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

Any person having inquiries concerning Mineral Area College’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, or the ADA Amendments Act of 2008 is directed to contact the Dean of Students at 1-800-735-2966. Speech impaired callers please use Relay Missouri: 711 or the address 2001 West Main Street, Suite 2400, 30 North LaSalle Street, Chicago, IL 60602. For TTY please call 1-800-662-7440 or (312) 263-0546. 1-800-283-8966.

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

This catalog is effective beginning April 1, 2014, for the 2014-15 and 2015-16 academic years. Should such changes become necessary, students will receive appropriate notice.
# Telephone Numbers, Addresses of College & Outreach Centers

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

## Outreach Centers

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farmington High School</td>
<td>(573) 701-1310 ext. 2139 Farmington, MO 63640</td>
</tr>
<tr>
<td>Fredericktown</td>
<td>(573) 783-7932 1450 Madison 517 Fredericktown, MO 63645</td>
</tr>
<tr>
<td>Perryville Higher Education Center</td>
<td>(573) 547-4143 St. Mary’s of the Barrens Facility 108 South Progress Drive Perryville, MO 63775</td>
</tr>
<tr>
<td>Potosi High School</td>
<td>(573) 438-4363 after 4 p.m. (573) 438-2156 ext. 43 1 Trojan Drive Potosi, MO 63664</td>
</tr>
<tr>
<td>Winona High School</td>
<td>(573) 325-8101 ext. 314 Highway 19 North Winona, MO 65588</td>
</tr>
</tbody>
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## Important Phone Numbers

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

Hello!

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

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

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

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

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

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

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Disclaimers and Conditions

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

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

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

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

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

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

Scott Sikes
Subdistrict 1

Sally Parker-Nash
Subdistrict 2

Jerry Sullivan
Subdistrict 3

Harvey Faircloth
Subdistrict 4

Dr. Don VanHerck
Subdistrict 5

Alan Wells
Subdistrict At-Large

Administration

Dr. Steven J. Kurtz
President

J. Gil Kennon
Vice President of College Affairs,
Dean of Career & Technical Education

Jean Merrill-Doss
Dean of Student Services

Carolyn Kay Crecelius
Dean of Arts & Sciences

Russell R. Straughan
Business Manager

Kathryn Neff
Human Resources
<table>
<thead>
<tr>
<th>Academic Calendar</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
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</thead>
<tbody>
<tr>
<td><strong>Monday, Aug. 18</strong></td>
<td>Semester Begins</td>
<td>Semester Begins</td>
</tr>
<tr>
<td><strong>Saturday, Aug. 30</strong></td>
<td>Labor Day Holiday, No classes</td>
<td>Labor Day Holiday, No classes</td>
</tr>
<tr>
<td><strong>Monday, Sept. 1</strong></td>
<td>Labor Day Holiday, No classes</td>
<td>Labor Day, No classes</td>
</tr>
<tr>
<td><strong>Friday, Oct. 10</strong></td>
<td>Professional Development Day, No classes</td>
<td>Professional Development Day, No classes</td>
</tr>
<tr>
<td><strong>Wednesday-Friday, Nov. 5-7</strong></td>
<td>MCCA Meetings</td>
<td>MCCA Meetings</td>
</tr>
<tr>
<td><strong>Tuesday, Nov. 11</strong></td>
<td>Veterans Day, No classes</td>
<td>Veterans Day, No classes</td>
</tr>
<tr>
<td><strong>Wednesday, Nov. 26</strong></td>
<td>No evening classes</td>
<td>No evening classes</td>
</tr>
<tr>
<td><strong>Thursday-Saturday, Nov. 27-29</strong></td>
<td>Thanksgiving Break, No classes, campus closed</td>
<td>Thanksgiving Break, No classes, campus closed</td>
</tr>
<tr>
<td><strong>Thursday, Dec. 4</strong></td>
<td>Last T/R class</td>
<td>Last T/R class</td>
</tr>
<tr>
<td><strong>Friday, Dec. 5</strong></td>
<td>Last M/W/F class</td>
<td>Last M/W/F class</td>
</tr>
<tr>
<td><strong>Monday-Friday, Dec. 8-12</strong></td>
<td>Final Exams-Day Classes</td>
<td>Final Exams-Day Classes</td>
</tr>
<tr>
<td><strong>Monday, Dec. 8</strong></td>
<td>Monday Evening Final Exams</td>
<td>Monday Evening Final Exams</td>
</tr>
<tr>
<td><strong>Tuesday, Dec. 9</strong></td>
<td>Tuesday Evening Final Exams</td>
<td>Tuesday Evening Final Exams</td>
</tr>
<tr>
<td><strong>Wednesday, Dec. 10</strong></td>
<td>Wednesday Evening Final Exams</td>
<td>Wednesday Evening Final Exams</td>
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<tr>
<td><strong>Thursday, Dec. 11</strong></td>
<td>Thursday Evening Final Exams</td>
<td>Thursday Evening Final Exams</td>
</tr>
<tr>
<td><strong>Friday, Dec. 12</strong></td>
<td>Friday Evening Final Exams</td>
<td>Friday Evening Final Exams</td>
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<tr>
<td><strong>Saturday, Dec. 13</strong></td>
<td>Saturday Final Exams</td>
<td>Saturday Final Exams</td>
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<tr>
<td><strong>Saturday, Dec. 13</strong></td>
<td>Semester Ends</td>
<td>Semester Ends</td>
</tr>
<tr>
<td><strong>Monday, Dec. 15</strong></td>
<td>Grades Due</td>
<td>Grades Due</td>
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<table>
<thead>
<tr>
<th>Spring 2015</th>
<th>Fall 2015</th>
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<tbody>
<tr>
<td><strong>Monday, Jan. 12</strong></td>
<td>Semester Begins</td>
</tr>
<tr>
<td><strong>Monday, Jan. 19</strong></td>
<td>MLK Jr. Holiday, No classes</td>
</tr>
<tr>
<td><strong>Monday, Feb. 16</strong></td>
<td>Presidents Day, No classes</td>
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<tr>
<td><strong>Monday-Saturday,</strong></td>
<td>Spring Break, No classes</td>
</tr>
<tr>
<td><strong>March 9-14</strong></td>
<td>Spring Holiday, No classes</td>
</tr>
<tr>
<td><strong>Saturday, April 3-4</strong></td>
<td>Professional Development Day, No classes</td>
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<tr>
<td><strong>Tuesday, April 21</strong></td>
<td>Last T/R class</td>
</tr>
<tr>
<td><strong>Tuesday, May 5</strong></td>
<td>Review Day</td>
</tr>
<tr>
<td><strong>Thursday, May 7</strong></td>
<td>Last M/W/F class</td>
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<tr>
<td><strong>Friday, May 8</strong></td>
<td>Commencement</td>
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<tr>
<td><strong>Saturday, May 9</strong></td>
<td>Final Exams-Day Classes</td>
</tr>
<tr>
<td><strong>Monday-Friday, May 11-15</strong></td>
<td>Monday Evening Final Exams</td>
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<tr>
<td><strong>Monday, May 11</strong></td>
<td>Tuesday Evening Final Exams</td>
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<tr>
<td><strong>Tuesday, May 5</strong></td>
<td>Wednesday Evening Final Exams</td>
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<tr>
<td><strong>Wednesday, May 6</strong></td>
<td>Thursday Evening Final Exams</td>
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<tr>
<td><strong>Thursday, May 14</strong></td>
<td>Friday Evening Final Exams</td>
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<tr>
<td><strong>Friday, May 15</strong></td>
<td>Saturday Final Exams</td>
</tr>
<tr>
<td><strong>Saturday, May 16</strong></td>
<td>Semester Ends</td>
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<tr>
<td><strong>Saturday, May 16</strong></td>
<td>Grades Due</td>
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<thead>
<tr>
<th>Summer 2015</th>
<th>Fall 2015</th>
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<tbody>
<tr>
<td><strong>Monday, June 1</strong></td>
<td>Semester Begins</td>
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<tr>
<td><strong>Friday-Saturday,</strong></td>
<td>Independence Day, No classes</td>
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<tr>
<td><strong>July 3-4</strong></td>
<td>Final Exam Day-Day Classes</td>
</tr>
<tr>
<td><strong>Monday, July 27</strong></td>
<td>Monday Evening Final Exams</td>
</tr>
<tr>
<td><strong>Monday, July 20</strong></td>
<td>Tuesday Evening Final Exams</td>
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<tr>
<td><strong>Tuesday, July 21</strong></td>
<td>Wednesday Evening Final Exams</td>
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<tr>
<td><strong>Wednesday, July 22</strong></td>
<td>Thursday Evening Final Exams</td>
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<tr>
<td><strong>Thursday, July 23</strong></td>
<td>Friday Evening Final Exams</td>
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<tr>
<td><strong>Friday, July 24</strong></td>
<td>Saturday Final Exams</td>
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<tr>
<td><strong>Saturday July 25</strong></td>
<td>Final Exams-Day Classes</td>
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<tr>
<td><strong>Monday, July 27</strong></td>
<td>Grades Due</td>
</tr>
<tr>
<td><strong>Tuesday, July 28</strong></td>
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</tr>
</tbody>
</table>
About
Mineral Area College

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

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

Philosophy of Purpose
The Philosophy of Purpose is an educational agreement between MAC and its community that defines a mutual commitment to student success shared by students, faculty, and staff. The college promotes a dedicated, responsive relationship among all members of the college community. The following six statements reflect MAC’s philosophy:
- MAC is committed to continuous quality improvement.
- MAC is dedicated to the belief that a college education is essential for the acquisition of knowledge and skills required for life-changing educational, career, and cultural opportunities.
- MAC contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- MAC meets the needs of those transferring to four-year institutions and of those preparing for immediate careers.
- MAC contributes to the cultural enrichment, economic development, and general welfare of the region through continuing education and cooperative programs.
- MAC has an open door policy that provides everyone an opportunity to learn.
Value Statements

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

Goals for the Future

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

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

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

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

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

Organizational Priorities

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

MAC adopts the following organizational priorities:

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

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

History of MAC and Flat River Junior College

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

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

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

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

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

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

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

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

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

In April 2002, voters approved a $6 million bond issue to build a 10,000 sq. ft. outreach center in Fredericktown; to remodel and add space to the fine arts facilities including art, music and theater; new athletic locker rooms and storage; remodel faculty offices; add parkway lighting; renovate the college’s...
heating and cooling spaces; build a new men’s baseball field; and restore and beautify the college’s quadrangle in the middle of campus.

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

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

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

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

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

Directory Information/Public Information
In accordance with FERPA, MAC considers the following to be a student’s directory information: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.
Name and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution’s request.

Drug-Free Work Place

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

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

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

Sexual Harassment Policy
MAC is committed to a work setting and academic environment free from sexual harassment.
This policy applies to members of the college community, including employees, students, and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by other state and federal discrimination laws. Violators of this policy shall be subject to disciplinary actions.

**Tobacco-Free Buildings and Grounds**

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

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

**Student Responsibility for Catalog Information**

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

**GENERAL ADMISSIONS**

**Requirements**

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

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

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

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

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

**Selective Admission Programs**

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

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

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

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

Admissions & Records

Admissions Checklist

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

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

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

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

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

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

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

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

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

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

4. Placement Tests
MAC reserves the right to guide enrollment on the basis of placement tests. Placement testing is required before enrollment. The ACT or Compass test is used to place students into the appropriate courses based on their ability in English, math and reading. If a student has not taken one of these tests, he or she should contact the Assessment Office at (573) 518-2202. ACT scores listed on high school transcripts are acceptable. Students who have taken the ACT test but found it is not on the high school transcript may request additional copies from ACT Records Department, P.O. Box 451, Iowa City, Iowa, 52243-0451. MAC’s code is 023060. There is a fee for this service.
5. Confirmation of Admission
   The Admissions Office will make every effort to inform applicants of incomplete files. However, applications received close to final registration usually do not allow sufficient time to inform the applicant of an incomplete admission file. The applicant is responsible for ensuring that all required documentation is on file in the Admissions Office. MyMAC is available for up-to-date information regarding admission, financial aid, billing and other student-related topics.

6. Orientation
   College Advisement/Registration Day for Students (CARDS) is a required orientation for first-time freshmen and transfer students with fewer than 12 earned credit hours under the age of 25. The orientation sessions are held during spring and summer semesters in preparation for fall. The programs feature academic advising, registration, information on housing, financial aid, billing, student activities and parking.
   Students required to attend orientation who are admitted late and/or cannot attend a CARDS program will register after the last scheduled CARDS program for the semester. Exceptions to the above policy may be approved by the registrar or the dean of students.

Campus Housing
   College Park, the on-campus student housing complex, offers students the best of both worlds, combining on-campus convenience with the benefits of off-campus apartment-style floor plans and flexibility. College Park’s live-in staff — assistant director and resident assistants — are available to help student residents achieve academic success and enjoy a safe collegiate experience.
   Located on the Park Hills campus, College Park allows students convenience to classes and resources, and a safe environment in which to meet people and entertain friends.
   Individual housing agreements are offered on the two- and four-bedroom apartments, all of which are basically furnished and have kitchens. Other amenities include pool, barbecue pavilion, sand volleyball courts, internet hook-up, on-premise laundry and computer lab. Meal plans are available. All housing students are required to purchase a 12- or 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification
   Students are classified as follows:
   Full-Time
   A student enrolled in 12 or more semester hours of coursework for the fall/spring semesters and six or more semester hours of coursework for the summer session.
   Part-Time
   A student enrolled in one to 11 semester hours of coursework for the fall/spring semesters and fewer than six semester hours of coursework for the summer session.
   Freshman
   A student who has satisfactorily completed fewer than 30 semester hours of coursework.
   Sophomore
   A student who has satisfactorily completed 30 or more semester hours of coursework.
   First-Time Student
   A student who is an applicant who has not completed any college-level coursework since high school graduation. Students who complete summer coursework after high school graduation, and who have already been admitted to the college, are still considered first-time freshmen.
   Transfer Student
   A student who has attended another institution of higher education since high school graduation before applying to MAC.
   Continuing Student
   A student who is currently enrolled at MAC and who has not had a break in enrollment (excluding summer session).
   Returning Student
   A student who is an applicant who has previously earned at least one hour of credit at MAC. Returning students who have not been enrolled at MAC for a semester or more (excluding summer session) may reactivate their files by updating their admission information with the Admissions Office. Files for students who have not attended within five years will be destroyed. Transcripted grades earned
at MAC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities, or other documents that have been destroyed. Returning students who have attended another accredited institution since leaving MAC must have official and complete transcripts sent from those institutions to the Admissions Office.

**Non-Degree Seeking Student**

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

**Non-High School Graduate**

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

**Provisional Student**

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

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

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

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

**Dual Credit**

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

**Dual Enrollment**

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

**Career and Technical Dual Credit**

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

Students enrolled in an articulated program or course(s) at one of the career centers and high schools are eligible to earn college and high school credit at the same time. In addition to earning credit for career and technical courses through the career centers and high schools, students can also take general education courses on the MAC campus, satellite campus or through dual credit courses at their high school which will count towards an Associate of Applied Science Degree and/or certificate at MAC.
Concurrently Enrolled Student
Students may enroll in MAC and another college during the same semester. Such students should contact both their registrar and dean for more information.

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

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

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

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

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

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

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

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

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

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

Finances and Work
International students are ineligible for federal aid. A student must not plan on working to help defray the cost of attending college. According to immigration regulations, anyone who
enters the U.S. on a student visa must not accept part-time off campus employment for the first year of U.S. residence.

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

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

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

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

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

### Records and Registration

**Advanced Placement**

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

**Advanced Placement Examinations**

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

**Change of Major and/or Advisor**

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

**College Level Examination Program (CLEP)**

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

A ‘CR’ grade is assigned for CLEP credit, which does not calculate into the GPA, but is counted toward graduation requirements on the same basis as credits earned in the classroom. A combined maximum of 30 semester hours of credit may be granted for education experiences obtained through nontraditional college
programs such as prior learning credit, credit by examination, and CLEP. Students who already have earned college credit will not be given credit for the equivalent course through CLEP. There is no assurance that credit gained by CLEP will be accepted by another institution of higher learning in transfer. Contact the Registrar’s Office for more information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Associate of General Studies degree may not transfer; however, the courses may be evaluated for transfer on a course-by-course basis. **Associate of Science Degree (AS)** The Associate of Science degree is awarded to students completing the requirements of specifically identified programs (Nursing-RN, Radiologic Technology, and Respiratory Therapy) with at least a minimum of 62 semester hours.

**Certificates** The Certificate is awarded to a student upon successful completion of the requirements of one of the career and technical education programs. **Certificates (less than one-year)** Other Certificates represent a structured sequence of courses that may be completed in a relatively short period of time.

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

**General Education Block (42 Credit Hour Block)**

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

**Military Experience Evaluation**

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

**Records on Hold/ Release of Transcripts and Diplomas**

If a student’s record has been placed on hold for any reason (i.e., a missing official transcript, a financial obligation, library fines, College Park fines, failure to pay for parking violations, or disciplinary actions), the student will not be allowed to enroll in courses in subsequent semesters, view grades, obtain a transcript,
graduate, receive a diploma or certificate, a letter of recommendation, or access the student information system (MyMAC) until the hold is resolved.

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

Registration

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

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

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

Right to Privacy and Review of Records

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

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

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

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

Student Portal — MyMAC

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

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

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

Transfer Library/Crosswalk

The Missouri Department of Higher Education has initiated a transfer library where course equivalencies are identified for common courses transferred between all state-supported two and four-year institutions. MAC has created a transfer crosswalk that includes courses from the state transfer library. The transfer crosswalk is available online at www.MineralArea.edu and through MyMAC. Contact the Registrar's office at (573) 518-2130 for questions regarding transfer equivalencies.
Transcript Services
The Registrar's Office releases transcripts only by written or online authorization from the student. A transcript may be requested online through MyMAC, in person, by fax or U.S. mail through the Registrar's Office. Transcript request forms are available in Student Services or online at www.MineralArea.edu.
Transcripts are $5 if mailed, $8 if faxed, and an additional $10 for same-day service. Transcripts will not be processed until payment is received. Credit card payments are accepted by U.S. mail, fax, online, by phone and in person. Students can also pay by mail or in person with a check or in person with cash.
All transcript requests must include: student's full legal name and any former name(s), Social Security number or student identification number, birth date, current address, phone number, and the complete address for the office or agency to which the transcript is to be mailed. The student's signature must be included or the request will be returned. Please allow two to three working days for processing transcript requests unless same day service is requested and purchased. Additional time is required for processing transcripts at the end of the semester. Transcripts will not be released if the student has holds.

Transferring to Other Colleges
Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at MAC will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought by the student. To assure smooth transfer to a four-year institution, students should consult an academic advisor early regarding transferability of credit earned at MAC. The Associate of Arts Degree is designed as the statewide general studies transfer degree.
Although acceptance of credit is at the discretion of the transfer school, MAC has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because these programs are designed for employment preparation rather than transfer.
It is the student's responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at MAC. Students planning to transfer should refer directly to the official website of the institution they plan to attend.

Verification of Enrollment
A student may complete a verification of enrollment form in Student Services or online on the Registrar's forms page. The student's signature is required for enrollment verifications.
Current semester enrollment verifications are processed after classes have been in session for two weeks. Please allow two or three days for processing.
Support Services

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

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

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

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

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

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

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

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

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

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

Exit Exam—All degree-seeking candidates for graduation must complete an exit exam. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment.
unless their program requires them to take a licensure examination that is industry-recognized and approved. The exit exam dates will be emailed to the candidates for graduation and posted on the website.

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

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

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

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

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

Breaking Traditions also provides professional development seminars for area educators.

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

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

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

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

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

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

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

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

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

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

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

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

Health Services

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

Learning Center

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

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

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

Parking

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

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

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

TRIO Programs

TRIO Programs are funded under Title IV of the federal Higher Education Act of 1965. They are
designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance applying for financial aid, encouragement, and support.

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

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

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

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

MAC pursues the idea of equal educational opportunity for all at affordable prices, regardless of residency. Family circumstances of aid applicants will be evaluated according to all available information, and assistance will be allocated where the greatest need exists. Some income and/or assets might be required to help cover or offset the costs of a MAC education.

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

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

TUITION AND FEES

Tuition for Credit Classes:
(Subject to change with notice.)

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

Classification for Tuition Purposes

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

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

Resident of the Taxing District of MAC

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

Students may appeal the assessed tuition rate by submitting any one of the following documents to the Business Office located in the Technology Building:
1. A real estate property tax receipt;
2. A personal property tax receipt;
3. A renter’s lease;
4. A property deed.

In the event that an additional appeal is necessary, students should follow published procedures for student due process at MAC, available in the Dean of Students Office or online at www.MineralArea.edu.
Students from Outside the Taxing District of MAC
Out-of-district tuition is assessed to students who reside in permanent residences located in Missouri for the immediate past 12 consecutive months, but not within the taxing district.

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

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

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

Penalty for False Information
If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address altering his/her residency classification, the student will be subject to the following penalties:
1. Disciplinary action;
2. Academic records which will not be released to any agency or institution until the student has paid MAC the difference between the fees and tuition already paid and the amount that would be owed by a person of the correct residency classification.

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

Course and laboratory fees are applied to all courses which include use of specialized equipment or facilities and/or consumable instructional materials and supplies. Correct
course and laboratory fees are reflected in the current semester schedule of courses and are available in the Business Office.

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

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

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

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

Mineral Area College  
ATTN: Business Office  
P.O. Box 1000  
Park Hills, MO 63601-1000

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

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

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

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

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

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

On the next day following the final payment date (consult the appropriate semester’s course schedule booklet, “Important Dates” section), students with any remaining unpaid balance will be assessed a one-time, $25 collection fee and will have their accounts sent to a collection agency. Accounts are also subject to Missouri State Tax Interception.
Third-Party Billing
MAC will permit students to enroll in classes if financial authorization is presented from an agency such as an employer or a sponsor. In circumstances requiring third-party billing, payment arrangements should be made in advance with the Business Office.

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

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

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

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

FINANCIAL ASSISTANCE

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

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

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

The following Title IV Student Financial Aid Programs are affected by this policy:
— Pell Grant
— Supplemental Educational Opportunity Grant (SEOG)
— Direct Subsidized and Unsubsidized Loans
— Parent (PLUS) Loans
— EXCEL SSS Grant

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

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

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

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

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

Minimum Academic Standards for Financial Aid Eligibility

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

Qualitative Standard — A minimum cumulative GPA of 2.0 or higher is required.*
Quantitative Standard — A student must successfully complete a minimum of two-thirds of all course-work attempted each semester.**

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

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>MAXIMUM TIME FRAME***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>6 Semesters (or 93 Credit Hours Attempted)</td>
</tr>
<tr>
<td>3/4-Time</td>
<td>9 Semesters</td>
</tr>
<tr>
<td>1/2-Time</td>
<td>12 Semesters</td>
</tr>
</tbody>
</table>

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

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

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

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

*Cumulative GPA includes grades of A, B, C, D, and F. A student on financial assistance may repeat a course one time in which a required grade was not attained.
**Total credit hours attempted will be verified at the end of the 10th day of class work each semester. (Withdrawals before the verification date and audit course are not counted in attempted coursework.)
***The maximum time frame includes all terms of enrollment and credit hours attempted, even those for which the student did not receive aid from the federal student aid programs.

Federally Funded Financial Aid Programs Federal Pell Grant

1. The Higher Education Act Amendments of 1972 has authorized a federal program of grants for all eligible students, not just those of exceptional financial need.

2. Federal Pell Grants cannot exceed the difference between the student’s family contribution and the actual cost of MAC attendance.
3. In the event federal appropriations are insufficient to meet full entitlement, the Federal Pell Grants will be adjusted downward.

For less than full-time students, the Federal Pell Grant is proportionally reduced. Full-time = 12 or more credit hours course load
3/4 time = 9, 10, 11 credit hours course load
1/2 time = 6, 7, 8 credit hours course load

**Federal Supplemental Educational Opportunity Grant**

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

**Federal College Work-Study Program**

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

**Federal Direct Loan**

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

**State-Funded Financial Aid Programs**

**A+ Schools Program**

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

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

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

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

**Bright Flight Scholarship (Missouri Higher Education Academic)**

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

- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri postsecondary school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity. Interested students should contact their high school counselor’s office.
Marguerite Ross Barnett Memorial Scholarship
This scholarship was established for students employed while attending school part-time. To be eligible, a student must:
- Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- Work and be compensated for at least 20 hours per week;
- Be 18 years of age or older;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.
Award amounts vary based upon individual financial need but are limited to actual tuition at MAC.

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

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

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

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

Veterans benefits are available according to the following course-load guidelines:
For Fall and Spring Semesters:
- Full time: 12 or more hours
- Three-fourths time: 9-11 hours
- Half time: 6-8 hours
- Less than half time: 1-5 hours
(Six hours is considered full time for the summer session.)
The VA may refuse to pay educational benefits to a veteran who fails to make satisfactory progress toward a specified educational goal. All veterans must maintain the academic standards of progress as listed previously for all other federal and state funded financial aid programs.

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

Servicemembers Opportunity Colleges
MAC is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,300 institutions pledged to be reasonable in working with service members and veterans trying to earn degrees while pursuing demanding, transient careers.
As a SOC member, the college is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and credit learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

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

**College-Funded Scholarships and Awards**

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

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

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

**Outside Aid Reporting Requirement**

Students who receive outside aid, including loans, grants or scholarships from private individual groups or governmental agencies, must report the source and the amount of such outside assistance. Federal regulations require the college to adjust a student’s aid award so as not to exceed the students' needs.

Students who knowingly withhold such information from the Financial Aid Office are subject to termination of their financial aid award and repayment of any excess award back to the federal government.

**Verification**

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

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

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

**Selective Service Requirement**

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

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

**Financial Aid Confidentiality Policy**


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

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

Student Rights and Responsibilities

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

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

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

Special Condition Procedures

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

Amounts of Awards

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

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

Payment of Awards

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

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

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

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

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

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

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

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

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

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

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

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

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

NATIONAL ASSOCIATION FOR MUSIC EDUCATION

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

OMEGA LEO

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

PHI BETA LAMBDA

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

PHI THETA KAPPA

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

PSI BETA

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

POSTSECONDARY AGRICULTURAL STUDENT

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

REDBIRD REVOLUTION

Redbird Revolution is a pom and dance squad which performs during various athletic events,
participates at pep rallies, and marches in local homecoming parades. It promotes and upholds school spirit, entertains the crowd with dance performances at games, and develops a sense of good sportsmanship among students. Tryouts are held in the spring.

**RE-MAC CLUB (Renewable Energy)**

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

**ROBOTICS, AUTOMATION, DESIGN AND INFORMATION TECHNOLOGY CLUB**

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

**STUDENT ACTIVITIES COUNCIL**

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

**STUDENT GOVERNMENT ASSOCIATION**

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

**STUDENT-MISSOURI STATE TEACHERS ASSOCIATION**

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

**STUDENT NURSES ASSOCIATION**

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

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

**STUDENT RADIOLOGY CLUB**

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

**THE CLICK**

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

**DEPARTMENTAL ACTIVITIES**

**ART DEPARTMENT**

The MAC Art Department offers culturally enriching experiences for students able to view a wide variety of art and participate in art exhibits. The college has two different areas for exhibits: a hallway gallery near
the art studio for student work and a gallery in the lobby of the Fine Arts Theatre. The exhibits are changed often to allow maximum exposure to students’ art work. The program offers a high-energy exchange of work and ideas with the Music and Theater Departments through several interdisciplinary projects.

