended.

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 Adolescents. 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: Sophomore level or consent of instructor; an ACT composite of 20 or higher recommended.

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 reinforces theories of development- birth to two years. It examines the theories of cognitive, language, physical, and social/emotional development during infancy and toddler hood. Applications of the developmental areas will be addressed through planning developmentally appropriate activities for infants and toddlers. Brain development and research will be identified in areas of development in the planning process. Quality infant/ toddler programs will be explored to identify the developmentally appropriate environment. Early detection of children with special needs will be assessed throughout the course as each area of development is explored.

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. This includes issues related to staffing, curriculum and the program's planning. The funding, facility requirements, licensing and accreditation will be assessed through exploring the developmentally appropriate materials and equipment to meet state requirements for licensing. Selection and budget will be identified to meet these needs. The cognitive, language, physical, creative and social/ emotional development will be emphasized in the choice of these materials and equipment. A resource notebook will be required to provide a collection of needed resources to successfully manage the Child Development setting.

EDU260 _____ (1-0) 1 cr. hr.

Portfolio Assessment

Prerequisite: 45 cr. hrs. or last semester of attendance.

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 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 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 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 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 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 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 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 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 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 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 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 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 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 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.

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT

EHS100 _____ 3 cr. hrs.
Introduction to Occupational Safety, Health and Environment

This course is a comprehensive overview of environment, health and safety concepts. An introduction covering the history and basis for environmental control will be covered. The course will have a general overview on ecology, pollution, the effects of hazardous materials, pollution prevention, waste minimization and safety and health.

EHS102 _____ 3 cr. hrs.
Sampling and Monitoring
Prerequisite: MAT123 or higher level math course.

This course covers the differences between sampling and monitoring and identifies situations requiring their use. A variety of sampling procedures used in industrial settings will be covered.

Emphasis will be placed on placing sampling and monitoring practices into historic and regulatory perspective and will additionally recognize the function of the hazardous materials worker relative to other environmental professionals.

Finally, the course will clarify the role of mathematics in sampling, monitoring and laboratory analysis.

EHS104 _____ 3 cr. hrs.
Hazardous Industrial Processes and Control

This course provides an overview of current industrial processes. An introduction to general manufacturing processes will be provided; however, this course differs from other industrial process courses in that emphasis will be placed on processes which involve hazardous materials, waste, and processes that place employees at a greater risk. Waste minimization strategies, materials flow, and worker health and safety exposures are explored.

EHS106 _____ 3 cr. hrs.
Occupational and Environmental Health and Safety Regulations — OSHA

This course provides a detailed review of the regulations related to the occupations and worker protections. A comprehensive study of the United States Occupational Safety and Health Administration and its regulations will be covered. Students will be expected to summarize, interpret, research, and apply the OSHA regulations and standards.

EHS200 _____ 3 cr. hrs.
Handling, Shipping and Storage of Hazardous Materials — DOT

This course is an overview of the proper handling, transportation and storage of hazardous materials. Includes problems and case studies in which student identifies and interprets applicable DOT regulations (association with managing the transport of hazardous materials), and recommends compliance strategies. Also, students gain a practical understanding of DOT issues from the perspectives of the shipper and the carrier, through interviews with local professionals in hazardous materials handling. Emphasis is placed on reading, interpreting, and summarizing sections from the Code of

Federal Regulations.

Course provides and understanding of the chemistry of hazardous materials and interpretation of a chemical's potential hazards based on the information provided on warning labels, placards, and other relevant materials.

EHS202 _____ 3 cr. hrs.
Environmental, Health and Safety Regulations — EPA Regulations
Co-prerequisite: POS200.

The course content includes the steps for managing hazardous wastes from "cradle to grave."

This involves reading, interpreting and summarizing sections from the Code of Federal Regulations, an important function of hazardous materials technicians in industry. Also covered are water issues related to the National Pollutant Discharge Elimination System (NPDES), including water legislation, NPDES permitting, effluent limitation standards, pretreatment standards, storm water, and oil pollution prevention planning.

EHS204 _____ 3 cr. hrs.
Emergency Response/Contingency Planning

This course is designed to provide students with an understanding of an emergency response contingency plan for a business or a community.

This course examines proactive and regulatory approaches to emergency planning. Students will learn to identify risks in their organizations, perform root cause analysis, and develop prevention programs.

Evaluation of the contingency plans will also be conducted. Techniques will be learned within the context of OSHA and other pertinent regulations. Incident management will be a major component of this course.