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

**MUSIC DEPARTMENT**

The Music Department consists of a variety of performing ensembles:

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

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

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

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

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

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

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

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

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

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

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

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

**THEATRE DEPARTMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Academic Integrity

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

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

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

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

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

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

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

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

Student Conduct and Due Process

MAC is dedicated to its pronounced philosophy and objectives. When these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. College discipline will be exercised when student misconduct adversely affects the college's pursuit of its education objectives.
Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, or go to the MAC website under “Publications.”

**College Email**

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

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

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

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

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

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

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

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

**Classroom Electronic Use Policy**

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

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

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

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting them absent or tardy for the class period;
- Deducting points from current assignments;
• Following procedures outlined in the Academic Integrity Policy (these actions would be subject to appeal in accordance with the policy);
• Requiring a student to discuss the infraction with the respective dean before returning to class;
• Dropping a student from the course as a result of multiple infractions.

Instructors may, but are in no way obligated to, make exceptions at their own discretion when:
• Health-related or family circumstances exist and the student requests permission prior to a specific class period;
• The use of the device has educational value;
• A simultaneous MAC Alert is sent.

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

Courses and Registration

Administrative Withdrawal

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

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

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

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

Auditing a Course

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

Change in Class Schedule

Adding a Class

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

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

To add a class in person the student must:
1. Obtain a Request to Add Class form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Pay any additional fees required

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

To officially drop or withdraw from a course, the student must:
1. Obtain a Request To Withdraw From Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of official withdrawal

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

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

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

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

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

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

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

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

Dual Credit
MAC has agreements with area high schools that permit qualified high school juniors and seniors to earn college credit while satisfying high school graduation requirements, letting students get an early start on meeting college requirements.
Students must meet Missouri Department of Higher Education requirements and MAC course
prerequisites. Interested students should contact their high school counselor or the dual credit coordinator for additional information.

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

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

Final Examinations
Final exams may be given at the end of a semester, generally covering all of the material in the course. A final exam may count for a significant percentage of the final grade. Students must take their final exam at the time designated on the final exam schedule.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Withdrawal for Students Mobilized for Military Duty

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

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

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

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

Grading

Dean’s List

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

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

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

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

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

Grade Point Average

The semester GPA is calculated by:
1. Multiplying the credit hours of a course by the grade points earned for the course grade;
2. Adding the grade points earned for each course;
3. Dividing the total grade points by the number of credit hours attempted.

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

Grading System

Students officially enrolled in classes are graded according to the following system:
A – Superior. The student has demonstrated outstanding proficiency in mastering course objectives.
B – Above average. The student has demonstrated above-average proficiency in mastering course objectives.
C – Average. The student has demonstrated average proficiency in mastering course objectives.
D – Below average. The student has demonstrated below average proficiency in mastering course objectives. A grade of “D” may be considered unsatisfactory in some programs.
F – Failing. Work done is undeserving of credit. The student has not demonstrated a minimum passing proficiency in mastering course objectives.
W – Withdrew from course.
I – Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances.
AU – Audit. Students attend class meetings but do not receive credit or a grade for the course.
P – Passing. This mark indicates the student has completed the coursework satisfactorily.

College credit is valued in grade points as follows:
A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade point
F = No grade points
W = No grade points
I = No grade points
AU = No grade points
P = No grade points

Once a grade is recorded in the Registrar’s Office, it is a permanent grade. Grades will not be changed
unless the instructor has made an error in calculating the grade. All grade changes must be approved by the dean of the respective division.

**Honors Program**

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

First time students must meet any one of the requirements to qualify for the program:
- High School GPA of 3.0 or above on a 4.0 scale;
- ACT composite score of 21 or above;
- Minimum Compass reading score of 89.

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

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

**Incomplete Policy**

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

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

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

**Pass-Fail Grading**

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

**Graduation**

The requirements for graduation are specified in the course catalog of the first semester in which a student enters MAC. However, any student may elect to meet the requirements stated in a future catalog. Students who discontinue enrollment for two consecutive semesters (summers excluded) must follow the catalog in effect upon their return. Course prerequisites/corequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary to complete a college degree or certificate program. The student must satisfy course prerequisites/corequisites as specified in the current college catalog even if graduating under the provisions of an earlier catalog.
To graduate with honors, a student must earn a cumulative GPA of 3.5 in his or her major or program of study.

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

To be considered a candidate for graduation a student must:
1. Submit an Application for Graduation Candidacy with a completed degree plan to the Registrar’s Office by the following deadlines:
   - Fall Semester (December graduate) – end of second week of 16-week semester
   - Spring Semester (May graduate) – end of second week of 16-week semester
   - Summer Session (July or August graduate) – end of first week of 8-week term
2. Submit the nonrefundable $50 graduation fee (charged one time per degree) with the application.
3. Complete the degree requirements per the college catalog, earning the last 15 credit hours at MAC.
4. Earn a cumulative GPA of at least 2.0 or higher (2.75 for AAT students).
5. Complete an exit exam.
6. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. Candidates will be notified by email of the exam dates which will also be posted on the website.
7. Resolve all financial obligations to the college and return all library and college materials.

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

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

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

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

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

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

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

Arts & Sciences Division

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

Associate of Arts in Teaching
Areas of Concentration
Early Childhood, Elementary, Secondary, and Special Education

Associate of General Studies
General Studies

Certificate
Global Studies
### ASSOCIATE OF ARTS DEGREE (62 Hours)

**A Transferrable Degree**

<table>
<thead>
<tr>
<th>Departments</th>
<th>Requirements</th>
<th>Course Titles/Areas</th>
<th>Course Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Written 3 hrs</td>
<td>English Comp I</td>
<td>ENG1330</td>
</tr>
<tr>
<td></td>
<td>Written 3 hrs</td>
<td>English Comp II</td>
<td>ENG1340</td>
</tr>
<tr>
<td></td>
<td>Oral 3 hrs</td>
<td>Public Speaking</td>
<td>ENG1440, ENG1670</td>
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<td>Humanities</td>
<td>Total 9 hours</td>
<td>A Transferrable Degree</td>
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<tr>
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<td>from at least 2</td>
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<tr>
<td></td>
<td>disciplines</td>
<td>Total 9 hours</td>
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<tr>
<td></td>
<td>3 hours must be</td>
<td>Humanities</td>
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<td></td>
<td>cultural diversity</td>
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<td>Art</td>
<td>ART1490*,1500*,1510*,1530</td>
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<td>Foreign Language</td>
<td>Any MFL prefix*</td>
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<td>History</td>
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<td>MSC1201,1202,2203,2204,1641,1801*,1811,1821,1831</td>
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<td>Social</td>
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<td>POS1180 and</td>
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<td>Science</td>
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<td>Amer. History I or II</td>
<td>HIS1230 or 1240</td>
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<td>One with lab included</td>
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<td>Sociology</td>
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<td>Computer Science</td>
<td>CSC1300,1500,2400,2420,2440,2500</td>
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<td>Physical Education</td>
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<td></td>
<td>Activity course</td>
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<td>PHY1120 *(with physician excuse only)</td>
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<td>Dance</td>
<td>DAN1002,1004,1006,2004,2006</td>
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**TOTAL GENERAL EDUCATION 42-44 HOURS**

| Electives           | Total 18 – 20 hours     | ART, BIO, BUS, CIS, CSC, DAN, EDU, ENG, GEO, GUI, HIS, MAT, MFL, MSC, PED, PHI, PHS, POS, PSY, SOC, SWK, THE |

**ELECTIVES 18-20 HOURS**

**TOTAL 62 HOURS**

Please see the general requirements for the AA degree for more information.
## ASSOCIATE OF ARTS IN TEACHING (62 Hours)
### A Transferrable Degree

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<thead>
<tr>
<th>Departments</th>
<th>Requirements</th>
<th>Course Titles/Areas</th>
<th>Course Numbers</th>
</tr>
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<tbody>
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<td>Written</td>
<td>English Comp I</td>
<td>ENG1330</td>
</tr>
<tr>
<td></td>
<td>Written</td>
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<td>ENG1340</td>
</tr>
<tr>
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<td>Public Speaking</td>
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<td>Humanities</td>
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<td>Public Speaking</td>
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<tr>
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<td>+ Art</td>
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<td>History</td>
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<tr>
<td></td>
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<td>Philosophy</td>
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<td>Social</td>
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<td>Theatre</td>
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<tr>
<td>History/Pol. Science</td>
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<td>Amer. Political Systems</td>
<td>POS1180 and</td>
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<td>Amer. History I or II</td>
<td>HIS1230 or 1240</td>
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<tr>
<td>Mathematics</td>
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<td>College Algebra</td>
<td>MAT1230 (Secondary &amp; Special Ed. Majors)</td>
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<tr>
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<td>Foundations of Math</td>
<td>MAT1530 (Early Childhood &amp; Elementary Majors only)</td>
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<td>Physical &amp; Biological Sciences</td>
<td>Total 8 – 10 hours</td>
<td>Physical Science</td>
<td>PHS1130,1200,1210,1230,1250,1270,1350,1380,1390,1420,1440,2230,2240,2250,2300,2350,2360,2400,2400,2410,2412,2420,2430</td>
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<td>Field Experience</td>
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<td>Tech for Teachers</td>
<td>EDU 2200</td>
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<td>Education Psychology</td>
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<td>Portfolio Assessment</td>
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<td>Activity Course</td>
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<tr>
<td>Electives</td>
<td>SEE EDUCATION PROGRAM ADVISOR FOR APPROPRIATE ELECTIVES</td>
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**TOTAL OF 62 HOURS MINIMUM**

Please see the general requirements for the AAT degree.
## ASSOCIATE OF GENERAL STUDIES

A Non-Transferrable Degree (Course by Course Transfer)

<table>
<thead>
<tr>
<th>Departments</th>
<th>Requirements</th>
<th>Course Titles/Areas</th>
<th>Course Numbers</th>
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<td><strong>English</strong></td>
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<td>English Comp I</td>
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<td>Written 3 hrs</td>
<td>English Comp II</td>
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<td>Interpersonal Comm.</td>
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<td>Biological Science</td>
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<td>Courses</td>
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<td>Music</td>
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<td>Philosophy</td>
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<td>THE1000,1200,2120,2140*,2200*</td>
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<td>Psychology</td>
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<td>Sociology</td>
<td>SOC1130,1230,1240,1540,1600,1620</td>
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<tr>
<td><strong>History/Political Science</strong></td>
<td><strong>Total 6 hours</strong></td>
<td>Amer. Political Systems</td>
<td>POS1180 and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amer. History I or II</td>
<td>HIS1230 or 1240</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td><strong>Total 3 hours</strong></td>
<td>Math</td>
<td>MAT1130,1230, MGT1800, TEC1800,1900</td>
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<td><strong>Computer Information Systems</strong></td>
<td><strong>Total 3 hours</strong></td>
<td>Computer</td>
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<td></td>
<td>Computer Science</td>
<td>CSC1500,2400,2420,2440,2500</td>
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<tr>
<td><strong>Recommended but NOT required</strong></td>
<td>GUI 1000 Principles of College Success (3)</td>
<td>GUI 1000</td>
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<td>PAW 1060 Prep for Employment (1)</td>
<td>PAW 1060</td>
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<td>PAW 1096 Career Planning (1)</td>
<td>PAW 1096</td>
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<tr>
<td><strong>Electives</strong></td>
<td><strong>Total 18 – 20 hours</strong></td>
<td>ART, BIO, BUS, CIS, CSC, EDU, ENG, GEO, GUI, HIS, MAT, MFL, MSC, PED, PHI, PHS, POS, PSY, SOC, SWK, THE</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GENERAL EDUCATION 60 HOURS**

**TOTAL 62 HOURS**

Please see the general requirements for the AGS degree for more information.
The Arts & Sciences Division offers the Associate of Arts, Associate of Arts in Teaching, and the Associate of General Studies degrees.

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

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

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

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

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

General Education Philosophy

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

Through the general education program, students should grow intellectually, both in their knowledge base and in intellectual curiosity. In addition, students are encouraged to gain an understanding of themselves and the world in which they live, become better problem solvers, and become productive and successful citizens.

General Education Key Quality Indicators/Competency Statements

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

These indicators include:

1. Communications  - To thrive in the fast-changing technological environment of today, graduates must be able to communicate effectively by writing and speaking properly and persuasively. Therefore, MAC not only requires students to take courses in English Composition and in Public Speaking, but expects all students to write and speak extensively in most classes.

2. Problem Solving  - No single college in the 21st Century can prepare students with all of the information and all of the solutions to the problems and challenges encountered in typical professional career fields. However, in order to be better prepared for society, students will have to learn not just to memorize information, but know how to analyze problems and explore possible solutions. Courses at MAC are designed to apply problem solving skills and improve problem solving abilities.

3. Critical/Creative Thinking  - In addition to memorizing facts and figures and other “concrete-sequential” problem solving activities, students should be challenged to apply what they have learned to the real world, including thinking “outside the box” while solving real world issues. MAC graduates will be prepared to apply what they have learned to the real world.

4. Computer  - The electronic world is increasing exponentially. Graduates who are not familiar with typical microcomputer applications simply have fewer chances for success in the business environment of today. A MAC education helps students develop skills in these areas because most classes and instructional resources will require the use of computer knowledge and electronic research abilities.

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

6. Personal/Social Development - At MAC, education not only involves academic achievement, but also life-management skills as well. A MAC graduate should be mature and considerate, with self-confidence and the ability to interact with others in a successful, ethical way.

7. Teamwork/Team Leading - Many employers and four-year universities are looking for people who have the ability to work with others on a team. In fact, the higher a professional or employee rises in most fields, the more important teamwork and leadership abilities will become. At MAC, students will find many curricular and extra-curricular activities to apply these skills and develop their proficiency at working in and leading teams.

8. Multicultural Experiences - Recognizing diversity is one of the stated values of the overall mission and vision of MAC. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts and every Associate of Arts in Teaching student is required to complete one course that is “culturally diverse.” The college recognizes diversity as a value to be upheld by faculty, staff and students so that a learning environment can be maintained that encourages inclusiveness and discourages acts of thoughtlessness and disrespect.

9. Cultural Enrichment - Part of being knowledgeable is having an admiration for the most meaningful accomplishments of human society. Whether it is listening to steel drums or vocal ensembles, visiting the campus art gallery, attending a play or watching the Cozean Lecture Series or a visiting scholar from another country, experiencing cultural events is essential to broaden one’s perspectives.

10. Wellness and Health - An educated, successful person involves the whole person, including mental and physical health, well-being, and fitness. A MAC graduate should understand the value of a healthy diet, exercise, physical fitness, and a variety of activities to help a person understand and develop a pattern of life-long health and fitness.

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General Education State Level Skill Areas

1. Communicating - To develop students’ effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world, students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.

2. Higher Order Thinking - To develop students’ ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

3. Managing Information - To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

4. Valuing - To develop students’ abilities to understand moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

5. Social and Behavioral Sciences - To develop students’ understanding of themselves and the world around them through study of content the processes used by historians and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)

6. Humanities - To develop students’ understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

7. Mathematics - To develop students’ understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems.
and which could serve as a basis for continued learning.

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

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

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

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

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

Associate of Applied Science

Associate of Science

Certificates
(one year and less than one year)

Degree program offerings are outlined on the following pages.
## Career & Technical Education Division Degree Plans: Main Campus

<table>
<thead>
<tr>
<th>Program Titles</th>
<th>AAS</th>
<th>AS</th>
<th>Certificate 1-Yr</th>
<th>Certificate Less Than 1-Yr</th>
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<td>Agribusiness</td>
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<tr>
<td>Basic Law Enforcement Academy 640 hours</td>
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<tr>
<td>Basic Law Enforcement Academy 1,000 hours</td>
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<td>Business Computer Programming</td>
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<tr>
<td>Business Management</td>
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<td>Business Management – Accounting</td>
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<tr>
<td>Business Management – Banking and Finance</td>
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<td>Business Management – Microcomputers</td>
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<td>Civil Construction Technology</td>
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<td>Computer Aided Design and Drafting</td>
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<td>Criminal Justice – Forensic Investigation</td>
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<td>Criminal Justice – Law Enforcement</td>
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<td>Criminal Justice – Security Management</td>
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<td>Electrical/Electronics Technology</td>
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<td>EMT – Emergency Medical Technician</td>
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<td>Engineering Technology – Civil Architecture</td>
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<tr>
<td>Engineering Technology – Design Drafting</td>
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<tr>
<td>Engineering Technology – Manufacturing</td>
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### General Requirements for Diplomas and Certificates

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete the TSA Exam.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation. (For Allied Health requirement of a ‘C’ or better required)
5. Last 15 hours must be earned at Mineral Area College.
### Career & Technical Education Associate Degree Programs

Articulated with Area Career and Technology Centers

#### Adult Student Program

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<thead>
<tr>
<th>Program and Major Code</th>
<th>- School -</th>
<th>Arcadia Valley</th>
<th>Cape Girardeau</th>
<th>Perryville</th>
<th>UniTec</th>
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### Mineral Area College

Career and Technical Education Associate Degree Programs

Located at **Cape Career and Technology Center**

#### Adult Student Program

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<tr>
<th>Program and Major Code</th>
<th>- School -</th>
<th>Arcadia Valley</th>
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<th>Perryville</th>
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Career & Technical Education Division

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

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

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

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

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

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

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

The Career & Technical Education Division recognizes that not all students come to the college with the same backgrounds, interests and capabilities. Certain services are provided to more nearly provide all potential students an equal opportunity of success. In the past five years, programs have been developed to meet the special needs of many students. These programs have been very successful in recruiting and retaining students with special needs and, as a result, have received statewide recognition.

Career & Technical Education Assessments

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

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

Allied Health Related

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

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

Practical Nursing Certificate

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

**OPTION A (“Generic Track”):**
Upon successful completion of Option A, students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

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

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

**Entrance Requirements**

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

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

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

10. Those who do not meet the above requirements should contact the Allied Health Department or a counselor.

11. No classes may be added after the first three days of fall and spring classes without permission of the dean.

12. A personal interview may be required.

NOTE: Substitute courses must be approved.

---

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

**OPTION A**

<table>
<thead>
<tr>
<th>Program Prerequisites</th>
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**1st Trimester**

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**Total Cr Hrs (including program prerequisites): 60**

*Course has prerequisite. See MAC Catalog.

**OPTION B**

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</table>

**Total Cr Hrs (including program prerequisites): 71**

* If English Comp II is already completed, students could take other general education courses for ADN program such as American Political Systems or Sociology.
Associate Degree-Nursing Advanced Placement (LPN to RN) Program

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

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

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<tr>
<th>Prerequisite Courses</th>
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<tr>
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Equivalent high school courses in Chemistry, and Algebra I and II may be substituted if completed in the past 5 years with a grade of “C” or above.

7. American College Test (ACT) or Compass
   a. ACT - Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
      1.) English – 20*
      2.) Math – 19*
      3.) Composite – 20
   *See adviser for comparison scores on the Compass.
   b. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
      1.) Writing - 81
      2.) Algebra - 36

8. Have a GPA of 2.5 or above.

9. LPN-STEP or similar exam required. A score at or above the national average percentile is required to be considered for placement in the ADN Program. MAC revised PN curriculum for 1997 graduates forward, exempt from LPN/STEP requirements.

10. A high school or college computer course.

11. Acceptance will be based on space availability and selection by the ADN Selection Committee.

12. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
   a. Students articulating from the PN Program must have a grade of “B” or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate. Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.
   b. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

13. Applications will be accepted from Feb. 1 until Dec. 15 of each school year. Application deadline may be extended.

14. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department before selection.
a. Application form with $20 fee.
b. High School transcripts or GED scores
c. ACT or Compass scores
d. College or university transcripts
e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
f. Handwritten autobiography (3-5 pages).

15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.

16. Persons who do not meet the above requirements should contact the director or an adviser.

17. No classes may be added after the first three days of fall and spring classes without permission of the dean.

18. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).

19. A personal interview may be required.

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT0950 Elementary Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry*</td>
<td>5</td>
</tr>
<tr>
<td>ENGL340 English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>PSY1130 General Psychology I*</td>
<td>3</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy*</td>
<td>5</td>
</tr>
<tr>
<td>BIO2620 Human Physiology*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

PN or LPN Graduates of MAC since 1991

<table>
<thead>
<tr>
<th>Fall Semester (Fourth Semester) Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1490 Medical-Surgical Nursing I*</td>
</tr>
<tr>
<td>BIO2700 Microbiology</td>
</tr>
<tr>
<td>ADN1510 Clinical Pharmacology</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
</tr>
</tbody>
</table>

**NOTE: 5 credit hours articulate from PN Program**

Spring Semester (Fifth Semester) Credit Hours

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

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

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

To be a candidate for acceptance, applicants must be a graduate of an approved program in Practical Nursing, have completed all required prerequisite courses, obtain a score at or above the National Average Percentile on the LPN-STEP test.
or other similar required exam (if not a MAC LPN graduate), and successfully complete all entrance requirements.

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

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

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Chemistry*</td>
<td>5</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

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

6. American College Test (ACT) or COMPASS Test
   a. ACT- Applicants must have taken the ACT or be scheduled to take the test on or before the April test date, and have the following minimum scores:
      1.) English – 20*
      2.) Math- 19 and a grade of C or above in Elementary Algebra*
      3.) Composite- 20

   *NOTE: See adviser for comparison scores on the Compass.
   b. COMPASS – Applicants must have taken the COMPASS test and have the following minimum scores:
      1.) Writing – 81
      2.) Algebra – 36

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

7. Have a Grade Point Average (GPA) of 2.5 or above.

8. LPN-STEP or similar exam: For LPN graduates from another school, a score at or above the National Average Percentile is required to be considered for placement in the Advanced Placement Program.

9. A high school or college computer course.

10. Acceptance will be based on space availability and selection by the Associate Degree Selection Committee.

11. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
   a. Students articulating from the PN Program must have a grade of “B” or above in Medical-Surgical Nursing (NUR-1380) course or complete the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular advanced placement adjusted fee rate. All students must take all exams in Medical-Surgical Nursing I and Medical-Surgical Nursing II.
   b. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

12. Applications will be accepted through June 1. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.

13. The following credentials must be on file in...
the Allied Health Department prior to selection. It is the student’s responsibility to ensure these documents are on file.

a. Application form with $20 fee.
b. High school transcript or GED scores.
c. ACT (American College Test) or ACT COMPASS scores.
d. College/University and Vocational school transcripts.
e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
f. Handwritten autobiography (3 to 5 pages)

14. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisite courses.

15. No classes may be added after the first three days of classes without the permission of the dean.

16. A personal interview may be requested.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>ADN1490 Medical-Surgical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>(5 cr. hrs. articulate from PN program)*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADN1510 Clinical Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>POS1180 American Political Systems or POS1130 American National Government or HIS1230 American History I or HIS1240 American History II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

| **Second Semester** | ADN1480 Contemporary Nursing | 1 |
| | ADN1610 Nursing of Children | 5 |
| | SOC1130 General Sociology | 3 |
| **Subtotal** | | 9 |

| **Third Semester** | ADN1500 Medical-Surgical Nursing II | 6 |
| | (2 cr. hrs. articulate from PN program)* | |
| | TSA0000 Technical Skills Assessment | 0 |
| **Subtotal** | | 6 |

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN Graduates from another school</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree-Nursing**

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

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

The college’s Allied Health Advisory Committee (consisting of a variety of health care professionals that may include directors of nursing and administrators of both nursing homes and hospitals, physicians, pharmacists, practical nurses, high school counselors, and student representatives) ensures that the curriculum of both programs keep pace with the employment needs in the field of nursing.
Career Opportunities
Employment opportunities are available in hospitals, clinics, nursing homes, physician’s offices, schools, industries, home health, and other health care agencies for both Associate Degree Nursing and Certificate in Practical Nursing graduates.

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

9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the Allied Health Department or an adviser.
11. No classes may be added after the first three days of fall & spring classes without permission of the dean.
12. A personal interview may be required.

Curriculum Plan for
Associate Degree Nursing Program

<table>
<thead>
<tr>
<th>Prerequisites*</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT0950 Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry</td>
<td>5</td>
</tr>
</tbody>
</table>

Subtotal ........................................................................... 8

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

First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>NUR1450 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR1570 Basic Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>PSY1250 General Psychology I</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal ........................................................................... 18

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>ADN1460 Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN1630 Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>BIO2620 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ADN1640 Therapeutic Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal ........................................................................... 16

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>ENG1340 English Comp II</td>
<td>3</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal ........................................................................... 6

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

Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>ADN1490 Medical-Surgical Nursing I</td>
<td>10</td>
</tr>
</tbody>
</table>
BIO2700 Microbiology .................................................... 4
ADN1510 Clinical Pharmacology .................................... 1
Subtotal ................................................................. 15

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

Prerequisites - 8 credit hours
Total Credit Hours – 73
(32 Academic + 41 Nursing)

**Associate Degree-Nursing Paramedic to RN Bridge**

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

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

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

**Entrance Requirements**

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

12. Persons who do not meet the above requirements should contact the director of the Allied Health Department or the vocational counselor.

13. No classes may be added after the first three days of fall and spring classes without permission of the dean.

14. A personal interview may be required.

15. Prerequisite courses: Must be completed with a grade of “C” or above by the end of spring semester.

PARAMEDIC to ASSOCIATE DEGREE NURSING

Entrance Requirements for Graduates of the MAC Paramedic Program

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

Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT0950 Elementary Algebra **</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry**</td>
<td>5</td>
</tr>
<tr>
<td>ENG1330 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>ENG1340 English Comp II</td>
<td>3</td>
</tr>
<tr>
<td>PSY1130 General Psychology I*</td>
<td>3</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Development**</td>
<td>3</td>
</tr>
<tr>
<td>POS1180 American Political Systems*</td>
<td>3</td>
</tr>
<tr>
<td>SOC1130 General Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIO2620 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIO2700 Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total ........................................................................................................ 40

*Courses may be completed during program.
**Courses have a prerequisite.

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1450 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>ADN1570 Basic Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 7

Spring Semester - Second

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1460 Maternity Nursing</td>
<td>4 (8 week course)</td>
</tr>
<tr>
<td>ADN1630 Mental Health Nursing</td>
<td>4 (8 week course)</td>
</tr>
<tr>
<td>ADN1640 Therapeutic. Nutrition</td>
<td>3 (Possibly in summer) (May take as a Web course)</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 11

Fall Semester – Third

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1490 Medical-Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>ADN1510 Clinical Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 7

Spring Semester - Fourth

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1610 Nursing Children</td>
<td>3 (First 8 weeks)</td>
</tr>
<tr>
<td>ADN1480 Contemporary Nursing</td>
<td>1 (First 8 weeks)</td>
</tr>
<tr>
<td>ADN1500 Medical-Surgical Nsg. II</td>
<td>6 (Second 8 weeks)</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 10

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

PARAMEDIC GRADUATES FROM ANOTHER SCHOOL

Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT0950 Elementary Algebra **</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry**</td>
<td>5</td>
</tr>
<tr>
<td>ENG1330 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>ENG1340 English Comp II</td>
<td>3</td>
</tr>
<tr>
<td>PSY1130 General Psychology I*</td>
<td>3</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Development**</td>
<td>3</td>
</tr>
<tr>
<td>POS1180 American Political Systems*</td>
<td>3</td>
</tr>
<tr>
<td>SOC1130 General Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIO2620 Human Physiology</td>
<td>5</td>
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<tr>
<td>BIO2700 Microbiology</td>
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</tr>
<tr>
<td>ADN1422 Paramedic to RN Transition</td>
<td>3</td>
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</table>

Subtotal .................................................................................................... 43
*Courses may be completed during program.
**Courses have a prerequisite.

Fall Semester - First

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1450 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>ADN1570 Basic Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 7

Spring Semester - Second

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1460 Maternity Nursing</td>
<td>4 (8 week course)</td>
</tr>
<tr>
<td>ADN1630 Mental Health Nursing</td>
<td>4 (8 week course)</td>
</tr>
<tr>
<td>ADN1640 Therapeutic. Nutrition</td>
<td>3 (May take as a Hybrid course)</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 11

Fall Semester - Third

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1490 Medical-Surgical Nursing I</td>
<td>10</td>
</tr>
<tr>
<td>ADN1510 Clinical Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 11

Spring Semester - Fourth

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1610 Nursing Children</td>
<td>5 (First 8 weeks)</td>
</tr>
<tr>
<td>ADN1480 Contemporary Nursing</td>
<td>1 (First 8 weeks)</td>
</tr>
</tbody>
</table>

Subtotal .................................................................................................... 11
ADN1500 Medical-Surgical Nursing II .................. 6
(Second 8 weeks)
Subtotal ............................................................... 12
Total Academic Prerequisite Credit Hours ...... 40
Total Nursing Course Credit Hours ............... 44
Total Credit Hours .............................................. 84

Emergency Medical Technician (EMT)
Certificate - 12 credit hours

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

Paramedic Technology

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

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

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

Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
   a. EMT license, or expect to have EMT license by Aug. 1 of each year.
   b. At least 100 hours of patient care experience (preferred). Students without at least 100 hours experience will be required to complete an additional 100 hours of field internship during first semester.
   c. Must be at least 18 years of age.
   d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
   a. Must hold current Missouri EMT license.
   b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
   c. Medical Terminology/Intro to Pathology (HLT2350), 3 credit hours with a grade of “C” or better.
4. American College Test (ACT) or Compass
   a. ACT - Applicants must have taken the ACT and have the minimum score of:
   1.) English - 18
   2.) Math - 19
   3.) Composite – 19
   b. Compass - Applicants must have taken the Compass and have the following minimum scores:
   1.) Writing - 68
   2.) Algebra - 36
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted from Jan. 1 - May 30 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
   a. Application form with $20 fee.
   b. High school transcript or GED scores (official copies, not hand-carried).
   c. ACT or Compass scores.
   d. College or university transcripts (official copies, not hand-carried).
   e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   f. Typed questionnaire.
   g. Personal interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the director of EMS education.

Upon successful completion of the Certificate program or Associate of Applied Science Degree program, the student is eligible to apply to take the National Registry Exam. Satisfactory achievement on the examination will qualify graduates for licensure as a Paramedic.
1. Program admission is based on a selection process. Applications will be accepted from Jan. 1 - May 30.
2. All courses must be completed with a grade of “C” or above.
3. Last 15 credit hours must be earned at MAC.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam and Graduation Interview must be completed during the final semester.

One-Year Certificate
— Paramedic Technology

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must hold EMT Certification</td>
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</tr>
<tr>
<td>PAR2100 Paramedic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HLTT2350 Medical Terminology/Introduction to Pathology</td>
<td>3</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PAR2000 Princ of Paramedic Tech I</td>
<td>8</td>
</tr>
<tr>
<td>PAR2142 Paramedic Laboratory I</td>
<td>3</td>
</tr>
<tr>
<td>PAR2200 Paramedic Clinical I</td>
<td>1</td>
</tr>
<tr>
<td>PAR2082 Pharmacology for Paramedics</td>
<td>5</td>
</tr>
<tr>
<td>PAR2300 Paramedic Internship I</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PAR2020 Princ of Paramedic Tech II</td>
<td>8</td>
</tr>
<tr>
<td>PAR2042 Princ of Paramedic Tech III</td>
<td>5</td>
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<tr>
<td>PAR2220 Paramedic Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>PAR2162 Paramedic Laboratory II</td>
<td>2</td>
</tr>
<tr>
<td>PAR2322 Paramedic Internship II</td>
<td>2</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>19</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PAR2062 Princ of Paramedic Tech IV</td>
<td>6</td>
</tr>
<tr>
<td>PAR 2240 Paramedic Clinical III</td>
<td>1</td>
</tr>
<tr>
<td>PAR2330 Paramedic Laboratory III</td>
<td>2</td>
</tr>
<tr>
<td>PAR2340 Paramedic Internship III</td>
<td>5</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>

Associate of Applied Science
— Paramedic Technology

<table>
<thead>
<tr>
<th>Required General Education Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1330 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG1340 English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>MAT1130 Intermediate Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry*</td>
<td>5</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy* ++</td>
<td>5</td>
</tr>
<tr>
<td>BIO2620 Human Physiology*+</td>
<td>5</td>
</tr>
<tr>
<td>BIO2700 Microbiology*+</td>
<td>4</td>
</tr>
<tr>
<td>POS1180 American Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSY1130 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Gen Ed Credit Hrs</strong></td>
<td><strong>34</strong></td>
</tr>
<tr>
<td>Paramedic Tech Certificate Credit Hrs&lt;</td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>
Respiratory Therapy

Cooperating Institution:
Cape Girardeau Career & Technology Center

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1050</td>
<td>Introduction to Computers or higher</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1330</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1340</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HLT 2350</td>
<td>Medical Terminology/Intro Path</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1130</td>
<td>Intermediate Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>POS 1180</td>
<td>American Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1130</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1250</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 24 - 26

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

Physical Therapist Assistant

Cooperating Institution:
Cape Girardeau Career and Technology Center

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

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

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENB 1050</td>
<td>Introduction to Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1330</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1340</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HLT 2350</td>
<td>Medical Terminology/Intro Path</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1130</td>
<td>Intermediate Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>POS 1180</td>
<td>American Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1130</td>
<td>General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1250</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 24 - 26

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

Radiologic Technology

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

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

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

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

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

Program Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BIO2540 Human Anatomy &amp; Physiology*</td>
<td>5</td>
</tr>
<tr>
<td>CIS1050 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG1330 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG1440 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HLT2350 Medical Term/Intro to Pathology*</td>
<td>3</td>
</tr>
<tr>
<td>MAT1130 Intermediate Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>POS1180 American Political Systems</td>
<td>3</td>
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<tr>
<td>PSY1130 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>SOC1620 Human Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

* Course has a prerequisite. See MAC Catalog.

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

Entrance Requirements

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

Associate of Science Degree

**Freshman Year, Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDL1022 Radiation Protection &amp; Biology</td>
<td>3</td>
</tr>
<tr>
<td>RDL1040 Radiographic Anatomy I</td>
<td>3</td>
</tr>
<tr>
<td>RDL1060 Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RDL1082 Intro to Radiology &amp; Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>RDL1102 Clinical I</td>
<td>6</td>
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</table>

**Freshman Year, Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>RDL1220 Radiographic Exposure I</td>
<td>3</td>
</tr>
<tr>
<td>RDL1240 Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RDL1260 Radiographic Physics I</td>
<td>3</td>
</tr>
<tr>
<td>RDL2240 Cross Sectional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RDL1300 Clinical II</td>
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</tbody>
</table>

**Freshman Year, Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDL1400 Clinical III</td>
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</table>

**Sophomore Year, Fall Semester**

<table>
<thead>
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<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RDL1270 Image Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>RDL2040 Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>RDL2080 Radiographic Exposure II</td>
<td>3</td>
</tr>
<tr>
<td>RDL2100 Clinical IV</td>
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**Sophomore Year, Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDL2022 Radiographic Equipment</td>
<td>3</td>
</tr>
<tr>
<td>RDL2260 Radiographic Anatomy II</td>
<td>3</td>
</tr>
<tr>
<td>RDL2280 Clinical V</td>
<td>6</td>
</tr>
<tr>
<td>RDL2400 Radiology Registry Review</td>
<td>1</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
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**Associate of Applied Science Degrees & Certificate Programs**

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

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

**Communications**

Choose two courses, from English and Communications.
Choose one written and one oral communication course.
Choose from the following communications courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1330 English Composition I*+ (written)</td>
<td>3</td>
</tr>
<tr>
<td>ENG1440 Public Speaking+ (oral)</td>
<td>3</td>
</tr>
<tr>
<td>ENG1670 Interpersonal Communication (oral)</td>
<td>3</td>
</tr>
<tr>
<td>TEC1040 Technical Writing+ (written)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Course has a prerequisite. See MAC Catalog.
Human Development ............................. 3 hours
Choose from the following human development courses:
SOC1130 General Sociology
SOC1400 Human Relations*
PSY1130 General Psychology I+
PSY1160 Applied Psychology

Employment ...................................... 2 hours
The following two courses must be completed for most AAS degrees:
PAW1060 Preparation for Employment
MGT1940 Management Seminar, Work Place and Life Skills

History and Political Science ............... 3 hours
Choose from the following history and political science courses:
HIS1230 American History I
HIS1240 American History II
POS1180 American Political Systems

Mathematics ..................................... 6-7 hours
Choose two from the following mathematics courses:
MAT1130 Intermediate Algebra*
MAT1230 College Algebra++
MAT1330 Trigonometry++
MAT1600 Calculus for Business/Soc. Sciences+
MAT1650 Analytic Geometry and Calculus I*
MAT2150 Analytic Geometry and Calculus II*
TEC1900 Technical Math I*
TEC1910 Technical Math II*

Biological/Physical Sciences ............... 3-5 hours
Choose from the following science courses:
BIO1100 Intro to Bio Science
BIO1150 General Biology
BIO1250 General Botany
BIO1350 General Zoology
BIO1430 Environmental Science
PHS1130 Physical Science*
PHS1200 Introductory Astronomy
PHS1230 Introductory Oceanography
PHS1250 Introductory Chemistry*
PHS1350 General Chemistry I
PHS1420 College Physics I*
PHS2230 General Physics II+
PHS2400 Earth Science
PHS2420 Earth Science I
TEC1070 Unified Technical Concepts I+
TEC1080 Unified Technical Concepts II+

Computer Literacy ............................. 3 hours
Total General Education
for Most AAS Degrees .................. 23-25 Hours

Recommended Major
Courses and Electives ..................... 44-51 Hours

Total Credit Hours
for Most AAS Degrees .............. 67-70 Hours

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

Agribusiness
Recognizing agribusiness as a principal industry in Missouri, MAC’s agribusiness program offers students an opportunity to prepare for a career in this diverse and progressive industry. The Associate of Applied Science Degree prepares students to enter jobs in agribusiness following graduation. Typical positions include sales and management in seed, feed, chemical, fertilizer and livestock pharmaceuticals industries, as well as production management and financing.

Program Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AGR1120</td>
<td>Animal Science</td>
<td>5</td>
</tr>
<tr>
<td>AGR1230</td>
<td>Plant Science</td>
<td>5</td>
</tr>
<tr>
<td>AGR1770</td>
<td>Contemporary Ag Issues I*</td>
<td>1</td>
</tr>
<tr>
<td>AGR1790</td>
<td>Contemporary Ag Issues II*</td>
<td>1</td>
</tr>
<tr>
<td>AGR1800</td>
<td>Ag Leadership &amp; Employment</td>
<td>1</td>
</tr>
<tr>
<td>AGR2100</td>
<td>Ag Industry Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>AGR2200</td>
<td>Ag Internship I*</td>
<td>3</td>
</tr>
<tr>
<td>AGR2250</td>
<td>Ag Internship II* OR</td>
<td>3</td>
</tr>
<tr>
<td>AGR2260</td>
<td>Problems in Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>AGR2420</td>
<td>Soil Science and Mgt.</td>
<td>3</td>
</tr>
<tr>
<td>AGR2430</td>
<td>Soil Science and Mgt Lab (optional)</td>
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<tr>
<td>BUS2000</td>
<td>Principles of Accounting I* OR</td>
<td>1</td>
</tr>
<tr>
<td>OST1500</td>
<td>Applied Accounting I AND</td>
<td>3</td>
</tr>
<tr>
<td>OST1520</td>
<td>Applied Accounting II</td>
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<td>BUS2330</td>
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<td>Business Elective</td>
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<td>Agriculture Electives</td>
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Subtotal .................................. 38-42

General Education

<table>
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<tr>
<td>Communication</td>
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<tr>
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<tr>
<td>History/Political Science</td>
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<tr>
<td>Mathematics</td>
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<td>Science</td>
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</table>

Subtotal .................................. 27-33

Total Credit Hours ......................... 65-75

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

Business Related

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

Business Computer Programming

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

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

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>Major &amp; Elective Credit Hours</th>
<th>General Education Credit Hours</th>
<th>Total Program Credit Hours</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Comp I*</td>
<td>3</td>
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<tr>
<td>CIS1050 Introduction to Computers</td>
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<tr>
<td>CIS1750 Microcomputer Applications*</td>
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<td>Math Elective</td>
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<td>Political Science/History Elective</td>
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<tr>
<td>CSC1500 Basic Programming*</td>
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<tr>
<td>CSC1100 Intro to Logic</td>
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<td>ENG1340 English Comp II*</td>
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<td>CIS1610 IT Fundamentals</td>
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<td>CSC2400 C++ Programming*</td>
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<td>Human Development Elective</td>
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#### Second Year

<table>
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<th>Major &amp; Elective Credit Hours</th>
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<th>Total Program Credit Hours</th>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>ENG1670 Interpersonal Comm. or ENG1440 Public Speaking</td>
<td>3</td>
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<tr>
<td>CIS2100 Micro Database Management*</td>
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<td>CSC2420 Java Script Programming*</td>
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<tr>
<td>CIS1870 Internetworking I*</td>
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<tr>
<td>CSC2440 Perl/CGI/Linux*</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>CIS2110 Adv. Database Management*</td>
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<td>CIS1900 Fund. Of Unix* or CIS2080 Linux</td>
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<tr>
<td>CIS2400 Web Page Development*</td>
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<tr>
<td>PAW1060 Prep for Employment</td>
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<td>Science Elective</td>
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<td>Elective</td>
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</table>

### General Education Credit Hours

- **Fall Semester**: 24-30
- **Major & Elective Credit Hours**: 41
- **Total Program Credit Hours**: 68-71

*Designates courses with prerequisites.

### Business Management

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

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
<th>Major &amp; Elective Credit Hours</th>
<th>General Education Credit Hours</th>
<th>Total Program Credit Hours</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Comp I*</td>
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<td><strong>Subtotal</strong></td>
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</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>Major &amp; Elective Credit Hours</th>
<th>General Education Credit Hours</th>
<th>Total Program Credit Hours</th>
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</thead>
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<tr>
<td><strong>Fall Semester</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Composition I*</td>
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<tr>
<td>Accounting Elective</td>
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<tr>
<td>MGT1800 Business Math</td>
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<tr>
<td>OST1400 Business Communications I*</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>18</strong></td>
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</tr>
</tbody>
</table>

*Designates courses with prerequisites.*
Business Management — Accounting

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

First Year
Fall Semester Credit Hours
ENG1330 English Comp I* .................................... 3
Human Development Elective ................................ 3
MGT1800 Business Math ..................................... 3
Accounting Elective ........................................... 3
MGT1590 Personal Finance .................................. 3
OST1400 Business Communications I* ................... 3
Subtotal .................................................................. 18
Spring Semester Credit Hours
ENG1440 Public Speaking ..................................... 3
Math Elective ...................................................... 3
Accounting Elective ............................................ 3
OST2200 Introduction to Business ......................... 3
BUS/MGT Elective .............................................. 3
Computer Elective ............................................. 3
Subtotal .................................................................. 18
Second Year
Fall Semester Credit Hours
MGT1300 Org. Analysis & Management
MGT2660 Super Mid Management .......................... 3
BUS/MGT Elective .............................................. 3
Political Science/History Elective ........................... 3
CIS1650 Accounting on Microcomputers* .............. 3
MGT2062 Managerial Accounting .......................... 3
CIS1030 Information Technology for Business ....... 3
Subtotal .................................................................. 18
Spring Semester Credit Hours
MGT1710 Human Res Management ....................... 3
Science Elective ................................................ 3-5

Second Year
Fall Semester Credit Hours
MGT2200 Business Internship* ............................... 3
MGT2980 Bus Mgt Capstone ................................. 1
PAW1060 Prep for Employment ............................ 1
MGT2064 Cost Accounting .................................. 3
BUS/MGT Elective .............................................. 3
Subtotal .................................................................. 17-19
Spring Semester Credit Hours
ENG1440 Public Speaking ..................................... 3
Math Elective ...................................................... 3
Accounting Elective ............................................ 3
OST2200 Introduction to Business ......................... 3
BUS/MGT Elective .............................................. 3
Computer Elective ............................................. 3
Subtotal .................................................................. 18
Second Year
Fall Semester Credit Hours
MGT1300 Org. Analysis & Management
MGT2660 Super Mid Management .......................... 3
BUS/MGT Elective .............................................. 3
BUS/MGT Elective .............................................. 3
Political Science/History Elective ........................... 3
Computer Elective ............................................. 3
Computer Elective ............................................. 3
Subtotal .................................................................. 18
Spring Semester Credit Hours
MGT1710 Human Res Management ....................... 3
BUS/MGT Elective .............................................. 3
Computer Elective ............................................. 3
MGT2200 Business Internship* ............................... 3
Science Elective ................................................ 3-5

Total Credit Hours .................................................. 35

DEGREES & CERTIFICATES

Business Management — Microcomputers

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

First Year
Fall Semester Credit Hours
ENG1330 English Comp I* .................................... 3
Human Development Elective ................................ 3
MGT1800 Business Math ..................................... 3
Accounting Elective ............................................ 3
Computer Elective ............................................ 3
OST1400 Business Communications I* ................... 3
Subtotal .................................................................. 18
Spring Semester Credit Hours
ENG1440 Public Speaking ..................................... 3
Math Elective ...................................................... 3
Accounting Elective ............................................ 3
OST2200 Introduction to Business ......................... 3
BUS/MGT Elective .............................................. 3
Computer Elective ............................................. 3
Subtotal .................................................................. 18
Second Year
Fall Semester Credit Hours
MGT1300 Org. Analysis & Management
MGT2660 Super Mid Management .......................... 3
BUS/MGT Elective .............................................. 3
BUS/MGT Elective .............................................. 3
Political Science/History Elective ........................... 3
Computer Elective ............................................. 3
Computer Elective ............................................. 3
Subtotal .................................................................. 18
Spring Semester Credit Hours
MGT1710 Human Res Management ....................... 3
BUS/MGT Elective .............................................. 3
Computer Elective ............................................. 3
MGT2200 Business Internship* ............................... 3

Total Program Credit Hours .................................. 71-73

*Designates courses with prerequisites.
Computer Networking

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

### First Year

**Fall Semester**

- **Credit Hours**
  - ENG1330 English Comp I* ........................................... 3
  - CIS1870 Internetworking I* ...................................... 3
  - Math Elective ..................................................... 3
  - CIS1750 Micro Applications* .................................... 3
  - Political Science/History Elective ............................ 3

**Credits: 17**

**Spring Semester**

- **Credit Hours**
  - CIS1840 Microsoft Network Admin* ............................ 3
  - CIS1890 Internetworking II* .................................... 3
  - Math Elective ..................................................... 3
  - Management Elective ............................................. 3
  - CIS1610 IT Fundamentals ........................................ 3
  - CIS1900 Fundamentals of Unix or Linux* .................... 3

**Credits: 18**

### Second Year

**Fall Semester**

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

**Credits: 18**

**Spring Semester**

- **Credit Hours**
  - CIS2690 Internetworking IV* .................................. 3
  - CSC1500 Basic Programming* .................................. 3
  - Human Development Elective ................................... 3
  - PAW1060 Prep for Employment ................................ 1
  - CIS2980 Computer Networking Capstone ..................... 1

**Credits: 21**

**Total Credit Hours: 35**

*Designates courses with prerequisites.

Office Systems Technology

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

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

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

### First Year

**Fall Semester**

- **Credit Hours**
  - ENG1330 English Comp I* ........................................... 3
  - Human Development Elective .................................... 3
  - PAW1060 Prep for Employment .................................. 1
  - CIS2980 Computer Networking Capstone ..................... 1

**Credits: 17**

**Spring Semester**

- **Credit Hours**
  - ENG1440 Public Speaking ....................................... 3

**Credits: 3**

### Spring Semester

- **Credit Hours**
  - MGT1800 Business Math ........................................... 3

**Credits: 3**

*Designates courses with prerequisites.*
### Office Systems Technology

**Test-Out Policy**

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

**OST1000 Keyboarding I — 3 credit hours**

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

**OST1020 Keyboarding II — 3 credit hours**

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

**OST1100 Filing Systems and Records Mgt — 2 credit hours**

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

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

### OST1500 Applied Accounting I — 3 credit hours

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

### OST2000 Transcription Skills — 3 credit hours

Pass a comprehensive exam with 80 percent accuracy.

### OST2400 Business Internship — 3 credit hours

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

### Office Technology Certificate

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

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS1050 Intro to Computers or</td>
<td></td>
</tr>
<tr>
<td>CIS1750 Microcomputer Applications*</td>
<td>3</td>
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<tr>
<td>OST1020 Keyboarding II*</td>
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<tr>
<td>OST1080 Ten-Key Numeric Skills</td>
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<tr>
<td>OST1100 Filing Systems and Records</td>
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<tr>
<td>Management*</td>
<td>2</td>
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<tr>
<td>OST1300 Office Procedures I*</td>
<td>3</td>
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<tr>
<td>OST1400 Business Communications I</td>
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**Spring Semester**

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CIS2350 Microsoft Word*</td>
<td>3</td>
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<tr>
<td>Communications Elective</td>
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<td>OST1320 Office Procedures II*</td>
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<tr>
<td>OST1350 Applied Accounting I</td>
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<td>OST2200 Introduction to Business</td>
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<td>OST2980 Office Systems Capstone</td>
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</table>

### Total Credit Hours............................................ **32**

### Medical Coding

When a patient receives health care, a record of the observations, medical or surgical interventions, and treatment outcomes is maintained. The record includes information the...
patient provides concerning his or her symptoms and medical history, examination results, x-ray reports and laboratory tests, diagnoses, and treatment plans.

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

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

### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>Courses</th>
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<td>OST1602</td>
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<td>Intro to Coding*</td>
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<tr>
<td>OST1622</td>
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<td>Essentials of A &amp; P for Coders</td>
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<tr>
<td>HLT2350</td>
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<td>Medical Terminology</td>
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<td>&amp; Intro to Pathology</td>
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<tr>
<td>OST1300</td>
<td>3</td>
<td>Office Procedures I*</td>
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<tr>
<td>OST1000</td>
<td>3</td>
<td>Keyboarding I</td>
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<td><strong>Subtotal</strong></td>
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<td>Spring Semester</td>
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</tr>
<tr>
<td>ENG1440</td>
<td>3</td>
<td>Public Speaking</td>
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<td>MGT1800</td>
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<td>Business Math</td>
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<td>OST1020</td>
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<td>Keyboarding II*</td>
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<td>OST1608</td>
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<td>Diagnosis and Proced Coding I*</td>
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<tr>
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<td>Medical Terminology II</td>
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</tr>
<tr>
<td>Second Year</td>
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<td></td>
</tr>
<tr>
<td>Fall Semester</td>
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</tr>
<tr>
<td>OST1400</td>
<td>3</td>
<td>Business Communication I*</td>
</tr>
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<td>OST1080</td>
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<td>Ten-Key Numeric Skills</td>
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<td>OST1100</td>
<td>2</td>
<td>Filing Systems and Record Mgt*</td>
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<tr>
<td>Political</td>
<td>3</td>
<td>Science/History Elective</td>
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<tr>
<td>OST2602</td>
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<td>Diagnosis and Proced coding II*</td>
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<td>Medical Software/Elec. Billing</td>
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<tr>
<td>Spring Semester</td>
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<tr>
<td>OST2610</td>
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<td>Medical Transcription Skills*</td>
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<tr>
<td>OST2604</td>
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<td><strong>Total Credit Hours</strong></td>
<td><strong>44</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Medical Coding Certificate

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

<table>
<thead>
<tr>
<th>Core Classes</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT2350</td>
<td>3</td>
</tr>
<tr>
<td>HLT2360</td>
<td>3</td>
</tr>
<tr>
<td>OST1000</td>
<td>3</td>
</tr>
<tr>
<td>OST1080</td>
<td>1</td>
</tr>
<tr>
<td>OST1100</td>
<td>2</td>
</tr>
<tr>
<td>OST1300</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Elective Classes

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

**Total Credit Hours** 44

* Designates courses with prerequisites.

### Child Development

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

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

**Associate of Applied Science Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE1000 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE1020 Guiding Alternatives for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE1040 Early Childhood Health, Safety and Nutrition</td>
<td></td>
</tr>
<tr>
<td>ECE2002 Practicum Classroom Experiences*</td>
<td>3</td>
</tr>
<tr>
<td>ECE2020 Emerging Language and Literacy</td>
<td>4</td>
</tr>
<tr>
<td>ECE2040 Home, School and Family</td>
<td>3</td>
</tr>
<tr>
<td>EDU1300 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU2400 Infant/Toddler Methods and Materials*</td>
<td>3</td>
</tr>
<tr>
<td>EDU2420 Organization and Management of EC Programs*</td>
<td>3</td>
</tr>
<tr>
<td>MGT1710 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060 Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>ECE2300 Professional Portfolio Assessment</td>
<td>1</td>
</tr>
<tr>
<td>TSA000 Technical Skills Assessment</td>
<td>0</td>
</tr>
<tr>
<td>Course Specific Electives (choose 2 courses—see degree plan)</td>
<td>6</td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (1 oral and 1 written communication course)</td>
<td>6</td>
</tr>
<tr>
<td>Human Development (1 social and 1 psychology course)</td>
<td>6</td>
</tr>
<tr>
<td>History/Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MAT1130 or higher OR MGT 1800)</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>Physical/Biological Science w/lab</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 65

*Designates course with a prerequisite.

Child Development Certificate (one-year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE1000 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE1020 Guiding Alternatives for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE1040 Early Childhood Health, Safety and Nutrition</td>
<td></td>
</tr>
<tr>
<td>ECE2002 Practicum Classroom Experiences*</td>
<td>3</td>
</tr>
<tr>
<td>EDU1300 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU2400 Infant/Toddler Methods and Materials*</td>
<td>3</td>
</tr>
<tr>
<td>EDU2420 Organization and Management of Early Childhood Programs*</td>
<td>3</td>
</tr>
<tr>
<td>MGT1710 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060 Prep for Employment</td>
<td>1</td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (one oral)</td>
<td>3</td>
</tr>
<tr>
<td>Human Development (1 social or 1 psychology)</td>
<td>3</td>
</tr>
<tr>
<td>Computer (CIS1050, Introduction to Computers, or higher)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours** 35

*Designates course with a prerequisite.