Compliance with applicable regulations is stressed, in order to protect human health and the environment, as well as to minimize an organization's risks. Preparedness includes analyzing the hazards, writing and implementing the contingency plans, training employees for an emergency, and evaluating the effectiveness of the contingency plan.

EHS206 _____ 3 cr. hrs.
Communication for the Safety Professional
Prerequisites: ENG133 and EHS100.

The course is designed to prepare students to communicate regarding occupational and environmental health and safety issues within their organizations.

Students will learn OSHA hazard communication and develop a written hazard communication program in accordance with the Federal Hazard Communication Standard. Non-written communication strategies will also be addressed; however, this communication does not include training components covered in Instructional Methodology for Environmental Health and Safety.

The course is also designed to give students skills in developing health and safety training programs. Students will gain a basic understanding of the respective roles of program developers, instructor trainers, and program facilitators.

As part of the course students will be expected to apply the conventions of standard written English.

EHS208 _____ 3 cr. hrs.
Physical and Health Effects of Hazardous Materials

Prerequisites: EHS100 and at least five hours of college-level chemistry recommended.

This course familiarizes students with the

health effects of exposures to chemicals or other hazardous materials.

Fundamentals of chemicals will also be covered. This course will also cover details regarding the fundamentals of hazards control and industrial hygiene, occupational and environmental health and safety management.

EHS210 _____ 3 cr. hrs.
Incident Management

Covers the emergency response components of Hazardous Waste Operations and Emergency Response (HAZWOPER), specifically 29 CFR 1910.120q.

Through case studies, students analyze and apply the theory of the Incident Command System (ICS) from discovery of hazardous substance release to decontamination and termination procedures.

Covers the roles of all hazmat team members, from first responder awareness level to the on-scene incident commander.

EHS212 _____ 3 cr. hrs.
Concepts in Waste Minimization, Recycling and Disposing

Prerequisite: EHS104.

This course familiarizes students with the methods to properly minimize, recycle, or dispose of wastes. Students will learn to utilize options for minimization, recycling and disposal, including life cycle analysis, environmental management systems and other forms of corporate ecology programs.

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 A. G. S. or an AA degree.

ENG001 _____ (Arr.) 1 cr. hr.
Personalized Reading (Reading Improvement)

Prerequisites: ACT score of 1-10. 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. 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. COMPASS score of 53-70.

Covers word meaning.

ENG009 _____ (Arr.) 1 cr. hr.
Study Skills
Prerequisites: ACT score of 11-16. 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

Teaches each student various modes of writing as needed in science, history, literature, etc.

ENG014 _____ (Arr.) 1 cr. hr.
Reading and Critical Thinking I

Prepares the students to read and think critically.

ENG015 _____ (Arr.) 1 cr. hr.
Reading and Critical Thinking II

Continuation of Reading and Critical Thinking modules.

ENG016 _____ (Arr.) 1 cr. hr.
Vocabulary Development II

Continuation of ENG008, if needed.

ENG017 _____ (Arr.) 1 cr. hr.
Cultural Literacy

Introduces the students to topics across the curriculum.

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 1-27.

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 28-61, 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.

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 1-27.

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 28-61, 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.

ENG132 _____ (3-0) 3 cr. hrs.
Applied Communications

Prerequisite: ACT English 19, COMPASS 62, or grade of "C" or higher in ENG097.

This course meets the requirement for an AAS degree in Industrial Maintenance and other AAS degrees (it is not required). This course is to be more "applied" than English Composition I. The concepts of communication will be presented in an applied and integrated approach. This course will provide an academic option for those interested in technical writing and applied communications.

ENG133 _____ (3-0) 3 cr. hrs.
English Composition I

Prerequisite: ACT 19, COMPASS 62 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

Prerequisites: ENG133.

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 understanding and pleasure. This is a reading intensive course.

ENG167 _____ (3-0) 3 cr. hrs.

Interpersonal Communications I

A "whole person" approach to oral communication through empathy, personal awareness, concern for others, and respect for individual differences. Participants in the class will practice oral presentation skills in small groups as well as in front of the class. Group activities are used to reinforce learning. 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.

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.

Multi-Cultural 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.

FIRE SCIENCE

FST101 _____ 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.

FST108 _____ 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 _____ 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 _____ 1 cr. hr.

Pump Operations

Requisite(s): 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 _____ 1 cr. hr.

Fire Prevention

Requisite(s): 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 _____ 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 _____ 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 ins a component of Rescue Technician skills.

FST134 _____ 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 preperation of solutions, equipment and the

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application of foam to fires.

FST136 _____ 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 _____ 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 _____ 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 _____ 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 _____ 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.

FST201 _____ 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 _____ 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 _____ 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 _____ 1 cr. hr.
Fire Service Hydraulics

Requisite(s): Fire Fighter II, and math credit. Principles of Technology is highly recommended.

Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fireground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.

FST209 _____ 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 _____ 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.

FST230 _____ 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.

FST234 _____ 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.

FST236 _____ 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 _____ 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 _____ 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 _____ 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 _____ 3 cr. hrs.
Fire Service Officer I

Fire Service Officer I 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.

FST252 _____ 3 cr. hrs.
Fire Service Instructor

Requisite(s): Fire Fighter I and II and a computer technology course.

Fire Service Instructor 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.

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 on an AA degree.

GEO110 _____ 3 cr. hrs.
Customer Service for Business

The focus of this course is to provide customer service development and facilitation skills for business students in a variety of fields, including tourism, hospitality, and parks and recreation. Special emphasis will be on learning how to provide timely, quality customer service that will enable businesses to remain on the cutting edge of competition in the global economy.

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. This course will meet the cultural diversity requirement.

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.

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.

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

Prerequisite: HIS118.

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 above, 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 above, 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.

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 the same as for HIS137.

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.

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. This course will meet the cultural diversity requirement.

HEALTH

HLT003 _____ 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 _____ 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 _____ 7 hours Long-Term Nurse Aide

Prerequisite: Tenth grade reading level recommended.

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 _____ 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 _____ 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 _____ 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 _____ 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 _____ 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 _____ 8 hours Emergency Medical Service

Prerequisite: Must score at the Tenth grade reading level on the Nelsen Denney test. Must be 18 years old to write state exam.

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 _____ 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.

HLT202 _____ 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.

HLT201 _____ 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.

HLT235 _____ 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 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 _____ 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 elective.*

HORTICULTURE

HRT101 _____ 5 cr. hrs.
Introduction to Horticulture

A course designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation and taxonomy are presented in a comprehensive yet understandable manner. Includes lab and greenhouse applications.

HRT103 _____ 3 cr. hrs.
Mathematics for Horticulture

A course in horticulture applications of mathematics. The study will include treatment of measured data, applications of geometry, and basic algebra. Daily practice sets will include word problems taken from actual horticultural situations.

HRT105 _____ 3 cr. hrs.
Herbaceous Landscape Plants

A study of the major plants - annual, perennials, bulbs, and wildflowers that grow in the landscape garden. Identification, growth habits, and functional uses will be stressed.

HRT107 _____ 3 cr. hrs.
Plant Propagation

Prerequisite: HRT101.

An introduction to the common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. The course makes use of the greenhouse propagation facilities. Hormonal relationships and growth-promoting substances are explored.

HRT109 _____ 3 cr. hrs.
Woody Plants I

A study of trees with regard to their identification, culture, growth habits, and landscape values. Major emphasis is given to the development of a functional use concept in planting design.

HRT111 _____ 3 cr. hrs.
Woody Plants II

A study of shrubs, vines, and ground covers with regard to their identification, culture, growth habits, and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.

HRT121 _____ 3 cr. hrs.
Introduction to Turfgrass Management

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 also be discussed.

HRT131 _____ 3 cr. hrs.
Floral Design I

A course which includes student involvement in wholesale-retail management activities. Segments of the course include floriculture, floral design, and retail flower shop management. This practical course earmarks a trend toward a broadening approach to commercial horticulture.

HRT133 _____ 3 cr. hrs.
Plants for Interior Design

A course pursuing the increasingly popular

interior landscaping where interior design skills are developed along with cultural management of tropical plants. The course stresses identification and functional uses of the indoor tropical plants.

HRT201 _____ 3 cr. hrs.

Floral Design II

Prerequisite: HRT131

A continuation of Floral Design I. In Floral Design II, students move beyond the basics and study advanced topics such as oriental design styles and techniques. Advanced contemporary designs and techniques are also covered. Students appraise the various types of floral shops and discuss important selling techniques, employee roles, and shop layout. Professional practices will be stressed.

HRT209 _____ 3 cr. hrs.