**Child Development Associate (national) credential**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE1000 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE1020 Guiding Alternatives for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE1040 Early Childhood Health, Safety and Nutrition</td>
<td></td>
</tr>
<tr>
<td>ECE1060 CDA Credential Prep</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 12

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

**Criminal Justice — Missouri Department of Corrections**

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

**Criminal Justice — Correctional Administration**

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

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

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

**Associate of Applied Science Degree Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ1010 Criminal Justice Internship*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1100 Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1400 Criminal Law*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1500 Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1600 Juvenile Justice System</td>
<td>3</td>
</tr>
</tbody>
</table>
Criminal Justice
— Forensic Investigation

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

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

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

### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ1010</td>
<td>Criminal Justice Internship*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1100</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1130</td>
<td>Intro to Forensics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1200</td>
<td>Criminal Investigations I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1400</td>
<td>Criminal Law*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1500</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1520</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2120</td>
<td>Police Photography</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2140</td>
<td>Forensic Crime Scene Investigation*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2160</td>
<td>Crime Scene Analysis*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2300</td>
<td>Criminal Justice Career Prep OR</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060</td>
<td>Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>Program Electives</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communications (1 written &amp; 1 oral)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History/Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credit Hours

66-70

Criminal Justice
— Judicial Administration

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

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

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

### Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ1100</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1170</td>
<td>Intro to Courts</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1400</td>
<td>Criminal Law*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1440</td>
<td>Criminal Court Process &amp; Issues*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1500</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1540</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2200</td>
<td>Ethics for Legal Professionals</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2300</td>
<td>Criminal Justice Career Prep OR</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060</td>
<td>Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>CRJ2800</td>
<td>Criminal Justice Capstone</td>
<td>1</td>
</tr>
<tr>
<td>CIS1150</td>
<td>Technology for the Law Office</td>
<td>3</td>
</tr>
<tr>
<td>MGT1350</td>
<td>Business Info System for Court Admin.</td>
<td>3</td>
</tr>
<tr>
<td>MGT1710</td>
<td>Human Resource Mgt</td>
<td>3</td>
</tr>
<tr>
<td>MGT2660</td>
<td>Supervision:Mid-Mgt</td>
<td>3</td>
</tr>
<tr>
<td>OST1500</td>
<td>Applied Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OST1520</td>
<td>Applied Accounting II*</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communications (1 written &amp; 1 oral)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History/Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credit Hours

65-69

Criminal Justice
— Law Enforcement

This program is designed for students who plan to complete an Associate of Applied Science degree in Law Enforcement and work in a Police,
Deputy Sheriff, Corrections or related services field. A four-year degree is strongly advised for students interested in working for the federal government. Students are offered three options when seeking an education in criminal justice:

1. Follow the degree plan as noted below for an AAS in Criminal Justice or
2. Take a 1000–hour police academy certification course inside of this degree plan for an AAS in Criminal Justice and become Peace Officer Standards Training (POST) certified in Missouri or
3. Seek the advice of their advisor to put them on a path for a bachelor’s degree from a four-year college or university.

**Associate of Applied Science Degree**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ1010</td>
<td>Criminal Justice Internship*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1100</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1200</td>
<td>Criminal Investigations I</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1400</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1500</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1600</td>
<td>Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1710</td>
<td>Community Policing OR</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1700</td>
<td>Patrol &amp; Traffic Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2200</td>
<td>Comparative Crim Just Studies* OR</td>
<td>3</td>
</tr>
<tr>
<td>CRJ3300</td>
<td>Criminal Investigations II</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1800</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1900</td>
<td>Police Administration*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2300</td>
<td>Criminal Justice Career Prep OR</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060</td>
<td>Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>Program Electives</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**General Education**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
</tr>
<tr>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>History/Political Science</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>6</td>
</tr>
<tr>
<td>Science</td>
<td>3-5</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>TSA</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credit Hours** ..................................... 64-70

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

**Electronics Technology**

One of the reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many of the new industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices, in addition electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe efficient installations in accordance with the National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at MAC gain practical “hands-on” experience along with a solid background of theory. Job opportunities include, but are not limited to:
Electrical Estimating
Hospital Instrumentation Maintenance
Manufacturing — automobile electronics Municipal — facilities maintenance
Small Appliance Repair Aerospace
Applications Biomedical Instrumentation Computer
Maintenance Electronics Drafting Process Instrumentation Robotics Telecommunications

<table>
<thead>
<tr>
<th>Major and Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC1730 Problem Analysis</td>
<td>1</td>
</tr>
<tr>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>EEE1500 Basic Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EEE1550 Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>EEE1580 Practical Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>EEE1600 Practical Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>EEE1910 Electronic Servicing</td>
<td>3</td>
</tr>
<tr>
<td>EEE2000 Solid State Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EEE2020 Basic Soldering Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEE2040 Digital Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>EEE2060 Digital Instrument Electronics</td>
<td>3</td>
</tr>
<tr>
<td>TEC1300 Computer Aided Design/Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC Elective (EEE,RET,orTEC)</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060 Preparation for Employment</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
</tr>
<tr>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>History/Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6-10</td>
</tr>
<tr>
<td>Physical Science</td>
<td>8-10</td>
</tr>
</tbody>
</table>

| Total Credit Hours                       | 63-69        |

### Engineering Technology — Civil Architecture

Technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. They also work with architects and engineers doing design and drafting work, preparing cost estimates, working as on-site project managers, conducting materials testing and either working for or becoming independent contractors. Job opportunities include, but are not limited to: soil conservation technician, field surveys, lab testing; State Highway Department draftsperson; manufacturing, drafting; lumber yards, preparation of drawings/estimating; municipal facilities, drafting; surveyor’s office, map preparation/drafting; architectural design/drafting/estimating; structural design/drafting/estimating; aerospace design/drafting/estimating; heating/air conditioning design/drafting; map and topographic drafting; electrical utilities, drafting; highway design and planning; and product development.

<table>
<thead>
<tr>
<th>Major and Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1430 Introduction To Soils</td>
<td>3</td>
</tr>
<tr>
<td>PAW1060 Preparation for Employment</td>
<td>1</td>
</tr>
<tr>
<td>TEC1260 Topographic &amp; Map Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1300 Computer Aided Design / Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1330 CAD/D-Special Problems</td>
<td>3</td>
</tr>
<tr>
<td>TEC1520 Construction Methods &amp; Estimating</td>
<td>3</td>
</tr>
<tr>
<td>TEC1540 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>TEC1550 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>TEC1630 Principles of Engineering</td>
<td>3</td>
</tr>
<tr>
<td>TEC1680 Civil Engineering/Architecture</td>
<td>3</td>
</tr>
<tr>
<td>TEC1730 Problem Analysis</td>
<td>1</td>
</tr>
<tr>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>TEC1930 Mfg Safety OSHA30 &amp; HAZCOM</td>
<td>3</td>
</tr>
<tr>
<td>TEC2050 Engineering Design &amp; Development*</td>
<td>3</td>
</tr>
<tr>
<td>TEC/RET Elective</td>
<td>3</td>
</tr>
<tr>
<td>TSA0000 Technical Skills Assessment</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credit Hours** ........................................... 67-73

**Engineering Technology — Design Drafting**

Computer usage in design drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in design drafting may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics, and structural among others. Job opportunities include, but are not limited to: soil conservation technician, field surveys, lab testing; State Highway Department draftsperson; manufacturing, drafting; lumber yards, preparation of drawings/estimating; municipal facilities, drafting; surveyor’s office, map preparation/drafting; architectural design/drafting/estimating; structural design/drafting/estimating; aerospace design/drafting/estimating; heating/air conditioning design/drafting; map and topographic drafting; electrical utilities, drafting; highway design and planning; and product development.

<table>
<thead>
<tr>
<th>Major and Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAW1060 Preparation for Employment</td>
<td>1</td>
</tr>
<tr>
<td>TEC1260 Topographic &amp; Map Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1300 Computer Aided Design / Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1330 CAD/D-Special Problems</td>
<td>3</td>
</tr>
<tr>
<td>TEC1520 Construction Methods &amp; Estimating</td>
<td>3</td>
</tr>
<tr>
<td>TEC1540 Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>TEC1550 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>TEC1630 Principles of Engineering</td>
<td>3</td>
</tr>
<tr>
<td>TEC1680 Civil Engineering/Architecture</td>
<td>3</td>
</tr>
<tr>
<td>TEC1730 Problem Analysis</td>
<td>1</td>
</tr>
<tr>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>TEC1930 Mfg Safety OSHA30 &amp; HAZCOM</td>
<td>3</td>
</tr>
<tr>
<td>TEC2050 Engineering Design &amp; Development*</td>
<td>3</td>
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<tr>
<td>TEC/RET Elective</td>
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<tr>
<td>TSA0000 Technical Skills Assessment</td>
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</table>

**Total Credit Hours** ........................................... 67-73
### General Education Credit Hours

- **Computer Literacy** .............................................. 3  
- **Communications Electives** .................................... 6  
- **Hum Dev/History/Political Science Elective** .................. 3  
- **Mathematics Electives** ........................................ 6-10  
- **Physical Science Elective** .................................... 8-10  

**Total Credit Hours** .................................................. 64-70

### Engineering Technology — Manufacturing

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production, and personnel. Management is concerned with the planning, organization, and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement, and, particularly today, the retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production, and estimating costs. In addition, new advances in robotics, computer-aided manufacturing, and process control systems are integrated into both "hands-on" and theory classes. Job opportunities include, but are not limited to: quality control technician; safety specialist; time measure analyst; plant layout technician; industrial maintenance; robotic programmer; production supervisor; plant engineering technician; methods analyst; process instrumentation; product development, and CADD/CAM.

### Major and Electives Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
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<td>PAW1060</td>
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<td>TEC1320</td>
<td>Adv. Computer Aided Design*</td>
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<td>TEC1530</td>
<td>Three-Dimensional Modeling</td>
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<td>Mfg. Process &amp; Estimating</td>
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<td>TEC1580</td>
<td>QC &amp; Testing Fundamentals</td>
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<td>TEC1600</td>
<td>Materials Analysis</td>
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<td>TEC1630</td>
<td>Principles of Engineering</td>
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<td>TEC1730</td>
<td>Problem Analysis</td>
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<td>TEC1930</td>
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<td>TEC2050</td>
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<td>TSA0000</td>
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### Fire Science Technology

Since 1999, MAC, through its Fire and Rescue Academy, has offered an Associate of Applied Science Degree and One-Year Certificate in Fire Science Technology. This degree or certificate program makes use of classroom instruction and practical skill demonstrations conducted at the Multi-Use Training Site on the Park Hills campus. This state-of-the-art facility lets students participate in training that requires them to connect academic instruction to real-world situations, to develop critical problem-solving skills.

### Associate of Applied Science Degree Credit Hours

<table>
<thead>
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<th>Course Code</th>
<th>Description</th>
<th>Credit Hours</th>
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<tr>
<td>FST1050</td>
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<tr>
<td>FST1330</td>
<td>Ropes and Rappelling</td>
<td>1</td>
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<tr>
<td>FST1390</td>
<td>Natural Cover Fires</td>
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<tr>
<td>FST1520</td>
<td>Vehicle Extrication-Passenger</td>
<td>1</td>
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<tr>
<td>FST2130</td>
<td>Intro to Fire Inspection</td>
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</tr>
<tr>
<td>FST2140</td>
<td>Tech Principles Fire Prevention</td>
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<tr>
<td>FST2320</td>
<td>Incident Command System Basic</td>
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<td>Incident Command System Interm</td>
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<tr>
<td>FST2350</td>
<td>Incident Command System Adv</td>
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</tr>
<tr>
<td>FST2400</td>
<td>Hazardous Materials Operations</td>
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</tr>
<tr>
<td>FST2420</td>
<td>Hazardous Materials Awareness</td>
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</tr>
<tr>
<td>FST2520</td>
<td>Fire Officer I*</td>
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<tr>
<td>HLT1770</td>
<td>First Responder</td>
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<td>MGT1940</td>
<td>Management Seminar</td>
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<td>PAW1060</td>
<td>Preparation for Employment</td>
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### General Education & Electives Credit Hours

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<thead>
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<th>Description</th>
<th>Credit Hours</th>
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<td>CIS1050</td>
<td>Intro to Computers* or Higher</td>
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<td>ENG1330</td>
<td>English Comp I*</td>
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<td>ENG1440</td>
<td>Public Speaking</td>
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<td>Math Elective</td>
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<td>POS1180</td>
<td>Political Systems</td>
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<td>SOC1130</td>
<td>General Sociology</td>
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</table>

**Total Credit Hours** .................................................. 64

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

*Designates courses with prerequisites.

**Additional course options available.**
Horticulture

The need for horticulture operations technicians has been indicated by employers within the region. Concern has further been expressed regarding the lack of local educational services and training in this field. MAC is now offering the Horticulture Services Operation Technology AAS degree with options for specialized training and certificates to aid in developing employees for this field.

Associate of Applied Science with Options

Program Core
HRT1010 Introduction to Horticulture .................. 5
HRT1030 Math for Horticulture ......................... 3
HRT1070 Plant Propagation .............................. 3
HRT2170 Horticulture Maintenance* .................. 3
HRT1150 Applied Plant Pest Management ............... 3
AGR2420 Soil Science and Mgt ......................... 3
AGR2430 Soil Science and Mgt Lab (optional) ....... 1
HRT2510 Hort Internship I* ............................ 3
HRT2530 Hort Internship II* ............................. 3
HRT2540 Problems in Horticulture* .................. 3
AGR1800 Ag Leadership & Employment .............. 1
AGR2100 Ag Industry Seminar* ....................... 1
Total Core Hours ........................................ 31

General Education Requirements
Communications ........................................... 6
Human Development ...................................... 3
History/ Political Science ............................... 3
Mathematics ............................................... 3-5
Science (BIO1250 Gen Botany) ......................... 5
Computer Literacy ........................................ 3
Total Gen Ed Hours ....................................... 23-25

Horticulture Electives
(Select desired option below):

Landscape Design/Greenhouse Nursery Management Option –
HRT1050 Herbaceous Landscape Plants ............... 3
HRT1092 Woody Plants .................................. 3
HRT1210 Intro to Turfgrass Management ............. 3
HRT2092 Landscape Design ............................. 3
HRT2210 Greenhouse/Nursery Management* ........ 3
HRT/BUS Elective ......................................... 3
Total Elective Hours ..................................... 18

Turfgrass Management Option –
HRT1050 Herbaceous Landscape Plants ............... 3
HRT1092 Woody Plants .................................. 3
HRT1210 Intro to Turfgrass Management ............. 3
HRT2310 Golf Course Management* .................. 3
HRT2350 Turfgrass Equipment* ....................... 3
HRT/BUS Elective ......................................... 3
Total Elective Hours ..................................... 18

Ornamental Horticulture Option –

Choose 6 additional Horticulture Courses .......... 18

Horticulture Services Operations Technology Certificate
AGR1430 Introduction to Soils ......................... 3
AGR1800 Ag Leadership & Employment .............. 1
AGR2100 Ag Industry Seminar ......................... 1
HRT1010 Introduction to Horticulture ................. 5
HRT1030 Math for Horticulture ....................... 3
HRT1050 Herbaceous Landscape Plants ............... 3
HRT1070 Plant Propagation* ......................... 3
HRT1330 Plants for Interior Design .................. 3
HRT2210 Greenhouse/Nursery Mgt* ................. 3
Bus/Mgt Elective ......................................... 3
Communications ......................................... 3
Computer Literacy ....................................... 3
Total Certificate Credit Hours ......................... 34
*Designates courses with prerequisites.

Industrial Maintenance

To meet the increasing need for maintenance technicians in industry, the AAS in Industrial Maintenance was developed. Students graduating with this degree can become competent employees in high demand maintenance fields. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

Mechanical/Thermal .................................... 9
TEC1720 Mechanisms* ................................ 3
TEC1780 Blueprint Reading ......................... 3
AHR1006 Thermal/Environmental Science .......... 3

Electrical & Elective .................................... 9
EEE1550 Electrical Systems .......................... 3
EEE1580 Practical Electronics I ...................... 3
TEC Elective ............................................. 3

Automation & Elective .................................. 9
TEC 1350 Introduction to Robotics ................. 3
EEE1970 Programmable Logic Controllers ......... 3
TEC Elective ............................................. 3

Power & Elective ....................................... 6
TEC 2030 Basic Fluid Power .......................... 3
TEC Elective ............................................. 3

Manufacturing & Elective .............................. 9
MFG 1060 Mfg. Equipment & Operations ........... 3
TEC 1560 Man. Processes & Estimating ............. 3
TEC Elective ............................................. 3

Additional Courses & Elective ....................... 5-7
TEC 1930 Mfg. Safety OSHA 30/HAZCOM ......... 3
PAW 1060 Prep for Employment ..................... 1
TEC Elective ............................................ 1-3

General Education & Electives
Computer Literacy Course ............................. 3
**Industrial Maintenance Certificate**

**Mechanical/Thermal** ........................................ 10  
TEC1720 Mechanisms ............................................. 3  
TEC1780 Blueprint Reading ...................................... 3  
AHR 1006 Thermal Environmental Science .................. 4  

**Electrical** ..................................................... 6  
EEE1550 Electrical Systems ...................................... 3  
EEE1580 Practical Electronics I .................................. 3  

**Automation** .................................................... 6  
TEC 1350 Introduction to Robotics ............................. 3  
EEE1970 Programmable Logic Controllers ..................... 3  

**Power** ............................................................. 3  
TEC 2030 Basic Fluid Power ..................................... 3  

**Manufacturing** .................................................. 6  
MFG 1060 MFG. Equipment & Operations ........................ 3  
TEC 1560 Man. Processes & Estimating ........................ 3  

**Additional** ...................................................... 4  
TEC 1930 Mfg. Safety OSHA 30/HAZCOM ....................... 3  
PAW 1060 Prep for Employment ................................ 1  

**Total Credit Hours** ............................................ 35  

**Machine Tool Technology**

Survey data collected by the Regional Technical Education Council indicated there would be an increased demand for employees with computer, automation and robotics, CNC, and PLC skills in the future. These are all skills that will be acquired through the AAS in Machine Tool Technology. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

**Associate of Applied Science Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC1000 Machine Shop I</td>
<td>6</td>
</tr>
<tr>
<td>TEC1100 Technical Internship*</td>
<td>3</td>
</tr>
<tr>
<td>TEC1160 Machine Shop II*</td>
<td>6</td>
</tr>
<tr>
<td>TEC1300 Computer Aided Design/Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1320 Advanced Computer Aided Design/Drafting*</td>
<td>3</td>
</tr>
<tr>
<td>TEC1390 Machine Shop III*</td>
<td>6</td>
</tr>
<tr>
<td>TEC1430 Machine Shop IV*</td>
<td>6</td>
</tr>
<tr>
<td>TEC1770 Computer Numerical Control*</td>
<td>3</td>
</tr>
<tr>
<td>TEC1790 Basic Numerical Control Programming</td>
<td>3</td>
</tr>
<tr>
<td>TEC1800 Advanced Computer Numerical Control*</td>
<td>3</td>
</tr>
<tr>
<td>TEC1810 Numerical Control Planning &amp; Tooling*</td>
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</tr>
<tr>
<td>MGT1940 Management Seminar</td>
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<td><strong>Total Credit Hours</strong></td>
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**Major**

**Credit Hours**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AGR1230 Plant Science</td>
<td>5</td>
</tr>
<tr>
<td>or HRT1010 Intro to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>AGR1800 Ag Leadership</td>
<td>1</td>
</tr>
<tr>
<td>or PAW 1060 Prep for Employment</td>
<td>3</td>
</tr>
<tr>
<td>EEE1550 Electrical Systems*</td>
<td>3</td>
</tr>
<tr>
<td>PHS 1210 Chemistry of Alternative Energy*</td>
<td>5</td>
</tr>
<tr>
<td>RET1000 Introduction to Renewable Energy Technology</td>
<td>3</td>
</tr>
<tr>
<td>RET1020 Instrumentation Principles</td>
<td>3</td>
</tr>
<tr>
<td>TEC1930 Man. Safety OSHA30/HAZCOM</td>
<td>3</td>
</tr>
<tr>
<td>RET2000 Bioprocess Practices*</td>
<td>3</td>
</tr>
<tr>
<td>RET2020 Solar Energy Systems*</td>
<td>3</td>
</tr>
<tr>
<td>RET2040 Wind Energy Systems*</td>
<td>3</td>
</tr>
<tr>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

**Electives: (any 12 hours)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AGR2200 Agriculture Internship I</td>
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</tr>
<tr>
<td>EEE 1970 Programmable Logic Controllers*</td>
<td>3</td>
</tr>
<tr>
<td>HRT2172 Crop Science</td>
<td>3</td>
</tr>
<tr>
<td>HRT2174 Biomass and Feedstock</td>
<td>3</td>
</tr>
<tr>
<td>HRT2510 Horticulture Internship I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Renewable Energy Technology**

This program was designed for students who plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. Recent accelerated expansion of these three disciplines has increased demand for qualified technicians to install, operate, and maintain the equipment. Graduates in the Renewable Energy field may enter a wide variety of industries and careers. These careers include Renewable Energy Technician, Sustainability Specialist, Weatherization Technician, Green Diesel Technician, Solar/Photovoltaic Installer, Wind Turbine Maintenance Technician, or Bioprocessing Technician.
CATALOG 2014-2016 Mineral Area College

Bureau of Apprenticeship and Training programs.

completion of different Department of Labor and Skilled Trades Technology courses in the following areas.

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.

Renewable Energy Technology Certificate

This certificate program was designed for students who do not plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. This certificate was designed for someone already in the Renewable Energy field but needed additional training or certification to enhance their careers.

Major Credit Hours
RET1000 Intro to Renewable Energy Tech 3
RET1020 Instrumentation Principles 3
TEC1930 Man. Safety OSHA30/HAZCOM 3
RET2000 Bioprocess Practices 3
Total Credit Hours 18

Total Credit Hours for AAS 65

Career Center Partnerships: Associate of Applied Science Degrees & Certificates

MAC has partnered with four area career and technology centers to offer associate of applied science degree and certificate programs. Technical courses for these degrees are delivered at the Arcadia Valley Career Technology Center, Cape Girardeau Career and Technology Center, Perryville Area Career and Technology Center, and UniTec Career Center in Bonne Terre. Students will receive general education courses on the MAC campus or any of the satellite campuses. Please contact the Dual Credit office at (573) 518-2155 for more information on these degrees.

Career & Technical Dual Credit

Career & Technical Dual Credit is a partnership between MAC and service area career and technology centers and comprehensive high schools. Secondary students have the opportunity to earn college course credit and begin an associate of applied science degree while still in high school. This unique local program lets students receive college credit through their secondary career and technical education program. College course credit is earned...
and grades are transcripted as students proceed through their competency-based courses.

Participation in Career & Technical Dual Credit is open to qualifying high school juniors and seniors. More information on applying for admission can be found by contacting high school or career and technology center counselors.

Career & Technical Dual Credit Associate of Applied Science Degrees currently available:
- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management – Microcomputers
- Cabinetmaking
- Child Development
- Computer Aided Design/Drafting Technology
- Computer Networking
- Construction/Building Technology
- Electrical Technology
- Electrical/Electronics Technology
- Graphic Arts/Printing Technology
- Heating, Air Conditioning, and Refrigeration Technology
- Horticulture
- Machine Tool Technology
- Office Systems Technology – Administrative Assistant
- Radio/TV Broadcasting
- Production Technology
- Welding Technology

Students planning to pursue a baccalaureate degree upon completion of a MAC AAS degree should contact appropriate college/university officials upon high school graduation to outline a course of study which meets the student’s individual needs and best provides for future course transfer. For additional program information, contact the MAC’s Career & Technical Dual Credit office at (573) 518-2155.
Course Descriptions

The letters in the course abbreviations indicate subject areas. The courses are listed in alphabetical order by subject area prefix.

Academic Transfer Courses

<table>
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<th>Abbreviations</th>
<th>Subject Area</th>
<th>Number</th>
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<td>BIO</td>
<td>Biological Sciences</td>
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<tr>
<td>BUS</td>
<td>Business Administration &amp; Economics</td>
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<tr>
<td>CIS</td>
<td>Computer Information Systems</td>
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<td>Communications</td>
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<td>IDS</td>
<td>Interdisciplinary Studies</td>
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<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Subject Area</th>
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<tr>
<td>HLT</td>
<td>Health Related Technology</td>
<td>102</td>
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<td>HRT</td>
<td>Horticulture</td>
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<td>MFG</td>
<td>Manufacturing</td>
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<td>MGT</td>
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<td>NUR</td>
<td>Practical Nursing</td>
<td>109</td>
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<td>OST</td>
<td>Office Systems Technology</td>
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<td>PAR</td>
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<td>PAW</td>
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<td>PTA</td>
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<td>RDL</td>
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<td>RET</td>
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<td>RST</td>
<td>Respiratory Therapy</td>
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<tr>
<td>TEC</td>
<td>Technology</td>
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</tbody>
</table>

So that students may plan ahead, the semester(s) in which some courses are normally offered has been indicated after the course title or at the end of the course description. If no semesters are indicated, the course is normally offered during the regular academic year. A course description stating “offered on demand” means these classes will not be offered for one or two students; there must be sufficient interest to warrant a class on a regular schedule.

Students should contact the appropriate division dean for a projected schedule of their course offering. Please check the prerequisites for the advanced courses. Courses in this catalog are subject to change without notice.

Course Levels

0010-0990 — Remedial/developmental courses

1000-2990 — Freshman/Sophomore level courses
Lecture/Laboratory Hours
Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

Honors
Readings in Honors and Research in Honors may be offered in a department. Consult the Honors Director for current offerings.

ASSOCIATE DEGREE NURSING
ADN1420 (Arranged) (3-0) 3 cr. hrs. LPN-ADN Transition (Bridge)
Prerequisite: Valid LPN license and acceptance into Advanced Placement Program or successfully passing the NCLEX-PN on the first attempt.
Offered in the summer and fall semesters. Addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients. Other topics addressed in the course include therapeutic communications, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment.

ADN1442 (Arranged) (3-0) 3 cr. hrs. Paramedic to RN Transition
Prerequisite: CET1050 or CET1750 is strongly recommended and access to high-speed internet is mandatory (MAC offers computer access). Student must have basic computer and internet skills. Must hold a current Missouri or NREMT Paramedic license and be accepted into the Paramedic to RN Bridge Program. Instructor approval required.
Nursing knowledge, skills, and abilities are enhanced and developed at each practice level. The bridge course addresses the transition from the Paramedic role to the RN role. Some of the role concepts examined include: care provider, manager of care, and membership in the discipline of nursing.

ADN1450 (Arranged) (6) 6 cr. hrs. Fundamentals of Nursing
Prerequisite: Acceptance into the ADN Program.
Designed to enable beginning nursing students to synthesize the many complex physiological and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Eight clinical hours are scheduled weekly in the last half of the semester.

ADN1460 (Arranged) (4) 4 cr. hrs. Maternity Nursing
Prerequisite: Grade of “C” or above in sequential nursing and science courses.
Provides instruction and clinical practice in meeting the physiologic, psychologic and adaption of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

ADN1480 (1-0) 1 cr. hrs. Contemporary Nursing
Prerequisite: Grade of “C” or above in sequential nursing and science classes.
Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political, and on-the-job issues confronting today’s nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

ADN1490 (Arranged) (10) 10 cr. hrs. Medical-Surgical Nursing I
Prerequisite: Grade of “C” or above in sequential nursing and science classes.
Provides the nursing student opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1500 (Arranged) (6) 6 cr. hrs. Medical-Surgical Nursing II
Prerequisite: Grade of “C” or above in sequential nursing and science classes.
A continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. Integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN1510 (1-0) 1 cr. hrs. Clinical Pharmacology
Prerequisite: Grade of “C” or above in sequential nursing and science courses.
Designed to introduce the student to common characteristics of various drug classifications and a prototype drug within the group. Presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, respiratory system, and the central nervous system.

ADN1570 (1-0) 1 cr. hrs. Basic Pharmacology
Prerequisite: Acceptance into the ADN Program.
An introduction to the administration of medicine. Basic information concerning the various pharmacological names and preparations, their administration techniques and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. Medication practiceum required prior to clinicals. Must be taken concurrently with Fundamentals of Nursing.

ADN1610 (Arranged) (5) 5 cr. hrs. Nursing of Children
Prerequisite: Grade of “C” or above in sequential nursing and science courses and Human Growth and Development.
Designed to provide instruction and clinical practice in meeting the needs of the child and family from infancy through adolescence. Principles and theories of child development as well as culture, experience, and nutritional influences are integrated. Focus is placed on acute and chronic illness, hospitalization effects, congenital abnormalities, and nursing care specific to particular age groups and health problems.

ADN1630 (Arranged) (4) 4 cr. hrs. Mental Health Nursing
Prerequisite: Grade of “C” or above in sequential nursing and science classes.
Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions, and milieu management. Intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client’s family are emphasized to give the student a better understanding of behavior and provide a useful framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ADN1640 (3-0) 3 cr. hrs. Therapeutic Nutrition
Prerequisite: Grade of “C” or above in sequential nursing and science classes.
Provides students with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

AGRI-BUSINESS
AGR1120 (3-2) 5 cr. hrs. Animal Science (Fall)
An overview of the biological principles of animal science including reproduction, genetics, nutrition, and lactation. Processing animal products, along with current issues in animal science is covered. Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of the anatomy, physiology, and endocrinology of common farm animals is included.