Landscape Design I

Prerequisite: HRT109 and HRT111

A detailed study of the functional uses of ornamental plants. Landscape design is introduced with concern for design development, site analysis, plant graphics, and lettering. Principles of landscape design are applied to residential design problems.

HRT211 _____ 3 cr. hrs.

Landscape Design II

Prerequisite: HRT209

A study in landscape plan, landscape surfaces, plant materials, construction and maintenance, and implementation of landscape plans. The process of design is given particular emphasis.

HRT215 _____ 3 cr. hrs.

Landscape Maintenance

Prerequisite: HRT101, HRT107, and AGR143 or consent of instructor.

This course is designed to tie together the skills and knowledge acquired in Introduction to Soils, Greenhouse and Nursery Management, and Woody Plants, as related to the management of commercial and large residential grounds. Labs covering maintenance skills will be incorporated.

HRT221 _____ 3 cr. hrs.

Greenhouse and Nursery Management

Prerequisite: HRT101, HRT107, HRT133, and HRT105.

A course with a greenhouse/field lab approach. Modern growing structures are studied. Containerized nursery stock is explored. Topics studied include nursery production, bedding plants, bulbous crops, potted plants, and commercial cut flowers. The business management aspect of owning or managing a greenhouse, nursery, or garden center business will be discussed.

HRT231 _____ 3 cr. hrs.

Golf Course Management

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 fairway, tee and green management while also touching on equipment, irrigation, pest and diseases.

INTERDISCIPLINARY

IDS101 _____ 1 cr. hr.

Interdisciplinary Studies

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

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

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 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 Alegebra 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 Pre-Algebra score of 19-100; COMPASS Alegebra 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 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; COMPASS Pre-Algebra score of 1-18; or COMPASS Alegebra 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 A.G.S. 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 Pre-Algebra score of 19-100; COMPASS Alegebra 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 A.G.S. 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 Algebra score of 31-66; COMPASS College Algebra score of 0-51; or a grade of "C" or better in MAT095.

A course designed to prepare students for

the rigors of College Algebra. Includes a review of basic algebra concepts along with a more in depth study of linear and quadratic equations, rational expressions, radicals, and factoring as well as introducing systems of linear equations.

MAT114 _____ (3-0) 3 cr. hrs.
Applied Mathematics

Prerequisite: A minimum ACT score of 24; COMPASS Algebra score of 67-100; COMPASS College Algebra score of 52-58; or a grade of "C" or better in MAT113.

This course meets the requirement for an AAS degree in Industrial Maintenance and other AAS degrees (it is not required). This course is to be more "applied" than College Algebra. It should focus on real-world applications of the topics to be covered. The course should emphasize contextual learning and have a constructivist orientation. The emphasis is on solving formulas and equations, especially quadratic and trigonometry.

MAT121 _____ (3-0) 3 cr. hrs.
College Mathematics

Prerequisite: A minimum ACT score of 24; COMPASS Algebra score of 67-100; COMPASS College Algebra score of 52-58; or a grade of "C" or better in MAT113.

A course which covers the significant components of College Algebra as recommended 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 or COMPASS Algebra score of 67-100; COMPASS College Algebra score of 52-58; or a grade of "C" or better in MAT113.

A course which presents a logical and rigorous treatment of algebra including the following topics: the properties of linear equations and linear functions; graphs of linear equations and linear, quadratic, polynomial, and rational functions; the algebra of functions; finding solutions of polynomial functions; exponential and logarithmic functions; solving systems of systems. 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; 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 0-51; grade of "C" or better in MAT095.

A study of the logical and axiomatic structure of the number systems beginning with the counting numbers and extending through the integers, rational and real numbers. The emphasis is on the development of the number systems rather than the manipulative

skills. The course is specifically designed to satisfy the first mathematics course for elementary education majors.

MAT160 _____ (3-0) 3 cr. hrs.
Calculus for Business and the Social Sciences

Prerequisite: A minimum ACT score of 26; 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; or a grade of "C" or better in MAT123 and MAT133.

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: MAT165.

The content covered consists of the formal integration of algebraic functions, integration by parts, a study of exponential, logarithmic, trigonometric and inverse trigonometric functions along with their differentiation and integration, applications of integration, infinite series, parametric equations, conic sections, 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. Special emphasis will be on conversation.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

MFL235 _____ (3-0) 3 cr. hrs.

Advanced German Grammar and Reading

Prerequisite: MFL150.

This course places emphasis on advanced grammar structures and vocabulary development which will enable the student to sharpen reading and communicative skills in German.

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.

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.

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.

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.

MANAGEMENT

Courses numbered MGT001 through MGT008 are offered as self-paced and/or independent study modules through the Learning Center. They do not apply on an AA Degree.

MGT001 _____ 1 cr. hr.

Basic Consumer Law

Covers basic legal terms, legal proceedings, and essential legal topics of interest to the consumer.

MGT004 _____ 1 cr. hr.

Introduction to Business Math I

First of two introductory courses in mathematics for business.

MGT005 _____ 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 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 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 cr. hrs.

Financial Accounting

An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT130 _____ 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 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 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.

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.

MGT170 _____ 3 cr. hrs.

Postal Management for Small Offices

This course covers the fundamental management techniques of customer service, mail processing and support services as found in the small post office.

MGT171 _____ 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 cr. hrs.

Labor Relations

Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MGT173 _____ 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 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 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 cr. hr.

Occupational Education Special Study

Same as MGT193 except for variable credit.

MGT192 _____ 2 cr. hrs.

Occupational Education Special Study

Same as MGT193 except for variable credit.

MGT193 _____ 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 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 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 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 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 _____ 3 cr. hrs.
Business Internship

Prerequisite: Sophomore standing, consent of instructor

Supervised occupational experience in local business establishments.

MGT221 _____ 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 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 cr. hrs.
Consumer Lending

Prerequisite: MGT254.

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 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 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 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 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 cr. hrs.
Supervision: Middle Management

Same as MGT266 except for variable credit.

MGT272 _____ 3 cr. hrs.
Law and Banking Applications

Prerequisite: MGT254 or consent of instructor.

This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

MGT273 _____ 2 cr. hrs.
Marketing for Bankers

Prerequisite: MGT254 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 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 _____ 3 cr. hrs.
Principles of Banking

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. The course ends with a discussion of the bank's role in the community.

MGT276 _____ 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 cr. hrs.
Deposit Operations

Prerequisite: MGT254.

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 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 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 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 _____ (0-2) 1 cr. hr.
Band

Study and performance of symphonic, concert, and marching band music. Offered when appropriate instrumentation is available to perform the literature. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS102 _____ (0-3) 1 cr. hr.
Stage Band

Membership limited to instrumentation and consent of the instructor. Study and performance of all types of stage and dance music. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS105 _____ (0-3) 1 cr. hr.
Mineral Area College Singers

A mixed vocal ensemble which studies and performs all types of vocal music. Open to all students with consent of the instructor. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS106 _____ (0-2) 1 cr. hr.
Vocal Ensembles

Prerequisite: Consent of instructor.

An activity course which is designed to give all interested students an opportunity to sing in a small vocal group or groups. The student must be able to read music in order to succeed in this course. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS107 _____ (Arr.) 1 cr. hr.
Vocal Jazz Ensemble

Prerequisite: Consent of instructor.

Vocal Jazz Ensemble is aimed to the student interested in developing vocal techniques in the jazz genre. It is opened to music majors and non-majors by audition only. Students participating in the ensemble will have the opportunity to perform a cappella vocal repertoire as well as perform with a piano and/or instrumental ensemble. In addition to singing with the ensemble, students on occasion will also have the opportunity to perform as soloists. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS 109 _____ (0-2) 1 cr. hr.
Commercial Music Techniques

This class will function primarily in the form of a performing ensemble. Various styles of commercial music will be examined and rehearsed, especially those that are particular to the pop music idiom of the 1970s. This course may be taken more than one semester, but a maximum of six hours of vocal and/or instrumental ensemble may apply toward an AA degree.

MUS113 _____ (3-0) 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 _____ (3-0) 3 cr. hrs.
Music Theory I (fall)
Co-requisite: MUS137.

A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MUS132 _____ (3-0) 3 cr. hrs.
Music Theory II (spring)

Prerequisite: MUS131. Co-requisite: MUS138.
A continuation of MUS131 extending into areas of seventh chords and non-harmonic tones.

MUS133 _____ (3-0) 3 cr. hrs.
Music Theory III (fall)

Prerequisite: MUS132. Co-requisite: MUS139.
Extension of materials of MUS131 and MUS132 to include a more complex chordal vocabulary, secondary dominants, altered chords, continuation and expansion of modulatory processes.