AGR1130 (5-2) 5 cr. hrs. Plant Science (Spring)
A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants. Manipulation of plants by various techniques of propagation, both sexual and asexual, including various grafting methods are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

AGR1320 (3-0) 3 cr. hrs. Introduction to Agricultural Economics
An introduction to the basic concepts and issues in economics as they relate to the agricultural industry.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Description</th>
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<tr>
<td>AGR1460</td>
<td>Equine Science &amp; Management (Spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>An introductory course to equine science and management designed to provide a basic core of information necessary for success in equine-related occupations. Prepares students for managing small one- or two horse facilities, as well as provide them with a sound foundation for advanced equine education programs.</td>
</tr>
<tr>
<td>AGR1480</td>
<td>Advance Equine Science &amp; Management (Spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>AGR1460 or instructor consent</td>
<td>Provides a vehicle to present a knowledge base in 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.</td>
</tr>
<tr>
<td>AGR1550</td>
<td>Livestock Production (Fall)</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine, sheep and goats are covered. Basic management of equine and poultry facilities and operations is included.</td>
</tr>
<tr>
<td>AGR1650</td>
<td>Agriculture Credit &amp; Finance (Spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.</td>
</tr>
<tr>
<td>AGR1700</td>
<td>Farm Management (Spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>AGR1770</td>
<td>A continuation of AGR 1770, explores current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.</td>
</tr>
<tr>
<td>AGR1770</td>
<td>Contemporary Agriculture Issues I</td>
<td>(1-0) 1 cr. hrs.</td>
<td>Sophomore standing or instructor consent</td>
<td>Provides a vehicle to present a knowledge base that is current with ever-changing technology and related action.</td>
</tr>
<tr>
<td>AGR1790</td>
<td>Contemporary Agriculture Issues II</td>
<td>(1-0) 1 cr. hrs.</td>
<td>AGR1770</td>
<td>A continuation of AGR 1770, explores current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.</td>
</tr>
<tr>
<td>AGR1800</td>
<td>Agriculture Leadership &amp; Employment (Fall)</td>
<td>(1-0) 1 cr. hrs.</td>
<td></td>
<td>Designed to provide agriculture students with opportunities for individual growth, leadership and career preparation. Students will survey individuals currently working in an area of agriculture in which the student is interested in pursuing a career. From the survey the students will prepare a career plan including long- and short-term goals, training and work experience, and leadership and human relations skills. Requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview.</td>
</tr>
<tr>
<td>AGR2000</td>
<td>Agriculture Industry Seminar (Fall)</td>
<td>(1-0) 1 cr. hrs.</td>
<td>AGR1800</td>
<td>Designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.</td>
</tr>
<tr>
<td>AGR2200</td>
<td>Agriculture Internship I</td>
<td>(Arranged) 3 cr. hrs.</td>
<td>Sophomore standing or instructor consent</td>
<td>Supervised on-the-job training in selected agricultural and industry coordinated by the College. Student will spend 90 clock hours at an internship site. Periodic visits may be made by instructor for conferences with the student and employer.</td>
</tr>
<tr>
<td>AGR2250</td>
<td>Agriculture Internship II</td>
<td>(Arranged) 3 cr. hrs.</td>
<td>AGR2200</td>
<td>A continuation of AGR 2250. Supervised on-the-job training selected in agricultural and industry coordinated by the College. Student will spend 90 clock hours at an internship site. Periodic visits may be made by instructor for conferences with the student and employer.</td>
</tr>
<tr>
<td>AGR2260</td>
<td>Problems in Agriculture</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Instructor consent. May be substituted for AGR 2250 Ag Intern II only.</td>
<td>Provides for supervised training in an instructor-approved problem area in an agriculture business or education site coordinated by Mineral Area College. Student will complete 90 clock hours within the problem area.</td>
</tr>
<tr>
<td>AGR2320</td>
<td>Agriculture Economics</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Deals with how producers, consumers, and societies use scarce resources in the production, processing, marketing, and consumption of food and fiber products. Students will study basic economic concepts with applications to agriculture.</td>
</tr>
<tr>
<td>AGR2420</td>
<td>Soil Science &amp; Management</td>
<td>(3-0) 3 cr. hrs.</td>
<td>A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900. Sophomore standing. Agribusiness, Horticulture, or Civil/Construction Technology student or instructor consent. Recommended PHS1250 Introduction to Chemistry for transfer students.</td>
<td>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.</td>
</tr>
<tr>
<td>AHR1016</td>
<td>Thermal and Environmental Science</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Environmental applications course applies the knowledge of the principals and theories of thermal systems incorporating it with real world applications such as heating and cooling systems, system performance, insulation, and humidity. Learners will gain a better understanding of how these items, which are a part of everyday life, can be modified to improve human comfort conditions. Learners will learn to calculate the efficiency of a thermal system. Students will become familiar with heat loads and how they affect system components. They will learn to use insulation to improve efficiency and learn how psychrometrics is vital to conditions inside buildings.</td>
</tr>
<tr>
<td>AHR1604</td>
<td>Pump Systems</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Focuses on centrifugal, turbine, diaphragm, peristaltic, piston, gear and magnetic pumping systems. Designed to help the student understand the function, construction and installation of each style of pump. Students will demonstrate how to match a pump to a specific application and install it. Students will use the lab to acquire the hands on portion of installing and troubleshooting pump systems.</td>
</tr>
<tr>
<td>AHR1612</td>
<td>Thermal Troubleshooting</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Introduces students to theory and problems with thermal transfer. Temperature and pressure relationships, units of measure, enthalpy and the gas laws will be covered. Definition of regions of a phase change in relationship to sensible and latent heat will be explored. Lab experiments will help students to understand system applications.</td>
</tr>
<tr>
<td>ART1130</td>
<td>Drawing I (Spring, Fall)</td>
<td>(2-4) 3 cr. hrs.</td>
<td></td>
<td>An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. A basic course in drawing fundamentals desired by all transfer college. Various media are introduced so that the student gains an awareness of the potential of each. Much of this material has never been presented to an incoming freshman art student.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credits</td>
<td>Prerequisite(s)</td>
<td>Description</td>
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<tr>
<td>ART1140</td>
<td>Drawing II (Spring, Summer)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>ART 1130</td>
<td>An extension of Drawing I with additional emphasis on elements of drawing. Anatomy of the human figure is explored through drawings from scale models and an artist anatomy handbook. After the first three weeks there will be a clothed model posing in quick poses to develop gesture and proportion, then the model will take longer poses for more developed drawings. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. There will be a focus on figurative art and some copying of earlier artists. Introduces working from the imagination as a personal art form.</td>
</tr>
<tr>
<td>ART1160</td>
<td>Painting I (Spring, Fall)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>ART 1130 or instructor consent.</td>
<td>An introduction to painting with the emphasis placed on the basic study of still lifes emphasizing composition, depiction of objects, and color theory utilizing oil paint and the problems it presents.</td>
</tr>
<tr>
<td>ART1230</td>
<td>Ceramics I (Spring, Summer)</td>
<td>(2-4) 3 cr. hrs.</td>
<td></td>
<td>An introductory course which explores and emphasizes the basic elements and techniques of ceramics. Will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.</td>
</tr>
<tr>
<td>ART1400</td>
<td>History of Western Art</td>
<td>(2-2) 2 cr. hrs.</td>
<td></td>
<td>Designed to introduce the student to the visual masterpieces of a particular western civilization. Stresses the style, function and historical context of art. Offered in conjunction with student tours and will vary depending on the country to be visited.</td>
</tr>
<tr>
<td>ART1490</td>
<td>History of Art I</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>History of ancient art from prehistoric to medieval time. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>ART1500</td>
<td>History of Art II</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>The study of Renaissance and Baroque art. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>ART1510</td>
<td>History of Art III</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>History of the major developments in the art of the 19th and 20th Centuries. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>ART1530</td>
<td>Introduction to Humanities</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>An introduction into the nature of the humanities. Dominant themes of human self-expression and the key ideas and values of western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>ART1550</td>
<td>Beginning Photography</td>
<td>(2-4) 3 cr. hrs.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>ART1640</td>
<td>Printmaking</td>
<td>(1-3) 3 cr. hrs.</td>
<td>ART1130 or instructor consent.</td>
<td>An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. Will stress the expressive potentialities of the wood block and etching.</td>
</tr>
<tr>
<td>ART1740</td>
<td>Watercolor</td>
<td>(1-3) 3 cr. hrs.</td>
<td>ART1130 or instructor consent.</td>
<td>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.</td>
</tr>
<tr>
<td>ART1800</td>
<td>Color Theory</td>
<td>(1-3) 3 cr. hrs.</td>
<td></td>
<td>A course in the theory and application of color. Lecture and studio problems will emphasize the interaction of color as it applies to two-dimensional art. Students will be introduced to water based paint, construction paper, and other media. Focuses on colors and their effect on each other and teaches the ability to see color in all its complexity and simplicity as well as understand decoration, painting conception, and basic diversions into imagination. Will explore Persian, Indian, Expressionist, and Impressionist artwork.</td>
</tr>
<tr>
<td>ART1930</td>
<td>Sculpture I (Spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>ART 1130 or instructor consent.</td>
<td>An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. Will stress the potential of the student to express themselves through the wood block and etching.</td>
</tr>
<tr>
<td>ART2160</td>
<td>Painting II</td>
<td>(3-0) 3 cr. hrs.</td>
<td>ART 1160 or instructor consent.</td>
<td>An expansion of Painting I, with an emphasis on developing painting techniques to more advanced state. The student’s own ideas become important in this class. Landscape painting, still life, abstract, and personal expression is presented and completed. More attention is placed on painting materials and mediums.</td>
</tr>
<tr>
<td>ART2170</td>
<td>Ceramics II</td>
<td>(2-4) 3 cr. hrs.</td>
<td></td>
<td>Expands on the techniques learned in Ceramics I. Continuing the methods of pottery making learned in Ceramics I: hand-building, wheel throwing, and glazing. The students are expected to emphasize their preferred technique and original formations.</td>
</tr>
<tr>
<td>ART2174</td>
<td>Printmaking II</td>
<td>(2-4) 3 cr. hrs.</td>
<td>ART 1130 and ART 1640 or instructor consent.</td>
<td>A deeper exploration into the basic graphing processes, materials, and equipment used in relief and intaglio printing. Will stress the potential of the student to express themselves through the wood block and etching.</td>
</tr>
<tr>
<td>ART2176</td>
<td>Painting III</td>
<td>(2-4) 3 cr. hrs.</td>
<td>ART 1160 and ART 2160, or instructor consent.</td>
<td>Expands on Painting I and Painting II. There is an emphasis on the student creating their own style and developing themselves as an artist. Advanced techniques in painterly expression is a basic focus. A portfolio of a consistent set of paintings ready for four year college presentations is one of the basic functions of this course.</td>
</tr>
<tr>
<td>ART2202</td>
<td>Printmaking III</td>
<td>(3-0) 3 cr. hrs.</td>
<td>ART 1217 &amp; ART 2174.</td>
<td>Advanced three dimensional projects in ceramic wheel bowl making, slab pot construction, and figure construction with clay.</td>
</tr>
<tr>
<td>BIO1100</td>
<td>Introduction to Biological Science</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>An introductory biology class which teaches the fundamentals of biology as well as how biology is applied in the real world. This course examines the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. This class is designed to meet general education requirements and is intended for the non-science major.</td>
</tr>
<tr>
<td>BIO1150</td>
<td>General Biology</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
<td>Presents selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems. The nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things may be presented. Meets the general education biological science requirement.</td>
</tr>
</tbody>
</table>
| BIO1330     | Local Flora (Spring, Odd Year) | (2-3) 3 cr. hrs. | | Designed to acquaint students with local plants by actual collection, identification, 引用: ART-BIO
preservation and mounting of such plants. Students may choose an area of specialization dealing with fungi, lichens, ferns or flowering plants.

**BIO1340**  
**Local Fauna (On Demand)**  
**Prerequisite:** Instructor consent.  
This independent study course involves exploration of some vertebrate group or topic chosen by the student and instructor. Information may come from literature reviews, interviews with experts, field work and/or field trips. Information gathered will then be compiled in a research paper of appropriate length.

**BIO1430**  
**Environmental Science**  
(3-0) 3 cr. hrs.  
A general introductory course in human ecology. The general concepts of ecology will be covered in early chapters. The remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

**BIO1500**  
**Essentials of Microbiology**  
(3-0) 3 cr. hrs.  
A course that may be a science elective for the non-science major. The student will learn about the cause of selected infectious diseases and methods used to control the spread of human pathogens. The history of microbiology, as well as microbe anatomy, growth requirements, means of observation, and mechanisms of pathogenicity.

**BIO2112**  
**General Botany**  
(3-4) 5 cr. hrs.  
**Prerequisite:** BIO1150 or instructor consent.  
Emphasizes biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. Meets the general education biological science requirement.

**BIO2122**  
**General Zoology**  
(3-4) 5 cr. hrs.  
**Prerequisite:** BIO1150 or instructor consent.  
An introduction to the important principles and concepts of zoology. Emphasizes cell biology, genetics, reproduction, and the major animal phyla. Meets for three lectures and two double laboratory periods per week. Meets the general education biological science requirement.

**BIO2240**  
**Field Biology (Alternate Spring)**  
(2-4) 4 cr. hrs.  
**Prerequisite:** A grade of “C” or better in BIO1150, BIO1250, BIO1350, BIO2112 or BIO2212, or instructor consent.  
Designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

**BIO2430**  
**General Genetics**  
(3-2) 4 cr. hrs.  
**Prerequisite:** A grade of “C” or better in BIO1150, BIO1250, BIO1350, BIO2112 or BIO2212, or instructor consent.  
An introductory genetics course, covering the principles of Mendelian genetics, gene function and regulation in bacteria, plants, and animals. Includes the discussion of genetics as a therapeutic tool, hereditary mechanisms for disease, the role of genetics in cancer diagnosis and treatment, population genetics, and recombinant DNA technology. Students will use basic biotechnology tools to understand the roles that genetics plays in science.

**BIO2540**  
**Human Anatomy and Physiology (Spring)**  
(3-4) 5 cr. hrs.  
**Prerequisite:** A grade of “C” or better in BIO1150, BIO1250, BIO1350, BIO2112, BIO2212 or PHS1250 or higher.  
Designed to provide the student with an understanding of the structure and function of the human body. Includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular, digestive, neural and cardiovascular systems. Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO2600 Human Anatomy and the BIO2620 Human Physiology, for a total of 10 hours, are required for the nursing program. BIO2540 is considered as Anatomy and Physiology I for many transferring institutions.

**BIO2600**  
**Human Anatomy (Fall)**  
(3-4) 5 cr. hrs.  
**Prerequisite:** Acceptance into ADN or PN nursing program or instructor consent.  
The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620). This is a required class in the nursing program.

**BIO2620**  
**Human Physiology (Spring)**  
(3-4) 5 cr. hrs.  
**Prerequisite:** A grade of “C” or better in BIO2600 and PHS1250, or instructor consent.  
A continuation of BIO2600. Focuses on the biochemical, cellular and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. Required for the ADN nursing program.

**BIO2700**  
**Microbiology (Fall)**  
(3-2) 4 cr. hrs.  
**Prerequisite:** A grade of “C” or better in BIO2600 and PHS1250, or instructor consent.  
Introduces the morphology, biochemical activities, cultivation, control, history of epidemiology, immunology, virology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. Required for the ADN nursing program.

**BIO2860**  
**Readings in Honors**  
(Arranged) 1 cr. hrs.  
A small group discussion class which involves reading assignments from books or scientific journals, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

**BIO2990**  
**Research in Honors**  
(Arranged) 1 cr. hrs.  
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.

**BUS1190**  
**Business Administration and Economics**  
(3-0) 3 cr. hrs.  
**Prerequisite:** A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900.  
A study of the legal environment in which a business person must operate from the standpoint of legal institutions, the legal process, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, labor law, environmental law, and e-commerce.
BUS2930 (3-0) 3 cr. hrs.
Principles of Macroeconomics
Prerequisite: A minimum score of 18 on the ACT reading or 80 on the COMPASS reading or concurrent enrollment in RDG0900.
Primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

BUS2940 (3-0) 3 cr. hrs.
Principles of Microeconomics
Primarily a study of market systems. Micro topics include pricing, costs, and efficiencies in each of the market models. Consumer behavior will also be studied.

COMPUTER INFORMATION SYSTEMS
The typical sequence of computer courses begins with CIS1050 Introduction to Computers. Following CIS1050, the sequence of the applications courses can be varied. Word processing is typically selected early because of its wide usage. Applications courses that follow CIS1050, Introduction to Computers, include: word processing courses (CIS2320 or CIS2350), database (CIS2100), spreadsheets (CIS1700), Microcomputer Applications (CIS1750), Microcomputer Graphics (CIS1100), and Microcomputer Operating Systems (CIS2000).

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

CIS1030 (3-0) 3 cr. hrs.
Information Technology for Business
Prerequisite: CIS 1050, CIS 1610, or CIS 1750.
Prepares students to work effectively in today's business environment. The students will learn about the tasks involved in various Information Technology (IT) job roles and learn the foundational skills and technologies used in business.

CIS1050 (3-0) 3 cr. hrs.
Introduction to Computers
Prerequisite: Keyboarding skills are necessary for enrollment. Student cannot concurrently enroll in CIS1050 and CIS1750.
An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and applications of computers. Students will use microcomputers to learn the basic concepts of the most popular microcomputer applications such as word processing, spreadsheets, graphics, database management, and Windows interface.

CIS1100 (3-0) 3 cr. hrs.
Microcomputer Graphics
Prerequisite: CIS 1050 or CIS 1750.
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.

CIS1600 (3-0) 3 cr. hrs.
Computer Information Fundamentals
The student will demonstrate solid competence in computers and office programs, including e-mail and Internet navigation. This class will help the student prepare for the Certiport IC3 Certification.

CIS1620 (3-0) 3 cr. hrs.
A+ Comp Repair & Maintenance
Prerequisite: CIS 1050, CIS 1750, or instructor consent.
A study of the computer from its beginnings through the present day Pentium machines. This course is the foundation for entry-level computer technicians. Through lectures, discussions and lab exercises, students will learn the skills and gain the knowledge necessary for A+ certification. This class provides the necessary focus to prepare students to meet the objectives of the A+ exams.

CIS1650 (3-0) 3 cr. hrs.
Accounting on Microcomputer
Prerequisite: BUS2050 or OST1520.
Computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

CIS1670 (3-0) 3 cr. hrs.
Fundamentals of Networking
Prerequisite: CIS 1610 or instructor consent.
An entry-level course in networking. Covers various aspects of designing and implementing a network for both home and office. Assists students prepare for the CompTIA Network+ Certification.

CIS1680 (3-0) 3 cr. hrs.
Fundamentals of Network Security
Prerequisite: CIS 1610, CIS 1850, CIS 1870 or CIS2000.
An entry-level course in network security. Covers various aspects of designing and implementing a secure network for both home and office networks. Assists students prepare for the CompTIA Security+ Certification.

CIS1700 (3-0) 3 cr. hrs.
Desktop Publishing
Prerequisite: CIS 1050 or CIS 1750.
Designed to teach the basic use of desktop publishing software on an IBM compatible microcomputer. Principles of typography, page layout and design to fit publication needs and the basic operation of the program are covered.

CIS1750 (3-0) 3 cr. hrs.
Microcomputer Applications
Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Student cannot concurrently enroll in CIS1050 and CIS1750.
Gaining proficiency in the most commonly used applications of microcomputers in business: word processing, electronic spreadsheets, graphics, presentations and database management using an integrated Windows-based software suite that performs all these applications.

CIS1780 (3-0) 3 cr. hrs.
Illustrator I
Prerequisite: CIS 1050 or CIS 1750.
Vector-based drawing programs are used in industry and commerce to create graphics for both print and electronic mediums. Adobe Illustrator is a leading vector-based illustration tool and is used widely for these purposes. An introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.

CIS1800 (2-2) 2 cr. hrs.
Introduction to Networking
Prerequisite: CIS 1050 or CIS 1750
Gives a high level overview of network concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base to build on for future courses and helps prepare the student for the Microsoft Networking Essentials Exams.

CIS1830 (3-0) 3 cr. hrs.
Novell Network Administration
Prerequisite: CIS 1830, CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.
Provides the student to perform day-to-day administrative tasks on a Novell Network. Helps prepare the student for Certified Novell Administrator (CAN) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management, and many other topics related to managing Novell networks.

CIS1840 (3-0) 3 cr. hrs.
Microsoft Network Administration
Prerequisite: CIS 1850 or CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.
Provides the student to perform day-to-day administrative tasks on a Microsoft Windows network.

CIS1870 (3-0) 3 cr. hrs.
Internetworking I
Prerequisite: CIS 1050, CIS 1610, CIS 1670, CIS 1750 or co-prerequisite of CIS1610 or CIS1670 or instructor consent.
First of four semesters in the Cisco Networking Academy curriculum. Teaches students the skills needed to obtain entry-level home network installer jobs. Also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. Provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments.

CIS1890 (3-0) 3 cr. hrs.
Internetworking II
Prerequisite: CIS 1850 or CIS1870.
Second of four semesters in the Cisco Networking Academy curriculum. Provides a basic overview of routing and remote access, addressing, and security. Familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and preparation for the CCENT certification exam.

CIS1900 (3-0) 3 cr. hrs.
Fundamentals of Unix
Prerequisite: CIS1870 or CIS2000.
Provides 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.

CIS1930 (3-0) 3 cr. hrs.
Computer Ethics
A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer usage has created new opportunities for exploration in technology, management, the market and education. Content includes legal issues regarding piracy, hacking,
intellectual property, acceptable use, privacy and freedom of speech. Does not meet computer literacy requirement.

CIS2000  (3-0) 3 cr. hrs. 
Microcomputer Operating Systems 
Prerequisite: CIS1850, CIS2000 or co-
prerequisite of CIS1850 or CIS2000 or instructor consent.

An introduction to operating system principles and functions. Special emphasis is given to fundamental and advanced skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.

CIS2080  (3-0) 3 cr. hrs. 
Fundamentals of Linux 
Prerequisite: CIS1610 or CIS1670 or 
CIS1850 or CIS1870 or CIS2000 or equivalent.

Introduces the fundamentals of the Linux operating system. Will guide students through the basics of Linux systems concepts, architecture and administration. Includes networking essentials commonly used in the Linux environment.

CIS2100  (3-0) 3 cr. hrs. 
Microcomputer Database Management 
Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a microcomputer software package to acquaint the student with database management tasks of moderate complexity. Topics of study include: file design and creation, table manipulation, record editing and display, queries, report generation, using multiple files.

CIS2110  (3-0) 3 cr. hrs. 
Advanced Microcomputer Database Management 
Prerequisite: CIS2100.

A 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.

CIS2200  (3-0) 3 cr. hrs. 
Microcomputer Spreadsheet Applications 
Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a computer software package to acquaint the student with spreadsheet applications of moderate complexity. Topics of study include: file creation/manipulation, cell editing, ranges, functions, sorting, formulas, graphs, printer control, and database functions, and multiple worksheets.

CIS2210  (3-0) 3 cr. hrs. 
Advanced Microcomputer Spreadsheet Applications 
Prerequisite: CIS2200.

A continuation of CIS2200 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.

CIS2350  (3-0) 3 cr. hrs. 
Word Processing-Microsoft Word 
Prerequisite: CIS1050 or CIS1750.

A practical course utilizing Microsoft Word to acquaint the student with word processing applications of moderate complexity, Topics include: cursor movement, editing, document formatting, columnar typing, block functions, text enhancement, print control, etc.
### CRJ1030
**Computer Applications for Law Enforcement**

- **Prerequisite:** CRJ1100 or instructor consent.
- Provides computer training for students for specific needs of law enforcement personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. Addresses the basic needs of police work by computer.

### CRJ1050
**Basic Police Science II**

- **1000 Hour Law Enforcement Academy Students only.**
- Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Community Policing and Human Behavior.

### CRJ1100
**Introduction to Criminal Justice**

- The history and philosophy of the system, identifying the various subsystems, role expectations, and their interrelationships, theories of crime punishment and rehabilitation. The interrelationships of the various branches and functions of the criminal justice system are examined and identified.

### CRJ1130
**Introduction to Forensics**

- Designed to make the subject of forensic science comprehensible to a wide variety of students who are or plan to be aligned with the forensic science profession. This class will give the students an introduction to the forensic crime laboratory, its functions, services and organization. Will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

### CRJ1140
**Basic Firearms**

- Law Enforcement Academy Students only.
- The fundamentals of firearms safety and marksmanship, in addition to the basics of police firearms usage are emphasized in this course. The basic operations of a revolver, a semi-automatic pistol and a pump shotgun are covered within this program. Skill development and competency-based instructional standards are key elements of this program, combined with statutory and constitutional compliance with prevailing standards for use of force by law enforcement personnel.

### CRJ1150
**Basic Police Science III**

- **1000 Hour Law Enforcement Academy students only.**
- Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for firearms, shotgun, and patrol rifle, and advanced drug recognition training.

### CRJ1160
**Defensive Tactics**

- Law Enforcement Academy students only.
- This block of instruction is designed to develop those basic defensive skills necessary to successfully control and restrain uncooperative or resistive subjects. Will also include instruction in defensive aspects of dealing effectively with aggressive/resistance suspects that may be encountered during the trainee’s duties as a law enforcement officer.

### CRJ1170
**Introduction to Courts**

- Provides students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. Will review the juvenile court system and its differences from the adult judicial system.

### CRJ1200
**Criminal Investigation I**

- **Prerequisite:** CRJ1100 or instructor consent.
- The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, use of hypotheses, and the problem of proof are covered.

### CRJ1250
**Basic Police Science IV**

- **1000 Hour Law Enforcement Academy students only.**
- Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for defensive tactics, laser certification, NHTSA field sobriety testing and certification and Datamaster Type III breathalyzer training and certification.

### CRJ1260
**Introduction to Security Management**

- Introductory course presenting protection concepts, security management principles, and current industry practices.

### CRJ1300
**Criminal Investigation II**

- **Prerequisite:** CRJ1200 or instructor consent.
- Law Enforcement Academy students only. The recognition, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

### CRJ1400
**Criminal Law**

- **Prerequisite:** A grade of "C" or higher in CRJ1100 or instructor consent.
- The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

### CRJ1440
**Criminal Courts-Process & Issues**

- **Prerequisite:** CRJ1170 or instructor consent.
- Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

### CRJ1500
**Criminal Evidence**

- The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

### CRJ1520
**Criminology**

- **Prerequisite:** CRJ1170 or instructor consent.
- Criminology is the scientific study of crime. Students will study various aspects of crime and the criminals. This class will examine such items as crime statistics, various theories behind the cause of crime and why criminals commit them.

### CRJ1540
**Criminal Procedure**

- Focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

### CRJ1600
**Juvenile Justice System**

- The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

### CRJ1700
**Patrol and Traffic Law**

- Law Enforcement Academy students only. The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

### CRJ1710
**Community Policing/Problem Solving**

- The study of police agencies response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, themes, and programs advocated at the national level—by federal agencies, academics, and practitioners—are implemented with widely varying degrees of understanding.

### CRJ1720
**Comparable Criminal Justice Studies**

- **Prerequisite:** CRJ1100 or instructor consent.
- Study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first-hand basis, view the interworking of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. Includes several hours of orientation and lecture at Mineral Area College, several days of travel and participation and a written course synthesis.