MUS134 _____ (3-0) 3 cr. hrs.
Music Theory IV (spring)

Prerequisite: MUS133. Co-requisite: 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 _____ (2-0) 2 cr. hrs.
Sightsinging/Eartraining I (fall)
Co-requisite: 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 _____ (2-0) 2 cr. hrs.
Sightsinging/Eartraining II (spring)

Prerequisite: MUS137. Co-requisite: 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 _____ (2-0) 2 cr. hrs.
Sightsinging/Eartraining III — honors (fall)

Prerequisite: MUS138. Co-requisite: MUS133.

A continuation of MUS138, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

MUS140 _____ (2-0) 2 cr. hrs.
Sightsinging/Eartraining IV — honors (spring)

Prerequisite: MUS139. Co-requisite: MUS134.

A continuation of MUS139, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MUS142 _____ (2-0) 2 cr. hrs.
Class Piano I

Beginning instruction using an adult text. Scales chords, and harmonization of simple melodies.

MUS143 _____ (2-0) 2 cr. hrs.
Class Piano II

Prerequisite: MUS142 or comparable training and ability.

A continuation of MUS142.

MUS154 _____ (2-0) 2 cr. hrs.
Class Voice I (fall)

Beginning class voice instruction including fundamentals of voice production, breathing and breath control, stage presence, vowel formation and color, study of consonants, and voice placement. Course is designed as a preparation for MUS155 and/or applied voice lessons, as well as general vocal technique improvement. Class is open to all students who read music, with preference given to music majors and minors.

MUS163 _____ (3-0) 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 _____ (3-0) 3 cr. hrs.
Appreciation of Jazz

Students will study the main eras of jazz (Dixieland, Swing, Bebop, Cool jazz, Avant-garde, Fusion) and the significant jazz artists from each period.

MUS173 _____ (3-0) 3 cr. hrs.
Introduction to Music

The study and practice of the basic fundamentals of music. Specifically designed for the non-music major. Emphasis is on keyboard skills.

MUS174 _____ (3-0) 3 cr. hrs.
Survey of Music History

An introduction to the study of music history for the music major. Topics of study will include all major musical time periods, period concepts, and composers, as well as research sources in the library and on the Internet.

Courses numbered MUS227 - MUS232 and MUS239 - MUS243 are APPLIED MUSIC. Applied Music, 50 minutes of instruction per week, is offered in Piano, Voice, Brass, Woodwinds, and Percussion. May be taken as an elective by students who are not majoring in music. However, preference will be given to music majors, scholarship recipients, and full-time students with prior training. May be

repeated for credit. Proficiency and placement to be determined by the instructor.

MUS227 _____ 1 cr. hr.
Special Voice

MUS229 _____ 1 cr. hr.
Special Piano

MUS230 _____ 1 cr. hr.
Underclass Piano (Honors)

Prerequisite: MUS229.

Open to music majors only.

MUS231 _____ 1 cr. hr.
Special Brass

MUS232 _____ 1 cr. hr.
Special Percussion

MUS239 _____ 2 cr. hrs.
Special Piano

MUS243 _____ 2 cr. hrs.
Special Brass

MUS246 _____ (Arr.) 1 cr. hr.
Special Organ

Prerequisite: Piano proficiency.

Private organ lessons are designed for persons who have piano proficiency who also want to be introduced to the organ, or want to improve existing skills on the organ. Time arranged, 50 minutes per week.

MUS248 _____ (2-0) 2 cr. hrs.
Basic Conducting

Designed to introduce the student to the basic physical and mental skills required to conduct music in a rehearsal and concert. Topics of study will include basic time/beat patterns, cues, releases, independence of hands, multi-metric music, uneven meters, baton use, subdividing of the beat, phrasing, tempos, and various conducting problems.

PRACTICAL NURSING

NUR127 _____ 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.

NUR129 _____ 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.

NUR130 _____ 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.

NUR131 _____ 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 professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

NUR132 _____ 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 _____ 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 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 _____ 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 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 _____ 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 _____ 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, 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 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 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 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 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 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 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 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 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 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 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 cr. hrs.

Applied Accounting II

Prerequisite: OST150.

A continuation of OST150.

OST200 _____ 3 cr. hrs.

Transcription Skills

Prerequisite: CIS232 or the equivalent

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 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 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 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 _____ 3 cr. hrs.

Business Internship I (Secretarial)

Prerequisite: Sophomore standing and consent of instructor.

Supervised occupational experience in local business establishments.

OST242 _____ 3 cr. hrs.

Business Internship II (Secretarial)

Prerequisite: Sophomore standing and consent of instructor.

A continuation of OST220.

PERSONAL AWARENESS

PAW106 _____ 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 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 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 cr. hrs.

Stress Management II

A further study of optimal health as it

relates to stress management.

PAW196 _____ 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 majoring 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

DESCRIPTION: PAW-PHS

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 or the pompon squad. Tryouts for these two squads are held each year.

Cheerleaders and pommies 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 away basketball games.

The pompon squad is responsible for halftime entertainment and for supporting the team. Their routines will be choreographed and will range from jazz to novelty routines. 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 or pompon 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.

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. It is designed for students with little background in chemistry and mathematics. It 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. It 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.

PHS103 _____ (3-0) 3 cr. hrs. History of Science

An historical and cultural survey of major advancements occurring in the sciences from ancient to modern times.

PHS105 _____ (3-0) 3 cr. hrs. Applied Science

This course meets the requirement for an AAS degree in Industrial Maintenance and other AAS degrees (it is not required). This course is to be more "applied" than other physical science classes. It should focus on real-world applications of the topics to be covered. The

concepts of science will be presented in an applied and integrated approach.

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 has the emphasis on 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.

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 an ASSET or equivalent 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 many 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.

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.

PHS248 _____ (3-4) 5 cr. hrs.
Earth Science I (with lab)

An introduction to the earth sciences emphasizing structure, materials, history of the earth, the processes that occur in shaping the earth, and oceanography.

PHS249 _____ (3-4) 5 cr. hrs.
Earth Science II (with lab)

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 student 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 above, 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 above, 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 forms 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.

POS200 _____ (3-0) 3 cr. hrs.
Introduction to Environmental Law

Prerequisite: BIO143.

This course will involve an introduction to the evolution of environmental law in the U.S. This introduction will involve the principle laws that govern the environment, their origins, their principle missions and language, and their essential legal principles.

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.

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.

TECHNOLOGY

TEC100 _____ 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 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 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 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 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 _____ 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.

TEC111 _____ 4 cr. hrs.

Basic Chemistry

General inorganic and organic chemistry for technology students with emphasis on application used in the mining industry.

TEC116 _____ 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.

TEC120 _____ 3 cr. hrs.

Architectural Design and Drafting

Prerequisite: TEC115, 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 cr. hrs.

Mechanical Design and Drafting

Prerequisite: Enrollment in TEC115, TEC130 or consent of instructor.

The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

TEC126 _____ 3 cr. hrs.

Topographic and Map Drafting

Prerequisites: TEC115 or TEC130.

The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into graphic form.

TEC130 _____ 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 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 cr. hrs.

CAD/D — Special Problems

Prerequisites: TEC130 and TEC115 or consent of instructor.

A continuation of TEC132, with emphasis on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.

TEC134 _____ 3 cr. hrs.

Special Application Programming in Computer Aided Design

Prerequisites: TEC130 and TEC115 or consent of instructor.

A course in developing and automating CAD/D graphics capabilities for specific specialized applications. The course includes macro development, and customization of CAD/D systems.

TEC135 _____ 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 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 _____ 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 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 _____ 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.

TEC147 _____ 3 cr. hrs.
Construction Internship I

A Tech Prep required course for "Construction Technology" program. Course will be taught by Area Vo-Tech instructors and consists of classroom and "hands-on" instruction.

TEC148 _____ 3 cr. hrs.
Construction Internship II

Prerequisite: TEC147

A continuation of Construction Internship I, taught by Area Vo-Tech instructors. Course consists of classroom and "hands on" instruction.

TEC149 _____ 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 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 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 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 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 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 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 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 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 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 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 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 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.

TEC172 _____ 3 cr. hrs.
Mechanisms

Prerequisite: TEC103 and TEC113, 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 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 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 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 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 cr. hrs.
Blueprint Reading

Prerequisite: TEC115 or consent of instructor.

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 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 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 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.

TEC182 _____ 2 cr. hrs.

Math for Metalworkers

Prerequisite: Consent of Instructor

A customized training course for beginning metalworkers, starting with basic math review and finishing with geometric and trigonometric applications. Methods or problem solving using scientific calculators will be stressed.

TEC183 _____ 2 cr. hrs.

Blueprint Reading for Metalworkers

Prerequisite: Consent of Instructor

A customized training course for employees with a need to read and understand technical drawings. General drawing information is stressed, with additional emphasis placed on individual employers special needs.