### CRJ1750
**Advanced Patrol/Traffic Law**

- Law Enforcement Academy students only. Discusses preparation for duty by the patrol officer. It demonstrates how knowledge of criminal activity, local geography and proper uniform and equipment will enhance the performance of the patrol officer. Also discusses the physical and psychological factors which affect an officer during patrol and job performance.

### CRJ1760
**Commercial Vehicle Enforcement Inspection**

- **Prerequisite:** CRJ1100 or instructor consent.
- The objective of this course is to give the Probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVI’s will also receive training in profiling, cultural and legal implications of performing CVI duties.
CRJ1800  Introduction to Corrections  
(3-0) 3 cr. hrs.  
An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other and correctional institutions.

CRJ1820  Corrections in America  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ1800 or instructor consent.  
Reviews various theories of criminal causation and will provide a comparative study of global criminal justice systems.  
The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field.  
This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900  Police Administration  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ1100 or instructor consent.  
A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments.  
The most popular and prevalent ideas, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts.  
Emphasis is placed on the impact that police administration exerts upon the policeman’s functioning.

CRJ1920  College Math for Criminal Justice Professionals  
(3-0) 3 cr. hrs.  
Prerequisite: Must be Criminal Justice major.  
Connects basic mathematical concepts to their applications.  
Emphasis is placed on strengthening the student’s ability to connect with math concepts to situations within their Criminal Justice Career Field.

CRJ2000  Criminal Justice Report Writing  
(3-0) 3 cr. hrs.  
Prerequisites: A grade of “C” or higher in all of the following courses: CRJ1100, CRJ1200, and ENG1330 or instructor consent.  
The study and application of the process of effective criminal justice report writing.  
Proper formal written communications formats with an emphasis on proper writing techniques and methods for the admittance of evidence in a criminal adjudication.

CRJ2100  Police Photography  
(3-0) 3 cr. hrs.  
Basic fundamental photography will be taught with an emphasis on manual and auto functions on the camera.  
The student will use these skills to photograph objectives detailing most situations occurring in real life crime scene photography.  
Negatives and photos will be set in a photo book to be critiqued for quality and compassion.  
Court room qualifications will be final determination of the students work and performance.  
Prepares students for CRJ1240.

CRJ2140  Forensic Crime Scene Investigation  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Introduces the student to the fundamentals of on-site crime-scene investigations.  
Specific objectives will be combined with actual crime scene reconstruction.  
The student will perform practicals using photography skills, fingerprint identification and comparison, sketching microscopy, dental stand, soil analysis and site identification for blood, hair, fibers, tool marks, and tire tread comparison.  
The student must perform with skill and integrity, in a mock trial submitting the mock prepared evidence in trial.

CRJ2160  Crime Scene Analysis  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ2140 or instructor consent.  
Designed to be an advanced Crime Scene Investigation class.  
The students will be showed the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence.  
The students will have to accurately perform the above mentioned tasks through practical skill demonstrations.

CRJ2200  Ethics for Legal Professionals  
(3-0) 3 cr. hrs.  
Looks at the ethical dilemma and professional problems faced by criminal justice personnel.  
Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

CRJ2220  Principles of Homeland Security  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ1200, Intro to Criminal Justice, and CRJ1260, Introduction to Security Management.  
Provides an overview and examination of the history, mission, and development of homeland security at the federal, state, local, and private sector levels.

CRJ2240  Security Management and Operations  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ1260, Introduction to Security Management.  
Course presents protection concepts, security management principles and current practices.

CRJ2260  Private Security and Public Safety  
(3-0) 3 cr. hrs.  
CRJ1100, Introduction to Criminal Justice, and CRJ1260, Introduction to Security Management.  
Provides an overview of the functions of private security, with a focus on the expanding role of private security in the field of public safety.

CRJ2280  Emergency and Crisis Management  
(3-0) 3 cr. hrs.  
Prerequisite: CRJ1100, Introduction to Criminal Justice, and CRJ1260, Introduction to Security Management.  
Examines the subject of emergency and crisis management through a social perspective, emphasizing the understanding of vulnerability as a response component.

CRJ2300  Criminal Justice Career Preparation  
(1-1) 3 cr. hrs.  
The preparation of the student for career employment with public safety agencies in the local area, region, and out-state.  
For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers.  
Practicals, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

CRJ2320  Administration of Correctional Services  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Focusing on the criminal justice field of corrections, this course explores fundamental concepts related to the administration, organization and management of correctional services.

CRJ2340  Concepts of Community Corrections  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Examines the various aspects of offender treatment planning, implementation, and special needs identification in the context of community-based correctional programs.  
Utilizes a comparative approach to examining the differences between traditional and community-based correctional programs.

CRJ2360  Correctional Populations and Special Needs  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Examines the specialized needs of various types of offenders within the correctional system.  
Focus will include an examination of the specialized correctional needs of both adult and juvenile offenders.

CRJ2380  Probation and Parole in America  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Examines the successful student with an overview of the history and role of probation and parole services in the American criminal justice system.  
Includes an examination of common techniques used by probation and parole officers, as well as an overview of the presentation investigation process.

CSC1100  Programming Logic  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Examines the video game industry using an interdisciplinary approach to create PC-based games.  
Specializes in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design.  
Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities.  
Students may construct and animate 2D and 3D objects and creative game environments.  
The course culminates with the production of PC video games.

CSC1500  Basic Programming  
(3-0) 3 cr. hrs.  
Prerequisite: Grade of “C” or better in CRJ 1100 Intro to Criminal Justice and CRJ 1800 Intro to Corrections.  
Examines the video game industry using an interdisciplinary approach to create PC-based games.  
Specializes in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design.  
Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities.  
Students may construct and animate 2D and 3D objects and creative game environments.  
The course culminates with the production of PC video games.
development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. Intended as a first course in programming for students interested in computer programming.

CSC2420 Java Script Programming
Prerequisite: CSCI1050, CSCI1750, CSCI1100, or instructor consent. An introduction to programming in the Java Script object scripting language. Basic commands and structures; variables; operators; inputs; conditionals. Add special features to web pages including user prompts. Create forms with data validation using HTML.

CSC2440 Web Programming with Perl/CGI/Linux
Prerequisite: CSCI1050, CSCI1750, CSCI1100, or instructor consent. Introduction to server/client server systems with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC2500 Advanced Basic Programming
Prerequisite: CSC 1500
Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulation, development of subroutines, etc. Builds on the information presented in CSC1500. Offered on demand.

CSC2890 Capstone-Business Computer Programming
Prerequisite: Instructor consent; must be taken in the last semester prior to graduation. Prepares students entering the Business Computer Programming career fields. Students will review coursework completed during their degree program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

DANCE DAN1002 Hip Hop
Prerequisite: 3 cr. hrs. Focuses strictly on the dance style of hip hop and aspects of popping, tutting, and break dancing.

DAN1004 Jazz I
Prerequisite: 3 cr. hrs. A beginning level course that helps students develop basic jazz steps, technique, and terminology.

DAN1006 Tap I
Prerequisite: 2 cr. hrs. Develop a foundation of technique and vocabulary of tap steps and combinations. Students will learn how to produce clean tap sounds while building musicality and rhythm. Tap shoes are mandatory.

DAN1020 Dance Appreciation
Prerequisite: 3 cr. hrs. Introduction to aspects of dance as aesthetic and spiritual expression, with emphasis on cultural, ethnic and international formations. Focuses on the origins and related roles of the dancer, choreographer, and spectator through readings and video-illustrated lectures conducted by the instructor. Content includes dance from Europe, Africa, South and Central America, and Asia, as well as dance originating from within the United States. There will be opportunities for students to participate in simple dance movements. Primarily a lecture format with some movement participation. Meets cultural diversity requirement.

DAN2002 Hip Hop II
Prerequisite: Hip Hop I or instructor approval. Focuses strictly on the dance style of hip hop touching on aspects of popping, tutting, and break dancing. Students will develop composition and choreography.

DAN2004 Jazz II
Prerequisite: PED2663, DAN1004, two to three years jazz dance experience, or instructor consent. Advance jazz steps, technique, and terminology. Students will develop composition and choreography.

DEAF COMMUNICATION STUDIES
DCS1000 Sign Language I
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors awareness of deaf culture.

DCS1010 Sign Language II
Prerequisite: DCS1000 A continuation of Sign Language I (DCS 1000). Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Credited as an elective.)

EARLY CHILDHOOD DEVELOPMENT
ECE1000 Introduction to Early Childhood Education
Prerequisite: 3 cr. hrs. Focuses on research-based theories that have affected the evolution of current developmentally appropriate curricula in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for age's birth to five (5) will be explored. Developmental effects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 Guidance Alternatives for Young Children
Prerequisite: newborn to age five. The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children birth through age eight years. Guidance skills; observation tools; and techniques of redirecting behavior will be explored. Children's traumas, fears, and negative environmental issues will be identified and assessed. The professional environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 Early Childhood Health, Safety, and Nutrition
Prerequisite: 3 cr. hrs. Focus on young children's (age birth through five (5) years) healthy environment. The child's environment includes all aspects that affect the child's health, safety and nutrition. National Health Standards are used to plan the child's healthy environment. Learning concepts are based on the response to the standards in an effort to provide a professional learning environment for the young child.

Technical Skills Assessment required of Career and Technical Education majors. The healthy learning environment and record keeping techniques required for state licensing will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1060 Child Development Associate Credential Prep
Prerequisite: Students that have completed three courses: ECE1040 Health Safety and Nutrition, ECE1020 Guiding Alternatives for Young Children, and ECE1000 Introduction to Early Childhood Education, and met all CDA competency standards including a resource collection of required artifacts in all three courses, will begin to build the professional resource collection that exemplifies CDA standards. Coursework also includes writing competency standards required in the CDA 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The Professional Development specialist will conduct final observations and evaluations of the student in the student's child care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test. It will be taken on campus through online testing PearsonVue.

ECE1200 Caring for School Age Children
Prerequisite: Caring for School Age Children intended to provide a developmental overview of school ages five to twelve years of age. It focuses on after school and summer care of school age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The students will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning

DESCRIPTION : CSC-ECE
Collaboration techniques, communication skills, and parent/provider/child/community partnerships are the primary focus of the course. Family partnerships will be explored through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting this course competencies will be collected for the capstone course.

ECE2120 Introduction to Young Children with Special Needs
(3-0) 3 cr. hrs.
Introduction to Young Children with Special Needs focuses on the learning differences in the children born to age five (5). Special need programs and resources will be identified to assist teachers, parents, and children in order to assist in the understanding and resources available for future success of the child. The methods and materials used for early identification, intervention and inclusion of infants, toddlers and preschoolers will be explored. Cultural diversity will also be emphasized in order to gain understanding of different family values and expectations. Family and professional collaboration will be explored to address the impact of the special needs child on the family. Modifications of environments will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Two hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2300 Professional Portfolio Assessment
(1-1) 1 cr. hrs.
Professional Portfolio Assessment: Successfully complete ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000 level course prior to enrolling in ECE 2002 and ECE 2300.

Intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student's work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met upon graduation. Students will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five (5) hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2002 Practicum Classroom Experiences
(2-4) 4 cr. hrs.
Practicum Classroom Experiences: The student must have successfully completed courses ECE1000 Intro to EC Child Development, ECE1020 Guiding Alternatives, ECE 1040 EC Health, Safety and Nutrition, and a minimum of one ECE 2000 level course prior to enrolling in ECE 2002 and ECE 2300. It is recommended that students take this course the semester before requirements have been met for graduation. Focuses on the application of learned concepts of planning, observing, and documenting the growth and development of young children. The student will plan and apply the learned concepts in a (15 week) four-hour practicum classroom experience and (2 hours) 15-week (fifty minute) lecture. The practicum experiences will apply to preschool age children 3 to 5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriately (DAP) environment. Four hours of required practicum classroom experience is assigned each week for a total of sixty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2040 Home, School and Family
(3-0) 3 cr. hrs.
Home, School and Family explores the positive relationships between the early childhood teachers, program staff, parents/families, and the community. The young child is applied through active learning and certification. Students will examine the core competencies met upon graduation. The young child is applied through active learning.
student is challenged to meet the developmental needs by planning for the environment with appropriate materials and equipment. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children. Students must earn a “B” or higher in all education courses with an EDU prefix.

EDU2420 Organization and Management of Early Childhood Programs  
Prerequisite: EDU1300 with a “B” or better and College Reading with a grade of “C” or better.

Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program in order to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program’s goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also addressed as a part of the planning process. Students must earn a “B” or higher in all education courses with an EDU prefix.

EDU2600 Portfolio Evaluation  
Prerequisite: EDU 2400 with a grade of “B” or better. Students must complete their portfolios and pass the State of Missouri’s content test in each section to receive a passing grade for this class. Students are also required to take the Missouri Standards Based Performance Assessment.

ELECTRICAL/ELECTRONIC TECHNOLOGY

EEE1600 Basic Electronics  
A study of basic electronic theory, OHM’s Law as applied to D. C. and A. C. series and parallel resistance, inductance and capacitance circuits.

EEE1550 Electrical Systems  
An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power, and network analysis.

EEE1580 Practical Electronics I  
Prerequisite: EEE1500 or instructor consent. A combination lecture/laboratory course covering basic electronic/electronic fundamentals and the proper use of electronic test equipment. Includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE1600 Practical Electronics II  
Prerequisite: EEE1580 or instructor consent. A continuation of EEE1580, this course covers more complex circuits and applications of solid state devices including transistors, integrated circuit, OP-AMP’s, SCR’s multivibrators, timing circuits and logic circuits.

EEE1710 National Electric Code  
Prerequisite: Instructor consent. Designed to update electrical workers and electricians with the ever-changing National Electrical Code.

EEE1910 Electronic Servicing  
Prerequisite: MAT0950. 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. Intended to be both theoretical and practical to show the basic concepts of process control, theory and troubleshooting.

EEE1970 Programmable Logic Controllers  
Prerequisite: Instructor consent. Offers a learning opportunity that covers a wide range of the applications of electronics in the fields of automation and fluid power control. Programmable logic controllers are the brains controlling the majority of current automation.

EEE2000 Solid State Electronics  
Prerequisites: Instructor consent. A study of semiconductor diodes and bipolar transistors. Includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

EEE2020 Basic Soldering Techniques  
Students will receive instruction and training in electronic soldering and wire wrapping techniques and in applying these skills in the repair of printed circuits, hard wired circuits.

EEE2040 Digital Electronics I  
Prerequisites: EEE1500 or Instructor consent. An introduction to microcomputers and microprocessors, programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

EEE2060 Digital Instrumentation Electronics  
Prerequisite: EEE2000. A continuation of EEE2040. More advanced computer circuits are bread boarded and the use of logic probes are used for troubleshooting bread board circuits, interfacing of OP-AMPS with A/D Converters to computer circuits and testing of these circuits.

ENGINEERING

EGN2130 Engineering Mechanics-Statics  
Prerequisites: A grade of “C” or better in PHS 2230 and MAT 2150. Covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moments of inertia.

EGN2230 Engineering Mechanics-Dynamics  
Prerequisite: Should be preceded by EGN2130. Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2340 Introduction to Electrical Engineering  
Prerequisites: A grade of “C” or better in PHS 2240 and preceded or accompanied by MAT2250. Circuit elements, signals, Kirchhoff’s laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

ENGLISH/COMMUNICATIONS

Students are required to have placement scores (ACT or Compass) in order to enroll in English Composition classes.

ENG1000 Writing a Research Paper  
Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

ENG1050 Use of Library Resource  
Designed to help students use the Learning Resources Center more effectively. Open to all students.

ENG1330 English Composition I  
Prerequisite: ACT 18+; or Compass English/Writing score of 70+, or completion of ENG0070 or modules (ENG2400, ENG2050 & ENG2060) with a “C” or above.

English Composition I is a purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student’s education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction will also include basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 English Composition II  
Prerequisite: ENG1330 with a grade of “C” or better. Emphasizes argument, critical thinking, research and documentation. Students will be expected to read critically and synthesize information cogently and effectively.

ENG1360 Creative Writing  
Prerequisite: ENG1330 with a grade of “C” or better.

An introduction to writing short fiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

ENG1440 Public Speaking  
Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1570 Introduction to Literature: Prose, Poetry, and Drama  
Prerequisite: ENG1330 with a grade of “C” or better.

An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms.
DESCRIPTION : ENG-FST

and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. A strong emphasis will be placed on reading and discussion.

ENG1670 Interpersonal Communications I
A “whole person” approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in “what if” discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the “how” and “why” of person-to-person contact. Open to all students.

ENG2330 English Literature I
Prerequisite: ENG1330 with a grade of “C” or better.
A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

ENG2340 English Literature II
Prerequisite: ENG1330 with a grade of “C” or better.
A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

ENG2430 American Literature I
Prerequisite: ENG1330 with a grade of “C” or better.
The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440 American Literature II
Prerequisite: ENG1330 with a grade of “C” or better.
This primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2492 Women’s Literature
Prerequisite: ENG1330 with a grade of “C” or better.
Focuses on the ideas, experiences, and perceptions of women in various literary genres and time periods. Explores the political, historical, social, and religious contexts in which women live and write. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

ENG2500 Multicultural Literature
Prerequisite: ENG1330 with a grade of “C” or better.
Designed to give students an introduction to and appreciation of cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

ENG2520 Children’s Literature
Prerequisite: EDU2040 or ECE 1000.
Designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children’s literature, and formulating techniques for using literature in the classroom.

ENG2530 Young Adult Literature
Prerequisite: ENG1330, English Composition I, and EDU2040, Foundations of Education.
Designed for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and attitude needed for understanding and appreciating literature. Meets cultural diversity requirement.

ENG2560 Creative Nonfiction Literature
Prerequisite: ENG1330 with a grade of “C” or better.
Investigates a variety of issues surrounding the genre of creative non-fiction. These issues will include but will not be limited to defining the genre, ethical concerns faced by authors, the evolution of the genre. A strong emphasis will be placed on reading and discussion.

ENG2580 Poetry and the Human Experience
Prerequisite: ENG1330 with a grade of “C” or better.
Investigates the impact of culture on poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures. A strong emphasis will be placed on reading and discussion.

FIRE SCIENCE
FST1000 Introduction to Firefighting
Prerequisite: FST1050 or instructor consent.
Designed to prepare the FST student in the first phase of classroom instruction for firefighter certification through the Missouri Division of Fire Safety’s Basic Firefighters 36-hour course. Upon successful completion of this course and practical experience with the required fire service pump, develops the theory of operations of the student in the use of SCBA functions and develops practical skills in the operation of fire service equipment.

FST1005 Fundamentals of Fire & Emergency Services
Prerequisite: FST1050 or instructor consent.
Designed to prepare the FST student in the first phase of classroom instruction for firefighter certification through the Missouri Division of Fire Safety’s Basic Firefighters 36-hour course, combined with a basic Hazmat, awareness course and incident command system NIMS 700.

FST10100 Calling A Mayday
Prerequisite: FST1050 or instructor consent.
Designed to increase the student’s awareness that as an emergency responder they may be required to call a mayday or respond to a mayday incident. Recognized by the National Fire Academy.

FST1030 Ropes And Rappelling
Prerequisite: FST1050 or instructor consent.
Develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope systems and caring for rope equipment. Component of Rescue Technician skills.

FST1040 Self-Contained Breathing Apparatus
Prerequisite: FST1050 or instructor consent.
An advanced course is designed to instruct the student in the use of the SCBA functions for all purposes of safe firefighting and the importance of personal safety.

FST1110 Vehicle Fire Fighting
Prerequisite: FST1050 or instructor consent.
Covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

FST1150 Pump Operations
Prerequisite: FST1050, Math and TEC1070, Unified Technical Concepts I, are recommended.
Pump Operations traces the history of fire service pump, develops the theory of operations and develops practical skills in the operation of fire service pumps.
FST1340 (Arranged) 1 cr. hrs. 
**Foam Applications**
Expands on the participant’s knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

FST1390 (Arranged) 1 cr. hrs. 
**Natural Cover Fires**
Covers the concepts of weather and geographic factors, equipment tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

FST1400 (Arranged) 1 cr. hrs. 
**Industrial Fire Brigade**
Designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

FST1420 (Arranged) 2 cr. hrs.
**Hazardous Materials Receiving and Handling**
Provides the basic information needed to handle a hazardous materials incident, including legal requirements, identification, transportation, scene management, containment, and finalization of the incident.

FST1520 (Arranged) 1 cr. hrs. 
**Vehicle Extrication - Passenger**
Addresses the specialized topics of removing victims from passenger vehicles. Covers the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the direction of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

FST1600 (Arranged) 1 cr. hrs.
**Training Operations in Small Departments**
Designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

FST1620 (Arranged) 1 cr. hrs. 
**Managing Company Tactical Operation**
Provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural firefighting operations.

FST1630 (Arranged) 1 cr. hrs. 
**Principles of Building Construction/Non-Combustible**
Addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

FST1640 (Arranged) 1 cr. hrs.
**Shaping The Future**
Provides students with an understanding of concepts, functions, and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

FST1660 (Arranged) 3 cr. hrs. 
**Sociological Changes in Fire Service**
Designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and co-workers who may originate from diverse backgrounds. Intended for FST majors only.

FST1680 (Arranged) 2 cr. hrs. 
**Building Construction for Fire Service**
Provides an understanding of the principles of building construction and their impact on firefighting strategy. It explains building materials and processes that are commonly involved in the construction of structures.

FST1702 (Arranged) 3 cr. hrs. 
**Fire Service Law**
Provides an overview of the law and how it affects the Fire Service while providing services to the community and how the law affects Firefighters at work.

FST2080 (Arranged) 3 cr. hrs. 
**Practical Applications of Hydraulic Theory of Firefighting**
Prerequisite: FST1050
Designed to further the student’s understanding of everyday applications of hydraulics as it applies to water applications within firefighting. Formulas used in pumping water, moving it in hoses, and discharging it from nozzles are developed and examined in detail. Serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. Intended for FST majors only.

FST2130 (Arranged) 2 cr. hrs. 
**Introduction to Fire Inspections, Principles and Practices**
Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

FST2140 (Arranged) 3 cr. hrs. 
**Technical Principles and Practices of Fire Prevention**
Provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspectors to understand the scope of knowledge required and to identify the various steps in the inspection process.

FST2150 (Arranged) 1 cr. hrs. 
**Principles of Building Construction/Combustibles**
Designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

FST2160 (Arranged) 1 cr. hrs. 
**Introduction to Wilderness Search and Rescue**
Introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

FST2160 (Arranged) 1 cr. hrs. 
**Advanced Wilderness Search and Rescue**
Prerequisite: FST2160 or instructor consent.
A continuation from FST2160 and is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. Provides instruction and practical exercises that advance the student’s knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

FST2220 (Arranged) 1 cr. hrs. 
**Managing in a Changing Environment**
Focuses on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

FST2224 (Arranged) 3 cr. hrs. 
**Strategic and Tactical Considerations on the Fireground**
Prerequisite: FST1050, Firefighter Technology or current rating of Firefighter I & II through the Missouri Division of Fire Safety.
Provides information to Incident Commanders for the standardization and implementation of one standard management tool for those operating on the scene of fire emergencies.

FST2320 (Arranged) 1 cr. hrs. 
**Incident Command System: Basic**
Designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. Conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

FST2330 (Arranged) 1 cr. hrs. 
**Incident Command System: Intermediate**
Prerequisite: FST2320
Provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

FST2340 (Arranged) 1 cr. hrs. 
**Incident Response to Terrorism**
Introduces the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Includes the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

FST2350 (Arranged) 1 cr. hrs. 
**Incident Command System: Advanced**
Intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.

FST2380 (Arranged) 1 cr. hrs. 
**Rapid Intervention Teams**
Addresses various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

FST2400 (Arranged) 2 cr. hrs. 
**Hazardous Materials Operations**
Prerequisite: FST2420
Meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

FST2420 (Arranged) 1 cr. hrs. 
**Hazardous Materials Awareness**
A continuation of FST2400 with the exception of applied classroom instruction onto a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.
FST2500  (3-0) 3 cr. hrs.
Fire Instructor I  
Prerequisite: FST1050 and a computer technology course.
Instructs and develops knowledge and skills used to teach essential skills to firefighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST2520  (Arranged) 3 cr. hrs.
Fire Officer I  
Prerequisite: FST1050 or instructor consent.
Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

FST2540  (Arranged) 2 cr. hrs.
Fire Service Instructor I  
Prerequisite: FST1050 or instructor consent.
Introduces and develops the knowledge, skills and abilities necessary to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, instructional psychology, instructional presentation and program evaluation/modification are emphasized, with supplemental emphasis given to firefighter safety, legal considerations and development of training aids.

FST2560  (1-1) 1 cr. hrs.
Fire Service Instructor II  
Prerequisite: FST2540
Expands the knowledge and skills of the Fire Service Instructor I course by developing an understanding of instructor and course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.

FST2580  (Arranged) 2 cr. hrs.
Fire Service Personnel Management  
Provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service.

GEOGRAPHY  GEO1191  (3-0) 3 cr. hrs.
Regional World Geography  
An introductory survey of physical, cultural, economic, and political geography of the world’s major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

GUIDANCE  GUI1010  (3-0) 3 cr. hrs.
Principles of College Success  
Designed to make entering college comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

GUI1960  (1-1) 1 cr. hrs.
Career Planning  
Designed to increase career development awareness by assisting students with choosing a career or college major through interest, ability, and workplace value assessments. The results provide a framework for career planning and exploration through a variety of sources including computerized career information systems, resource materials and assessments, occupation and employment opportunity research.

FST2500  (3-0) 3 cr. hrs.
Fire Instructor I  
Prerequisite: FST1050 and a computer technology course.
Instructs and develops knowledge and skills used to teach essential skills to firefighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST2520  (Arranged) 3 cr. hrs.
Fire Officer I  
Prerequisite: FST1050 or instructor consent.
Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

FST2540  (Arranged) 2 cr. hrs.
Fire Service Instructor I  
Prerequisite: FST1050 or instructor consent.
Introduces and develops the knowledge, skills and abilities necessary to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, instructional psychology, instructional presentation and program evaluation/modification are emphasized, with supplemental emphasis given to firefighter safety, legal considerations and development of training aids.

FST2560  (1-1) 1 cr. hrs.
Fire Service Instructor II  
Prerequisite: FST2540
Expands the knowledge and skills of the Fire Service Instructor I course by developing an understanding of instructor and course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.

FST2580  (Arranged) 2 cr. hrs.
Fire Service Personnel Management  
Provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service.

GEOGRAPHY  GEO1191  (3-0) 3 cr. hrs.
Regional World Geography  
An introductory survey of physical, cultural, economic, and political geography of the world’s major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

GUIDANCE  GUI1010  (3-0) 3 cr. hrs.
Principles of College Success  
Designed to make entering college comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

GUI1960  (1-1) 1 cr. hrs.
Career Planning  
Designed to increase career development awareness by assisting students with choosing a career or college major through interest, ability, and workplace value assessments. The results provide a framework for career planning and exploration through a variety of sources including computerized career information systems, resource materials and assessments, occupation and employment opportunity research.

HISTORY  
For students in the Arts & Sciences Division, the requirement in U.S. and state government and the history of American institutions may be met by completing six hours as follows:
1. POS1180 American Political Systems  
2. HIS1230 American History I OR HIS1240 American History II.

FST1100  (3-0) 3 cr. hrs.
World Civilization I  
A multi-cultural and comparative survey of the development of major world civilizations from ancient period until 1500. Meets cultural diversity requirement.

FST1130  (3-0) 3 cr. hrs.
Western Civilization I  
A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. Meets cultural diversity requirement.

FST1140  (3-0) 3 cr. hrs.
Western Civilization II  
A study of the main problems of the western world from the Age of Absolutism to the present time. Meets cultural diversity requirement.