TEC190 _____ 3 cr. hrs.

Technical Mathematics

Prerequisites: ACT Math score of at least 13. A COMPASS Pre-Algebra score of at least 19. 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 cr. hrs.

Technical Mathematics II

Prerequisite: TEC190.

A continuation of TEC101. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

TEC201 _____ 3 cr. hrs.

Energy Alternatives

An overall perspective of energy demands and resources including both conventional and non-conventional energy sources. Special topics include solar energy conversions to heat and electricity, energy saving measures, heating and cooling loss calculations,

underground housing and nuclear power production.

TEC203 _____ 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 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.

THEATER

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 attend lectures and Mineral Area College performances.

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.

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 Director or Technical Director in conjunction with Mineral Area College's theatrical productions. This study may include acting, directing, costuming, makeup, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated. Open to all students.

THE112 _____ (3-0) 3 cr. hrs.

Stagecraft

Instruction in and operation of equipment used in technical theater, and basic design techniques in areas including 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 using the "Linklater" method for the performers voice. Students will be instructed in techniques for the stage, radio, television, film, the classroom and lecture hall. Dialect use and correction will be an integral part of the class as well. Lecture class presentations. Open to all students.

THE204 _____ (3-0) 3 cr. hrs.

Acting II

A study of the "Cohen" approach to acting covering character development, script analysis, and commitment to the role. Concentration will be on a short scene and monologue work, preparation for professional auditions and critical studies of acting performances on video tape and film.

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.

Administration & Faculty

Marcella D. Asher

Coordinator, High School Advanced Credit

Coordinator, Fredericktown Outreach Center

Northland Pioneer College, 1974;
Jefferson College, 1987; AA, Mineral Area
College, 1990; BS, Central Methodist
College, 1995; Southeast Missouri State
University, 1997; Webster University, 1997;
MA, Webster University, 1999.

Nancy M. Ballard

Mathematics/Computer Information Systems

AA, Mineral Area College, 1970; BS,
Southeast Missouri State University, 1972;
MNS, Southeast Missouri State University,
1990.

Dr. Terry L. Barnes

President

BS, Northwest Missouri State College,
1970; MA, Northwest Missouri State
College, 1972; PhD, Southern Illinois
University, 1979.

Alan L. Bayless

Agri-Business

BS, University of Missouri-Columbia,
1982; MED, University of Missouri-
Columbia, 1989.

Amy R. Bell

Business

AAS, Jefferson College, 1987; BS,
Maryville University, 1998; MBA, Maryville

University, 2002.

Elaine M. Belovich

Director, EXCEL, Student Support Services

BA, Fontbonne College, 1968; MAT,
Washington University, 1969.

Esther A. Blum, RN, MSN

Associate Degree Nursing

BSN, University of Missouri-Columbia,
1985; MSN, University of Missouri-
Columbia, 1993.

June Boyer, RN, BSN

Practical Nursing

Southeast Missouri State University,
1964-66; Practical Nursing Program,
Mineral Area College, 1969; ADN, Mineral
Area College, 1969-71; BSN, Southeast
Missouri State University, 1975; Central
Methodist College, 1998-2001.

Chris R. Burns

Director, Learning Resources Center

Arkansas State University, 1968-69;
Central Missouri State University, 1969-70;
Morehead State University, 1974-75;
Mineral Area College, Summer 1976; BS,
Southeast Missouri State University, 1977;
University of Missouri, Summer 1980,
1981; MAT, Webster University, 1984.

Mark A. Byington

Director, Law Enforcement Academy
 AS, AA, Mineral Area College, 1985; BS, Southeast Missouri State University, 1987; Dallas Police Academy Graduate, 1987; Missouri State Highway Patrol Instructor School Graduate, 1994; Graduate Studies; City University, Washington State, 1995.

Stephanie Campbell

Economics
 BS, Southeast Missouri State University, 1989; MS, Southern Illinois University, 1998.

Kenneth Carter

Director, Tech-Prep Education
 BS, Southeast Missouri State University, 1982; AAS, Mineral Area College, 2001; M.Ed., Central Methodist College, 2002.

Carolyn Kay Crecelius

English
 AGS, Moberly Junior College, 1965; BS in Ed., University of Missouri-Columbia, 1967; MA, Northeast Missouri State University (Truman University), 1973; Post-graduate work, University of Missouri, Webster University, Southeast Missouri State University.

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