FST1190  (3-0) 3 cr. hrs.
History of Christianity  
A study of the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

FST1230  (3-0) 3 cr. hrs.
American History I  
A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of History section in the catalog.

FST1240  (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.

FST1350  (Arranged) 1 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.

FST1520  (3-0) 3 cr. hrs.
World Civilization II  
A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. Meets cultural diversity requirement.

HEALTH  
HLT1040  (Arranged) 4 cr. hrs.
Basic Electrocardiography  
Prerequisite: An ACT reading score of at least 18 or an ACT COMPASS reading score of at least 81 and Math score of at least 36. CIS1050, CIS1750 or instructor consent. Must have a declared major of: EMT, Paramedic Technology. Radiology or Nursing.
Teaches healthcare students the rules and explanatory materials needed to understand, obtain and interpret basic single-lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710  (Arranged) 3 cr. hrs.
Emergency Medical Technology Refresher  
Prerequisite: Graduate of a State Accredited EMT program or licensed EMT. CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
Provides a re-licensure course to enhance the knowledge and experience of the relicensing EMT. Designed to assure maintenance of a uniformity high level of proficiency in skills and training among EMTs and keep their training and competency equivalent to those of the EMT graduate. Provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedure regarding the emergency management of acute & chronic medical illness and acute trauma related injury. Meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS re-licensure requirements.

HLT1762  (Arranged) 12 cr. hrs.
Emergency Medical Technician (EMT)  
Prerequisite: Minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading or successful completion of ENG1330. Age 18. Basic computer and internet skills. Must attend orientation on first class day. Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provides instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A & P, medical terminology, assessment, therapeutic communication, physical exam techniques, communications, documentation, diverse cultures, ventilatory management, resuscitation, medical/trauma emergencies. HAZMAT, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response, and MCI. Includes 210 didactic hours and clinical hours.: 36 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam and apply for a Missouri State EMT license. Exceeds EMT level NAEMSE and BEMS licensure requirements. First class day is mandatory orientation.

HLT1770  (3-0) 3 cr. hrs.
First Responder  
Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.
Provides the basic instruction for fire department personnel, law enforcement officers, and other volunteers in the delivery of initial emergency medical services (EMS). Includes 100 hours of instruction with arranged practical lab. The EMS is often the first to arrive on scene of an emergency, such as a motor vehicle collision, a heart attack, or a disaster. EMRs provide medical assistance and aid other emergency care providers. The EMR course will help you gain the knowledge, attitude, and skills necessary to be a competent, productive, and valuable member of the healthcare or public service team. Exceeds EMT level NAEMSE and BEMS licensure requirements.

HLT1772  (Arranged) 6 cr. hrs.
Emergency Medical Responder  
Prerequisite: ACT reading score of 13 or Compass reading score of 60 or successful completion of an English Composition I with a grade of “C” or better. Student must be 18
before taking the national registry exam. Student must meet selection criteria and attend required orientation. CIS1050 or CIS1750 is strongly recommended.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion, the student will be eligible to license as a Nationally Registered EMT.

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and Internet skills.

Students will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, and cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course.

Prerequisite: CIS1050, Introduction to Computers, or CIS1750, Microcomputer Applications, is recommended. Must have basic computer and Internet skills.

Provides instruction for the delivery of First Aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/ wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration, and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written and practical exam will allow the student to receive certification as a Wilderness First Aid provider.

A hybrid course that teaches the unique approach to first aid for the pediatric patient.

Prerequisite: ACT reading score of 13 or Compass reading score of 60.

A study of work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

Continuation of HLT2350. Consists of individualized instruction to increase the working knowledge of medical terminology.
business aspects of owning and managing a greenhouse, nursery or garden center will be discussed.

HRT2310 (3-0) 3 cr. hrs.
Golf Course Management (Spring)
Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while touching on equipment, irrigation, pest and diseases.

HRT2350 (3-0) 3 cr. hrs.
Turfgrass Equipment (Spring)
Prerequisite: HRT2310
Equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

HRT2510 (Arranged) 3 cr. hrs.
Horticulture Internship I
Prerequisite: Reserved for second year Horticulture students. Open to Horticulture or Renewable Energy Technology majors only. Designed to give the students actual experience in the day-to-day operation of a horticulture business.

HRT2530 (Arranged) 3 cr. hrs.
Horticulture Internship II
Prerequisite: HRT2510
A continuation of HRT2510. Students may choose to work in a different business or in a different employment position at the same business as they worked in HRT2510.

HRT2540 (Arranged) 3 cr. hrs.
Problems in Horticulture (Spring, Fall)
Prerequisite: 12 hours college credit completed and instructor consent.
Designed to allow students the opportunity to investigate a horticulture topic in depth using technical skills assessments along with written and verbal presentations of outcomes. Problems proposed by instructor.

INTERDISCIPLINARY

IDS1010 (1-0) 1 cr. hrs.
Interdisciplinary Studies
Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1030 (2-0) 2 cr. hrs.
Interdisciplinary Studies
Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1050 (3-0) 3 cr. hrs.
Interdisciplinary Studies
Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

MATHEMATICS

Enrollment in any mathematics course is determined either by placement exam or upon successful completion (a grade of ‘C’ or better) in a prerequisite course. It is recommended that students who plan to study mathematics take the mathematics placement examination before their first semester of attendance.

MAT 0020, 0030, 0040 (Arithmetic Skills I, II, III) and MAT 0110, 0120, 0130 (Elementary Algebra I, II, III) are offered as one-hour math refresher modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses. They do not meet math requirements for any degree.

MAT1000 (Arranged) 1 cr. hrs.
Metric Measurement
Familiarizes students with the metric system. May be taken by any student for elective credit but is designed primarily for students majoring in elementary education and other non-science fields. Includes linear measurements, area and volume, units of mass/weight, temperature, time, and conversions between the English and metric systems. Lab experiments are used to help the student gain confidence in making estimates when appropriate. Offered as a self-paced and/or independent study module in the Learning Center.

MAT1130 (3-0) 3 cr. hrs.
Intermediate Algebra
Prerequisite: ACT score of 19-22; or Compass Algebra score of 38-65; or Compass College Algebra score of 31-52, or a grade of ‘C’ or better in MAT0950 or Learning Center modules MAT0110, MAT0120, and MAT0130.
Designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts, including factoring. New topics include further factoring techniques; simplifying rational and radical expressions; complex numbers; solving systems of linear equations; solving quadratic equations; and an introduction to functions. Does not meet math requirements for the AA or AAT degree.

MAT1230 (3-0) 3 cr. hrs.
College Algebra
Prerequisite: ACT score of 23-26; Compass Algebra score of 68-89 or Compass College Algebra score of 53-71; or Compass College Trigonometry score of 46-62; or a grade of ‘C’ or better in MAT 1130.
A comprehensive and rigorous course covering the concepts and techniques of algebra. Included are the following topics: solving linear, rational, quadratic, and other types of equations; linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; and solving systems of equations. Topics will be covered thoroughly and in detail.

MAT1330 (3-0) 3 cr. hrs.
Trigonometry
Prerequisite: ACT score of 27; or Compass Algebra score of 90-94; or Compass College Algebra score of 72-75; or Compass Trigonometry score of 63-66; or a grade of ‘C’ or better in MAT 1230, College Algebra. MAT 1230 and MAT 1330 may be taken concurrently.
The study of triangles. Includes an in-depth study of trigonometric and circular functions and their graphs, angle measure (degrees and radians); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; and an introduction to vector applications.

MAT1530 (3-0) 3 cr. hrs.
Foundations of Mathematics

Prerequisite: ACT score of 23-26; or Compass Algebra score of 66-89; or Compass College Algebra score of 53-71; or Compass Trigonometry score of 46-62; or a grade of ‘C’ or better in MAT1130.
Designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. Acquaints students with a variety of math topics taught at the elementary school level.

MAT1600 (3-0) 3 cr. hrs.
Calculus for Business and Social Sciences (Spring)
Prerequisite: A minimum ACT score of 27; Compass Algebra score of 90-94 or Compass College Algebra score of 72-75 or Compass Trigonometry score of 63-66 or a grade of ‘C’ or better in MAT1230, College Algebra.
Designed for students majoring in business, social, or life sciences. Topics include limits; finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions; utilizing derivatives to sketch graphs of functions and integration. Applications will be emphasized.

MAT1650 (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (Fall)
Prerequisite: ACT score of 28+; Compass Algebra score of 95-100; or Compass College Algebra score of 76-100; or Compass Trigonometry score of 67-100; or a grade of ‘C’ or better in MAT 1230, College Algebra, and MAT 1330, Trigonometry.
Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (by using limits and differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT2150 (5-0) 5 cr. hrs.
Analytic Geometry and Calculus II (Spring)
Prerequisite: A grade of ‘C’ or better in MAT1500.
A continuation of Calculus I. Topics include further techniques of integration; applications of integration, including finding the area of a region between two curves, volume, and surfaces of revolution; sequences and series; conic sections; polar, cylindrical, and spherical coordinates; vectors and analytic geometry in space.

MAT2250 (5-0) 5 cr. hrs.
Analytic Geometry and Calculus III (Fall)
Prerequisite: A grade of ‘C’ or better in MAT2150.
The third course in the calculus sequence dealing primarily with functions of several variables. Includes vector-valued functions; partial derivatives; motion in space, multiple integration; and vector calculus.

MAT2330 (3-0) 3 cr. hrs.
Differential Equations (Spring)
Prerequisite: A grade of ‘C’ or better in MAT2250.
 Provides an introduction to the study of differential equations. Includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

MANUFACTURING

MFG1000 (3-0) 3 cr. hrs.
Principles of Maintenance
A technical overview of topics necessary for the non-maintenance personnel to acquire. Include basic machine operations, mechanics, electrical, electronics, and HVAC. Preventive maintenance and predictive maintenance and part 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.

MFL1000
Global Studies Seminar
A required course for students interested in earning the Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060
Introduction to Spanish for Health Care Workers
Designed for individuals and students in the health care field. Students will develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

MFL1170
Elementary French
Prerequisite: Must meet same requirements necessary to enroll in ENG1330.
An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking. Meets cultural diversity requirement.

MFL1270
Intermediate French
Prerequisite: MFL1170 or high school equivalent (1-2 years of recent study).
A continuation of Elementary French (MFL1170). By the end of the second semester all major language structures will have been introduced. Meets cultural diversity requirement.

MFL1290
Culture of the French Speaking World
Aspects of French life and culture will be covered, including art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. Meets cultural diversity requirement.

MFL1370
Elementary Spanish I
Prerequisite: Must meet same requirements necessary to enroll in ENG1330.
An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. Meets cultural diversity requirement.

MFL1470
Elementary Spanish II
Prerequisite: MFL1370 or high school equivalent (1-2 years of recent study).
A continuation of Elementary Spanish (MFL1370). By the end of the second semester, all major language structures will have been introduced. Meets cultural diversity requirement.

MFL1550
German Language and Culture I
Prerequisite: Must meet same requirements necessary to take ENG1330 to enroll.
Acquisition of an appreciation of the German culture and introduction to speaking, reading, writing, and understanding the language. Special emphasis will be on conversation.

MFL1660
Elementary Chinese I
An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Intended for students with no prior experience in or knowledge of Chinese. Students will be required to demonstrate competency in vocabulary and pronunciation. Elementary Chinese I is the first course in a sequence intended to develop Chinese language skills. Meets cultural diversity requirement.

MFL1700
American Sign Language I
Prerequisite: Must meet same requirements necessary to enroll in ENG1330.
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Meets cultural diversity requirement.

MFL1720
American Sign Language II
Prerequisites: MFL1700 or DCS1000.
A continuation of MFL1700 American Sign Language. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. Meets cultural diversity requirement.

MFL1740
Introduction to Deaf Culture
Prerequisite: Prior or concurrent enrollment in DCS1000/MFL1700 is recommended, but not required. Reading proficiency.
Examines the social and psychological aspects of deafness and introduces students to the organizations of the deaf and how they impact their lives.

MFL2130
French Composition and Conversation
Prerequisite: MFL1170 and MFL1290 or the equivalent (4 years of high school study).
A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. Meets cultural diversity requirement.

MFL2140
French Reading
Prerequisite: MFL1170 and MFL1290 or the equivalent (4 years of high school study).
Designed to increase reading comprehension and vocabulary development. Meets cultural diversity requirement.

MFL2230
Intermediate Spanish I
Prerequisite: MFL1370 and MFL1470 or the equivalent (4 years of high school study).
A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. Meets cultural diversity requirement.

MFL2250
Intermediate Spanish II
Prerequisite: MFL 1370 and MFL1470 or the equivalent (4 years of high school study).
A continuation of Intermediate Spanish I that will further develop students' ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Students will be exposed to Hispanic culture and literature through literary texts and Spanish cinema. Meets cultural diversity requirement.

MFL2350
Advanced German Grammar and Reading
Prerequisite: MFL2460.
Designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. Meets cultural diversity requirement.

MFL2390
European and Latin American Culture
Taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. Meets cultural diversity requirement.

MFL2450
German Language and Culture II
Prerequisite: German Language and Culture I or equivalent. A grade of "C" or better is recommended.
A continuation of German Language and Culture I. By the end of this course all major language structures will have been introduced.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFL2480</td>
<td>German Readings</td>
<td>3 cr.</td>
<td>MFL2460 or two years minimum high school language study (minimum of &quot;B&quot; required).</td>
</tr>
<tr>
<td>MGT1160</td>
<td>Basic Supervisory Skills</td>
<td>3 cr.</td>
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<tr>
<td>MGT1300</td>
<td>Organizational Analysis and Management</td>
<td>3 cr.</td>
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<tr>
<td>MGT1310</td>
<td>Project Management</td>
<td>3 cr.</td>
<td>TEC1560</td>
</tr>
<tr>
<td>MGT1320</td>
<td>Entrepreneurship</td>
<td>3 cr.</td>
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</tr>
<tr>
<td>MGT1330</td>
<td>Basic Supervisory Skills</td>
<td>1 cr.</td>
<td></td>
</tr>
<tr>
<td>MGT1550</td>
<td>Marketing</td>
<td>3 cr.</td>
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<tr>
<td>MGT1560</td>
<td>Statistics</td>
<td>3 cr.</td>
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<tr>
<td>MGT1590</td>
<td>Human Resources Management</td>
<td>3 cr.</td>
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<tr>
<td>MGT1720</td>
<td>Labor Relations</td>
<td>3 cr.</td>
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<tr>
<td>MGT1730</td>
<td>Safety Management</td>
<td>3 cr.</td>
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<tr>
<td>MGT1800</td>
<td>Business Mathematics</td>
<td>3 cr.</td>
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<tr>
<td>MGT1840</td>
<td>Finance</td>
<td>3 cr.</td>
<td>BUS2050 or the equivalent</td>
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<tr>
<td>MGT1910</td>
<td>Occupational Education Special Study</td>
<td>1 cr.</td>
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<tr>
<td>MGT1920</td>
<td>Occupational Education Special Study</td>
<td>2 cr.</td>
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<tr>
<td>MGT1930</td>
<td>Occupational Education Special Study</td>
<td>3 cr.</td>
<td></td>
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<tr>
<td>MGT1940</td>
<td>Management Seminar</td>
<td>1 cr.</td>
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<tr>
<td>MGT2030</td>
<td>Advertising and Sales Promotion</td>
<td>3 cr.</td>
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<tr>
<td>MGT2062</td>
<td>Managerial Accounting</td>
<td>3 cr.</td>
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<tr>
<td>MGT2064</td>
<td>Cost Accounting</td>
<td>3 cr.</td>
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<tr>
<td>MGT2200</td>
<td>Business Internship</td>
<td>3 cr.</td>
<td>Sophomore standing, consent of instructor.</td>
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<tr>
<td>MGT2210</td>
<td>Salesmanship</td>
<td>3 cr.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MGT2470</td>
<td>Money and Banking</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Prerequisite: Economics recommended. Presents basic economic principles as related to banking: the economy—how it works, the Federal Reserve System, the business of banking, monetary policy and its impact on financial markets and banks, alternative theories of money's role in the economy, fiscal policy, and trends in banking.</td>
</tr>
<tr>
<td>MGT2520</td>
<td>Consumer Lending</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Prerequisite: MGT2750 or instructor consent. A modular course which emphasizes the pragmatic &quot;how to&quot; 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.</td>
</tr>
<tr>
<td>MGT2540</td>
<td>Principles of Banking</td>
<td>(3-0) 3 cr. hrs.</td>
<td>A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. Ends with a discussion of the bank's role in community.</td>
</tr>
<tr>
<td>MGT2610</td>
<td>Marketing Research</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Prerequisite: Sophomore standing and instructor consent. Students will gain practical business and management knowledge by conducting supervised research projects in approved local business firms. Topic selection will depend upon student's career interests and the cooperation of local managers and owners.</td>
</tr>
<tr>
<td>MGT2650</td>
<td>Small Business Management</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Concentrates on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several case studies will be examined.</td>
</tr>
<tr>
<td>MGT2660</td>
<td>Supervision: Middle Management</td>
<td>(3-0) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>MGT2900</td>
<td>E-Commerce</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Prerequisite: CIS1050 or instructor consent. Explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.</td>
</tr>
<tr>
<td>MGT2980</td>
<td>Capstone-Business Management</td>
<td>(Arranged) 1 cr. hrs.</td>
<td>Prerequisite: Instructor consent; must be taken in the last semester prior to graduation. Prepares students entering the Business Management career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MGT2910</td>
<td>Concert Band I (Music Ensemble)</td>
<td>Prerequisite: Must have had at least some high school experience or equivalence on a band instrument. A performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1001</td>
<td>Choral Singers I</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble focusing on large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass).</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1052</td>
<td>Chamber Singers II</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from pop to madrigals to a large amount of vocal jazz.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1062</td>
<td>Chamber Singers I</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass). Open to all students and the community.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1071</td>
<td>Mineral Area Community Singers I</td>
<td>Prerequisite: Some previous experience of singing in a choir. A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass). Open to all students and the community.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1081</td>
<td>Guitar Ensemble I</td>
<td>Prerequisite: MSC1841 or previous guitar experience. Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1082</td>
<td>Guitar Ensemble II</td>
<td>Prerequisite: Consent of the instructor. A beginning study of music theory, including the study of intervals, chords, and progressions.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1093</td>
<td>Music Theory I (Fall)</td>
<td>Prerequisite: MSC1210. A beginning study of music theory, including the study of intervals, chords, and progressions.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1051</td>
<td>MAC Singers I</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble focusing on large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass).</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1061</td>
<td>Chamber Singers I</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from pop to madrigals to a large amount of vocal jazz.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1062</td>
<td>Chamber Singers II</td>
<td>Prerequisite: Consent of the instructor. A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass). Open to all students and the community.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1071</td>
<td>Mineral Area Community Singers I</td>
<td>Prerequisite: Some previous experience of singing in a choir. A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/ Bass). Open to all students and the community.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1081</td>
<td>Guitar Ensemble I</td>
<td>Prerequisite: MSC1841 or previous guitar experience. Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1082</td>
<td>Guitar Ensemble II</td>
<td>Prerequisite: Consent of the instructor. A beginning study of music theory, including the study of intervals, chords, and progressions.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1093</td>
<td>Music Theory I (Fall)</td>
<td>Prerequisite: MSC1210. A beginning study of music theory, including the study of intervals, chords, and progressions.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1201</td>
<td>Music Theory II (Spring)</td>
<td>Prerequisite: Consent of the instructor. A beginning study of music theory, including the study of intervals, chords, and progressions.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1211</td>
<td>Sight-Singing/Ear Training I (Fall)</td>
<td>Prerequisite: Consent of the instructor. 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 and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.</td>
</tr>
<tr>
<td>MUSIC</td>
<td>MSC1212</td>
<td>Sight-Singing/Ear Training II (Spring)</td>
<td>Prerequisite: Consent of the instructor. 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 and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC1221</td>
<td>Applied Percussion I (Fall)</td>
<td>2 cr.</td>
<td>Required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique of playing scales and chords. The student will also learn how to harmonize simple melodies.</td>
</tr>
<tr>
<td>MSC1222</td>
<td>Applied Percussion II (Spring)</td>
<td>2 cr.</td>
<td>Required for all music majors who are not piano specialists. A continuation and expansion of skills learned in MSC1221.</td>
</tr>
<tr>
<td>MSC1401</td>
<td>Applied Voice I</td>
<td>1 cr.</td>
<td>Prerequisite: This class is open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.</td>
</tr>
<tr>
<td>MSC1402</td>
<td>Applied Voice II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1401. A continuation of MSC1401.</td>
</tr>
<tr>
<td>MSC1411</td>
<td>Applied Piano I</td>
<td>1 cr.</td>
<td>Prerequisite: Open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (piano specialization) or who have had previous comparable experience.</td>
</tr>
<tr>
<td>MSC1421</td>
<td>Applied Woodwinds I</td>
<td>1 cr.</td>
<td>Prerequisite: This class is open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (woodwind specialization) or who have had previous comparable experience.</td>
</tr>
<tr>
<td>MSC1422</td>
<td>Applied Woodwinds II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1421. A continuation of MSC1421.</td>
</tr>
<tr>
<td>MSC1431</td>
<td>Applied Brass I</td>
<td>1 cr.</td>
<td>Prerequisite: Open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (brass specialization) or for those with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1432</td>
<td>Applied Brass II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1431. A continuation of MSC1431.</td>
</tr>
<tr>
<td>MSC1441</td>
<td>Applied Percussion I</td>
<td>1 cr.</td>
<td>Prerequisite: This class is open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (percussion specialization) or with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1451</td>
<td>Applied Guitar I</td>
<td>1 cr.</td>
<td>Prerequisite: Open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (guitar specialization) or with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1452</td>
<td>Applied Guitar II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1451. A continuation of MSC1451.</td>
</tr>
<tr>
<td>MSC1461</td>
<td>Applied Bass I</td>
<td>1 cr.</td>
<td>Prerequisite: This class is open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (bass specialization) or with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1462</td>
<td>Applied Bass II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1461. A continuation of MSC1461.</td>
</tr>
<tr>
<td>MSC1471</td>
<td>Applied Composition I</td>
<td>1 cr.</td>
<td>Prerequisite: Open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (composition specialization) or with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1472</td>
<td>Applied Composition II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1471. A continuation of MSC1471.</td>
</tr>
<tr>
<td>MSC1481</td>
<td>Applied Jazz I</td>
<td>1 cr.</td>
<td>Prerequisite: This class is open to all students through consent of the instructor only. A one-on-one, private lesson with the instructor. Primarily for students majoring in music (jazz specialization) or with previous comparable experience.</td>
</tr>
<tr>
<td>MSC1482</td>
<td>Applied Jazz II</td>
<td>1 cr.</td>
<td>Prerequisite: MSC1481. A continuation of MSC1481.</td>
</tr>
<tr>
<td>MSC1621</td>
<td>Diction for Singers I</td>
<td>1 cr.</td>
<td>Prerequisite: A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard English and Italian repertoire.</td>
</tr>
<tr>
<td>MSC1622</td>
<td>Diction for Singers II</td>
<td>1 cr.</td>
<td>A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard German and French repertoire.</td>
</tr>
<tr>
<td>MSC1631</td>
<td>Conducting</td>
<td>2 cr.</td>
<td>Focuses on the physical technique of the music conductor. Students will learn beat patterns, cutoffs, dynamic gestures, tempo and how to embody the character of the piece through body language. Other subjects include rehearsal techniques and how to study and memorize a score.</td>
</tr>
<tr>
<td>MSC1651</td>
<td>Introduction to Audio Recording</td>
<td>3 cr.</td>
<td>Introduces audio recording to the desktop musician using hardware and software systems.</td>
</tr>
</tbody>
</table>

Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

MSC1801 | Appreciation of Music                           | 3 cr.   | Examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music. Meets cultural diversity requirement. |

MSC1811 | Appreciation of Jazz                            | 3 cr.   | Students will study the main eras of jazz (Dixieland, Swing, Bebop, Big Band, Cool Jazz, Fusion, Smooth, Avant-garde) and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify forms through listening alone. |

MSC1821 | History and Form of Rock Music                  | 3 cr.   | Covers the history of Rock/Pop music from the beginning of the Blues up until present time. Includes an emphasis on teaching the student to recognize common music forms through listening alone. |

MSC1831 | Introduction to Music                           | 3 cr.   | The study and practice of the basic rudiments of music. Specifically designed for the non-music major. An emphasis for acquiring these fundamentals is placed on the student’s ability to learn basic piano skills. |

MSC1841 | Beginning Guitar                                | 3 cr.   | Intended to present basic music reading and playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the Country-Western, Rock n Roll, Blues, and Classical genres. Students will be required to play select pieces representative of each genre for unit and assessment purposes. |

MSC1861 | Analyzing Pop and Rock Music Lyrics             | 3 cr.   | Provides an in-depth study into how popular and rock music lyrics are constructed with a complete analysis into implication, poetic devices, and relations to musical form. Songs in a variety of musical styles throughout history will serve as examples for the instruction. |

MSC2003 | Concert Band III                                | 1 cr.   | Prerequisite: MSC 1001 & MSC 1002 A continuation of MSC1002. |


MSC2013 | Jazz Ensemble III                              | 1 cr.   | Prerequisite: MSC1011 & MSC1012. A continuation of MSC1012. |


MSC2023 | Jazz Combo III                                 | 1 cr.   | Prerequisite: MSC1021 & MSC1022. A continuation of MSC1022. |
MSC2024        Jazz Combo IV
Prerequisite: MSC1021, MSC1022 & MSC2023.
A continuation of MSC2023.

MSC2033        Steel Drum Ensemble III
Prerequisite: MSC1031 & MSC1032.
A continuation of MSC1032.

MSC2034        Steel Drum Ensemble IV
Prerequisite: MSC1031, MSC1032 & MSC2033.
A continuation of MSC2033.

MSC 2043        Studio Music III
Prerequisite: MSC1041 & MSC1042.
A continuation of MSC1042.

MSC2044        Studio Music IV
Prerequisite: MSC1041, MSC1042 & MSC2043.
A continuation of MSC 2043.

MSC2053        MAC Singers III
Prerequisite: MSC1051 & MSC1052.
A continuation of MSC1051.

MSC2054        MAC Singers IV
Prerequisite: MSC1051, MSC1052 & MSC2053.
A continuation of MSC2053.

MSC2063        Chamber Singers III
Prerequisite: MSC1061 & MSC1062.
A continuation of MSC1062.

MSC2064        Chamber Singers IV
Prerequisite: MSC 1061, MSC1062 & MSC2063.
A continuation of MSC2063.

MSC2073        Mineral Area Community Singers III
Prerequisite: MSC1071 & MSC1072.
A continuation of MSC1072.

MSC2074        Mineral Area Community Singers IV
Prerequisite: MSC1071, MSC1072 & MSC2073.
A continuation of MSC2073.

MSC2083        Guitar Ensemble III
Prerequisite: MSC1081 & MSC1082.
A continuation of MSC1082.

MSC2084        Guitar Ensemble IV
Prerequisite: MSC1081, MSC1082 & MSC2083.
A continuation of MSC2083.

MSC2203        Music Theory III (Fall)
Prerequisite: MSC1202
Extension of materials of MSC1202 to include the more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204        Music Theory IV (Spring)
Prerequisite: MSC2203
Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213        Sight-Singing/Ear Training III (Fall)
Prerequisite: MSC1212
A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214        Sight-Singing/Ear Training IV (Spring)
Prerequisite: MSC2213
A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MSC2243        Applied Brass IV
Prerequisite: MSC1431, MSC1432 & MSC2243.
A continuation of MSC2243.

MSC2244        Applied Percussion IV
Prerequisite: MSC1441, MSC1442 & MSC2443.
A continuation of MSC2443.
NUR1300  (3-0) 3 cr. hrs.
Therapeutic Nutrition
Prerequisite: Acceptance into the current program of Practical Nursing.
Designed to provide the student knowledge of the essential nutrients by definition, function, and food sources 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 imbalance. Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the life span, mental health consumers to educate clients about proper food preparation, storage, and safety. Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and patient/family education. Legal and ethical decision-making issues are explored to emphasize the importance of the nurses’ role as patient advocate regarding food choices and consumption based on their beliefs and to protect patient rights. Critical thinking through the nursing process provides the foundation for students to assume accountability for their own nursing practice. Discussion includes current trends and future issues in nutrition research.

NUR1310  (1-1) 1 cr. hrs.
Personal and Vocational Concepts
Prerequisite: Acceptance into the current program of Practical Nursing.
Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession and the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

NUR1320  (2-2) 4 cr. hrs.
Geriatric Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and a “C” or above in sequential Practical Nursing program curriculum courses.
Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care. Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of body systems assessment handbook. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence/dependence in performing ADLs, and document a process including that includes self-evaluation of therapeutic communication skills.

NUR1350  (4-2) 4 cr. hrs.
Maternity Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and a “C” or above in sequential Practical Nursing program curriculum courses.

NUR1360  (3-0) 3 cr. hrs.
NUR1370  (2-2) 2 cr. hrs.
Basic Pharmacology
Prerequisite: Acceptance into the current program in Practical Nursing.
Designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

Medical-Surgical Nursing
Prerequisite: Successful completion of all program in Practical Nursing first & second trimester courses and a “C” or above in sequential Practical Nursing program curriculum courses.
Designed to prepare students to respond to a wide array of demands and changes with the current shifting of nursing care from acute care hospital to community-based settings and the home. A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and challenges in client management, including concepts and general principles in perioperative, intraoperative, and postoperative client management, are stressed. Assessment, general management, and therapeutic interventions of specific pathophysiological 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.

Applied Pharmacology
Prerequisite: Successful completion of all courses in the first & second trimester and a “C” or above in sequential Practical Nursing program curriculum courses.
Completed 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 effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications. These chapters are taught in tandem with the various medical-surgical-topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

NUR1420  (3-0) 3 cr. hrs.
PEDIATRIC NURSING
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, Maternity Nursing, and a “C” or above in sequential Practical Nursing program curriculum courses.
Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Pathophysiology, pharmacotherapy, other medical treatment, psychological, cultural implications, and nursing care and teaching of the client and family are emphasized. Nursing measures to alleviate non-adaptive responses utilizing the nursing process, application of communication skills in the pediatric setting, and discussion of the special needs of hospitalized children and medication administration are included to provide a holistic approach to effective pediatric nursing care. Nursing measures to alleviate non-adaptive responses through utilization of the nursing process, application of therapeutic communication skills in the pediatric setting, legal and ethical issues, discussion of the special needs of hospitalized children, as well as adoptions for medication administration are included to provide a holistic approach to the delivery of effective pediatric nursing care across the wellness-illness.

NUR1430  (4-2) 4 cr. hrs.
Mental Health Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and a “C” or above in sequential Practical Nursing program curriculum courses.
Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing care, and milieu management. Intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The roles that emotions and stress play in the behavior of the client and client’s family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. Also serves as a comprehensive introduction to psychopathology and psychopharmacology. Synthesis of knowledge is gained through application of theory through a psychiatric clinical component during which students compose a comprehensive clinical
assignment that serves to promote critical thinking and analysis skills.

**OFFICE SYSTEMS TECHNOLOGY**

**OST1000**

**Keyboarding I**

(3-0) 3 cr. hrs.

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation.

**OST1020**

(3-0) 3 cr. hrs.

**Keyboarding II**

Prerequisite: OST 1000 or equivalent.

Instruction and practice directed toward improvements of speed and accuracy, with problems covering business letters, tabulated and technical reports, and various business forms.

**OST1080**

(1-0) 1 cr. hrs.

10-Key Numeric Skill

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

**OST1100**

(2-0) 2 cr. hrs.

**Filing Systems/Records Management**

Prerequisite: OST 100 or the equivalent.

A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

**OST1200**

(3-0) 3 cr. hrs.

**Beginning Notehand**

Prerequisite: OST 100 or the equivalent.

Teaches an alphabetic system of writing which enables the student to increase their writing speed for effective notetaking and transcription.

**OST1300**

(3-0) 3 cr. hrs.

**Office Procedures I**

Prerequisite: OST 100 or the equivalent.

Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

**OST1320**

(3-0) 3 cr. hrs.

**Office Procedures II**

Prerequisite: OST 100 or the equivalent.

Designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

**OST1350**

(3-0) 3 cr. hrs.

**Administrative Office Procedures**

Prerequisite: CIS 1050, CIS 1750, OST 1000, OST 1020, or instructor consent.

Designed to prepare students to be successful as an administrative professional and carry out the responsibilities of an administrative assistant in today’s electronic office. Covers topics in the areas of workplace technologies and efficiencies, time management, human relations techniques, ethical behavior communications, travel and meeting arrangements, document formatting, records management, job application procedures, proofreading and English skills, and decision-making skills.

**OST1400**

(3-0) 3 cr. hrs.

**Business Communication I**

Prerequisite: OST 1000 or the equivalent.

Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

**OST1500**

(3-0) 3 cr. hrs.

**Applied Accounting I**

Introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. Covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods, and payroll.

**OST1520**

(3-0) 3 cr. hrs.

**Applied Accounting II**

Prerequisite: OST 1500 with a grade of “C” or above.

Continuation of OST 1500 and includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

**OST1602**

(3-0) 3 cr. hrs.

**Introduction to Coding and Reimbursement Systems**

Prerequisite: HLT 2360

The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems, and various billing forms used by healthcare entities to report patient encounters in the United States.

**OST1608**

(3-0) 3 cr. hrs.

**Diagnosis and Procedural Coding I**

Prerequisites: HLT 2360 and OST 1622 and OST 1620 with a “C” or above, or instructor consent.

Explores the different areas of ICD diagnosis and procedure coding systems, including knowledge gained in medical terminology coursework and Anatomy and Physiology to select appropriate diagnosis codes.

**OST1620**

(1-0) 1 cr. hrs.

**Medical Office Procedures**

Allows the student to experience intensive learning and review of medical office policy and procedures including HIPAA and OSHA materials for the medical office.

**OST1622**

(3-0) 3 cr. hrs.

**Essentials of Anatomy and Physiology for Coders**

Provides the coding student with an overview of the structures, functions, and changes in the normal anatomy and physiology of the human body. The micro and macroscopic structure and the function of each system will be reviewed along with selected diseases.

**OST1640**

(2-0) 2 cr. hrs.

**Medical Software and Electronic Billing**

Allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work with the software and produce approximately 400 claims electronically.

**OST2000**

(3-0) 3 cr. hrs.

**Transcription Skills**

Prerequisite: OST 1020 or instructor consent.

Helps develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

**OST2080**

(3-0) 3 cr. hrs.

**Business Applications**

Prerequisite: CIS 1750 or the equivalent.

Acquaints secretarial students with situations and forms they can expect to encounter in the employer’s office. A generic administrative assistant simulation (practice set) is used.

**OST2200**

(3-0) 3 cr. hrs.

**Introduction to Business**

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

**OST2300**

(3-0) 3 cr. hrs.

**Business Communications II**

Designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.

**OST2400**

(Arranged) 3 cr. hrs.

**Business Intern I (Secretarial)**

Prerequisite: Sophomore standing and instructor consent.

Supervised occupational experience in local business establishments.

**OST2420**

(Arranged) 3 cr. hrs.

**Business Intern II (Secretarial)**

Prerequisite: Sophomore standing and instructor consent.

A continuation of OST 2200.

**OST2602**

(3-0) 3 cr. hrs.

**Diagnosis and Procedural Coding II**

Prerequisite: OST 1608 with a “C” or above or instructor consent.

A continuation of Diagnosis and Procedural Coding I. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

**OST2604**

(3-0) 3 cr. hrs.

**Diagnosis and Procedural Coding III**

Prerequisite: OST 2602 with a “C” or above or instructor consent.

Instructs the student on procedural coding in the outpatient arena. The student will learn current procedural terminology coding, learn to read operative notes, interpret procedures performed and understand the coding guidelines applicable to these cases. The student will apply knowledge gained in their Medical Terminology and Essentials of Anatomy & Physiology coursework to select appropriate diagnosis codes and procedural codes and apply these to mock patient charts.

**OST2610**

(3-0) 3 cr. hrs.

**Medical Transcription**

Prerequisite: HLT 2360 and OST 1020.

Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on
DESCRIPTION:  OST-PAR

proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

OST2890  (Arranged) 1 cr. hrs.

Capstone-Office Systems Technology
Prequisite: Instructor consent; must be taken in the last semester prior to graduation.
Prepares students entering the Office Systems-Administrative Systems and Medical Coding certificate program. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

PAR2000

Principles of Paramedic Technology I
Prequisite: COS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2082 and PAR2142.
Course content includes: foundations of professional Paramedic practice, role/ responsibilities of the paramedic, EMS agenda, workforce safety, wellness, research methods, scientific principles and paramedic science, ethics/ legal issues, public health, illness/ injury prevention, pathophysiology and disease process, review of A&P, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, communications, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, diverse cultures, advanced ventilatory management, resuscitation, and trauma care. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injury.

PAR2082

Pharmacology for Paramedics
Provides in-depth application of the following: historical development of drug pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medications, pharmacokinetics and pharmacodynamics, medication administration, forms of drug administration, drug metabolism, and alternative medicine, sources of drug information. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

PAR2100

Paramedic Anatomy and Physiology
Prequisite: COS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program. Designed specifically for the paramedic student to develop an understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized as a major objective of the program. Learning and evaluation of anatomy will be facilitated using body systems and models. Learning of physiology will be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

PAR2142  (3-0) 3 cr. hrs.

Paramedic Laboratory I
Prequisite: Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2000 and PAR2082. Provides practical application and instruction to compliment the theory and procedures discussed in the 1st semester Paramedic Program. Practical application includes: assessment and management of the medical and trauma patient, patient interview, communication and therapeutic communication, critical thinking/ clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, ventilatory management, CPR, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT psychomotor skills. Students will obtain certification in BLS for HCPs, ITLS and an approved DOT--Coaching the Emergency Vehicle Operator (CEVO) course.

PAR2162  (0-2) 2 cr. hrs.

Paramedic Laboratory II
Prequisites: Grade “C” or above in sequential paramedic classes. Corequisites: PAR2020 and PAR2042. Instructor approval required.
Provides practical application and instruction to compliment the theory and procedures discussed in the 2nd semester Paramedic Program. Practical application includes: management and resuscitation of medical emergencies, ECG monitoring devices, ECG rhythm interpretation, at-home ECG monitoring, diagnostic 12-lead/15-lead ECG interpretation, and application. Right sided/ Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias, team dynamics, consideration of cardiac medication administration, operation and maintenance of automated compression devices, auto-ventilator and CPAP, and current AHA guidelines for ACLS and ECC. Students will obtain certification in AHA ACLS and PALS.
Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2220**  
**Paramedic Clinical II**  
(2 cr. hrs.)  
**Prerequisite:** Grade "C" or above in sequential paramedic classes. Corequisites: PAR2042 and PAR2020. Instructor approval required.  
Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2240**  
**Paramedic Clinical III**  
(1 cr. hrs.)  
**Prerequisite:** Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062 and PAR2230. Instructor approval required.  
Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2300**  
**Paramedic Internship I**  
(1 cr. hrs.)  
**Prerequisite:** Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2000 and PAR2142.  
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: FEMA NIMS 100b, 200b, 700a, 800b, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2322**  
**Paramedic Internship II**  
(2 cr. hrs.)  
**Prerequisites:** Grade "C" or above in sequential paramedic classes. Corequisites: PAR2020 and PAR2042. Instructor approval required.  
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Field Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2330**  
**Paramedic Laboratory III**  
(2-2) 2 cr. hrs.  
**Prerequisite:** Must have current Missouri or NREMT EMT License; successful completion of Semester 2 Paramedic Program (PAR2020, 2042, 2220, 2162 and 2322).  
Overview of Paramedic practice integrating the theory and psychomotor skills behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

**PAR2342**  
**Paramedic Internship III**  
(5 cr. hrs.)  
**Prerequisites:** Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062 and PAR2330. Instructor approval required.  
Completes the Paramedic Internship series with the Paramedic student successfully demonstrating the role of the team leader. The course completes the application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Field Internship objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2500**  
**Paramedic Science Update**  
(6 cr. hrs.)  
**Prerequisite:** Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution. Current certification in BLS HCPS, ACLS, PALS, and ITLS or PHTLS. Instructor consent is required. Must have a declared major of Paramedic Technology.  
A hybrid course consisting of online didactic work with an arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows licensed paramedics that graduated from other institutions to complete the contact hour and curriculum transfer requirements for the AAS in Paramedic Technology. Updates include: research methods, health care issues, current clinical science; waveform Capnography; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

**PAR2510**  
**Paramedic Refresher**  
(3 cr. hrs.)  
**Prerequisite:** CIS1050 or CIS1750 recommended. Must have basic computer and internet skills. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution or have completed a Paramedic program from a State accredited institution. Current certification in BLS HCPS, ACLS, PALS, and ITLS or PHTLS. Instructor consent required.  
A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their Paramedic license and want to maintain their educational units required for licensure renewal. Course may also provide remediation for the Paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course exceeds Paramedic level NAEMSE and BEMS re-licensure requirements.

**PERSONAL AWARENESS**

**PAW1060**  
**Employment**  
(1-0) 1 cr. hrs.  
**Purpose:** Designed to teach students skills essential to the development of a sound job seeking strategy. Requires students to prepare a resume, cover letter, follow-up letter, and application blank, as well as practice interviewing techniques and learn tips to improve their chances of being successfully employed.

**PAW1080**  
**2 cr. hrs.**  
**Career Search**  
The essentials of the career search process are explored: needs, wants, values, roles, personality types, job satisfaction, job market, work styles and decision making. Looks at internal motivators as well as external factors that influence job satisfaction. Intended for anyone desiring a life or career change.

**PAW1900**  
**1 cr. hrs.**  
**Stress Management**  
A study of the causes, danger signals and effects of stress. Students will be able to identify positive and negative areas of stress in his/her life and then use specific techniques of stress management to reinforce, control and cope with stress.

**PAW1940**  
**2 cr. hrs.**  
**Stress Management II**  
A further study of optimal health as it relates to stress management.

**PHYSICAL EDUCATION**

**PED1020**  
**Introduction to Recreation and Outdoor Education**  
(2-2) 2 cr. hrs.  
For students considering a career in recreational and outdoor education. Helps students develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

**PED1050**  
**2 cr. hrs.**  
**Officiating of Sport Activities (Fall, Spring)**  
A study of the mechanical and technical knowledge of rules, techniques, methods, and relations of the official to the sports of basketball, baseball, or volleyball.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED1070</td>
<td>Fundamentals of Basketball (Spring)</td>
<td>2 hrs.</td>
<td>History of basic fundamentals, rules, and methods of developing material for this sport. Designed for students majoring or minoring in physical education.</td>
</tr>
<tr>
<td>PED1270</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3 hrs.</td>
<td>Introduces students to the basic medical concepts and related scientific information to provide groundwork in the prevention, recognition, assessment, management, and rehabilitation of sports related injuries and illnesses.</td>
</tr>
<tr>
<td>PED1360</td>
<td>Water Aerobics I</td>
<td>1 hrs.</td>
<td>Offers the knowledge and skills to keep fit for life. Teaches safety and a progressive approach to improve fitness levels.</td>
</tr>
<tr>
<td>PED2000</td>
<td>Basic Physical Fitness</td>
<td>1 hrs.</td>
<td>This class is designed to meet the needs of the student for recreational activity and body conditioning.</td>
</tr>
<tr>
<td>PED2070</td>
<td>Introduction to Sport Climbing</td>
<td>1 hrs.</td>
<td>Introduction to the sport of climbing through use of the Alpine Climbing facility within the Public Safety Multi-Use Training Site on the Park Hills Campus. Students will become familiar with safety procedures and protocols for sport climbing along with development of new psychomotor skills related to sport climbing activities. Students will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. Open to FST majors; non-FST majors may enroll with instructor approval.</td>
</tr>
<tr>
<td>PED2080</td>
<td>Beginning Golf</td>
<td>1 hrs.</td>
<td>Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.</td>
</tr>
<tr>
<td>PED2130</td>
<td>Tai Chi I</td>
<td>1 hrs.</td>
<td>A self-placed system of continually following movements that are performed in slow graceful movements that are performed in slow graceful form to be used and etiquette, rules and courtesies on the course.</td>
</tr>
<tr>
<td>PED2132</td>
<td>Tai Chi II</td>
<td>1 hrs.</td>
<td>Prerequisite: PED2130 A continuation of Tai Chi I with the addition of form II, history, and literature.</td>
</tr>
<tr>
<td>PED2180</td>
<td>Beginning Basketball</td>
<td>1 hrs.</td>
<td>Will learn the rules, strategies and skill of basketball and apply these concepts in various competitive basketball games. Co-ed; non-basketball athletes.</td>
</tr>
<tr>
<td>PED2350</td>
<td>Varsity Sports-Women's Softball</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participate in the women's varsity softball program.</td>
</tr>
<tr>
<td>PED2520</td>
<td>Varsity Cheerleading</td>
<td>2 hrs.</td>
<td>Prerequisite: Instructor consent. Restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year. Cheerleaders are required to attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road. One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.</td>
</tr>
<tr>
<td>PED2530</td>
<td>Varsity Cheerleading</td>
<td>1 hrs.</td>
<td>Prerequisite: PED2520. One unit of physical education credit is granted if the student completes a second full year on the cheerleading squad.</td>
</tr>
<tr>
<td>PED2540</td>
<td>Varsity Sports-Men's Golf</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participation in the men's varsity golf program.</td>
</tr>
<tr>
<td>PED2550</td>
<td>Varsity Sports-Men's Basketball</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participation in the men's varsity basketball program.</td>
</tr>
<tr>
<td>PED2560</td>
<td>Varsity Sports-Women's Basketball</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participation in the women's varsity basketball program.</td>
</tr>
<tr>
<td>PED2570</td>
<td>Varsity Sports-Women's Volleyball</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participation in the women's varsity volleyball program.</td>
</tr>
<tr>
<td>PED2580</td>
<td>Varsity Sports-Men's Baseball</td>
<td>1 hrs.</td>
<td>Prerequisite: Instructor consent. Participation in the men's varsity baseball program.</td>
</tr>
<tr>
<td>PED2650</td>
<td>Fundamentals of Trap and Skeet</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700, PED 2710, &amp; 2720. Designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.</td>
</tr>
<tr>
<td>PED2700</td>
<td>Wellness Center I</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700 with a grade of “C” or better. Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Must meet with instructor during first week of classes.</td>
</tr>
<tr>
<td>PED2710</td>
<td>Wellness Center II</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700 with a grade of “C” or better. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Must meet with instructor during first week of classes.</td>
</tr>
<tr>
<td>PED2720</td>
<td>Total Fitness</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700 &amp; PED 2710 with a grade of “C” or better. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Must meet with instructor during first week of classes.</td>
</tr>
<tr>
<td>PED2730</td>
<td>Cycling for Fitness</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700, PED 2710, &amp; 2720 with a grade of “C” or better. The development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods. Must meet with instructor during first week of classes.</td>
</tr>
<tr>
<td>PED2760</td>
<td>Principles of Strength Training</td>
<td>1 hrs.</td>
<td>Prerequisite: PED 2700, PED 2710, &amp; 2720. Designed for students to teach and supervise strength training programs in athletics, recreation and physical education.</td>
</tr>
<tr>
<td>PED2780</td>
<td>Fit for Life</td>
<td>2 hrs.</td>
<td>An online class where students can earn activity credit by recording workouts through a program called 'mapmyrun.' Students will participate in a cardiovascular exercise for 30 minutes or more that will be logged, recorded and sent to instructor's email for credit. Mapmyrun has the capability to determine distance, time and location. In order to meet class requirements, students will be required to show improvement in their cardiovascular endurance over the course of the 16 weeks. The activity component makes up sixty (60) percent of the work; the remaining forty (40) percent of the coursework will come from journal articles/essays and weekly discussion board posts on MyMAC.</td>
</tr>
<tr>
<td>PED2820</td>
<td>Sport and Society</td>
<td>3 hrs.</td>
<td>The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.</td>
</tr>
<tr>
<td>PHI1400</td>
<td>Introduction to Philosophy</td>
<td>3 hrs.</td>
<td>Introduces students to some of the great philosophers. Thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.</td>
</tr>
<tr>
<td>PHI1410</td>
<td>Comparative Religion</td>
<td>3 hrs.</td>
<td>A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. Meets cultural diversity requirement.</td>
</tr>
</tbody>
</table>
| PHI1420 | Introduction to Ethics | 3 hrs. | A historical introduction to ethical theory with emphasis on comparison of contemporary
American ethics with classical and modern moral principles.

PHYSICAL SCIENCE

PHS1130 (4-2) 5 cr. hrs.
Physical Science
Prerequisite: Grade of "C" or higher in MAT0900 or higher level math course, or Compass Algebra score of 38 or higher or ACT math score of 19 or higher.
Introduction to the study of physical science for non-science majors. Especially recommended for elementary education majors. The first half of the course emphasizes the major ideas of physics while the second half emphasizes topics in chemistry.

PHS1200 (3-0) 3 cr. hrs.
Introduction to Astronomy
Introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

PHS1210 (3-4) 5 cr. hrs.
Chemistry for Alternative Energy
Prerequisites: A grade of "C" or better in MAT0950 or TEC1900 or higher level math, or Compass Algebra score of 38 or higher or ACT math score of 19 or higher.
Not intended to provide a foundation for students entering General Chemistry. Provides an overview and a basic understanding of the chemical principles behind the sources of alternative energy and the fundamental chemical concepts of how they are utilized and implemented in society. Identification of sources of alternative energy which include biodiesel, bioethanol, biogas, solar, wind, geothermal, nuclear, and hydroelectric systems as well as current topics of alternative energy will be discussed. Building a general understanding of the chemistry behind these sources of alternative energy in both a laboratory and classroom setting will give students a hands on experience, as well as, displaying the importance of chemical safety in a laboratory-type and work place environment. Prepares students for entry level employment and chemical competency in alternative energy industry.

PHS1230 (3-0) 3 cr. hrs.
Oceanography
Covers all areas of oceanographic study. The primary emphasis is physical oceanography; i.e. waves, tides, currents, shoreline, ocean basins, ocean sediments and properties of salt water. A portion of the course covers marine ecology and marine life.

PHS1250 (3-4) 5 cr. hrs.
Introductory Chemistry
Prerequisite: Grade of "C" or higher in MAT0900 or higher level math course, or have a Compass Algebra score of 38 or higher or an ACT math score of 19 or higher.
A presentation of the fundamentals of chemistry for the non-science major who needs a course in physical science or who wishes to broaden his general scientific knowledge.

PHS1270 (3-0) 3 cr. hrs.
Introduction to Meteorology
Prerequisite: A grade of "C" or better in MAT 0900 or minimum ACT score of 15 in math or minimum Compass Algebra score of 23.
Introduces students to basic concepts of weather and climate, the components of weather, and covers some of the fundamental laws governing weather forecasting.

PHS1350 (4-3) 5 cr. hrs.
General Chemistry I (Fall)
Prerequisites: One unit of high school chemistry AND Compass Algebra score of 66 or higher or an ACT math score of 23 or higher. High school physics is recommended as is being enrolled in MAT1230 or a higher math. A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes quantitative measurements and procedures.

PHS1380 (1-3) 2 cr. hrs.
Qualitative Analysis (Spring)
Prerequisite: A grade of "C" or better in PHS1350 or equivalent.
The study of the general theories for the qualitative separation and identification of metals. Students perform investigations in the laboratory which are pertinent to and coordinated with the lecture topics. The student many enroll separately from PHS1390.

PHS1390 (3-3) 4 cr. hrs.
General Chemistry II (Spring)
Prerequisite: A grade of "C" or better in PHS1350 or equivalent.
A continuation of PHS1350 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS1400 (4-2) 5 cr. hrs.
Earth Science
Prerequisite: Grade of "C" or better in MAT0900; or MAT0020 and MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15; or COMPASS score of 23.
An introduction to the earth sciences emphasizing the structure, materials, and history of the earth, its place in the solar system, and the processes that occur in shaping the earth. Four one-hour lectures and one two-hour laboratory per week.

PHS1420 (3-2) 4 cr. hrs.
College Physics I (Fall)
Prerequisite: College Algebra with a grade of "C" or better in MAT1230 or equivalent.
An introduction to the nature of physical thinking and selected topics in mechanics, statics, dynamics, heat and thermodynamics, oscillatory motion and sound. Three lectures and one two-hour lab per week.

PHS1440 (3-2) 4 cr. hrs.
College Physics II (Spring)
Prerequisite: PHS1420 with a grade of "C" or better.
A continuation of PHS1420, with emphasis on electricity, magnetism, optics and modern physics.

PHS2230 (4-2) 4 cr. hrs.
General Physics I (Spring)
Prerequisite: Should be preceded or accompanied by MAT2150.
An introductory course designed to meet the needs of physical science or engineering majors. Newtonian mechanics, heat and thermodynamics, and introductory mechanical wave motion are included. Three lecture hours, one problem session, and one laboratory per week.

PHS2240 (4-2) 4 cr. hrs.
General Physics II (Fall)
Prerequisite: PHS2230 with grade of "C" or better.
A continuation of PHS2230 that includes wave motion and sound, electricity and magnetism, and light phenomena.

PHS2300 (3-5) 4 cr. hrs.
Introduction to Organic Chemistry
Prerequisite: A grade of "C" or better in PHS1250 or equivalent.
A brief introduction to modern organic chemistry for students interested in agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics, and forestry.

PHS2350 (3-6) 5 cr. hrs.
Organic Chemistry I (Fall)
Prerequisite: A grade of "C" or better in PHS1390 or equivalent.
The first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Designed for the student who has chosen chemistry or chemical engineering as a major field of study. Also for the student who has chosen a field of study such as dentistry, pre-medicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

PHS2360 (3-6) 5 cr. hrs.
Organic Chemistry II (Spring)
Prerequisite: A grade of "C" or better in PHS2350 or equivalent.
A continuation of PHS2350. The second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three lectures and two three-hour labs per week.

PHS2410 (3-4) 5 cr. hrs.
Physical Geology
Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.
An introductory course in geology emphasizing the Earth's crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, topographic and geologic maps. Three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total.

PHS2420 (3-0) 3 cr. hrs.
Earth Science I
Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.
An introductory course in geology emphasizing the Earth's crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, topographic and geologic maps. Three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total.

PHYSIOLOGY AND HEALTH

PHY1120 (2-0) 2 cr. hrs.
School Health
Deals with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. Designed to give students a practical knowledge of personal health care. Will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.
DESCRIPTION : POS-PTA

POLITICAL SCIENCE

American Political Systems
Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.
A required course of all students pursuing the AA, AAT, or an AAS degree, covers local, state, and national government systems. Also satisfies the U.S. and Missouri constitution requirements.

PSYCHOLOGY

Mental Health First Aid
Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.
This course will introduce students to the basics of mental health first aid.

General Psychology I
Prerequisite: PSY1130.
A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Covers a broad spectrum of interest areas in psychology to help students in developing advanced knowledge of scientific analysis, library research and clarity of scientific writing.

Applied Psychology
Prerequisite: PSY1130.
Application of psychological principles and theory to real-world settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers, and work.

Human Growth and Development
Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading.
Provides the student with a lifespan approach to development. Examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

Abnormal Psychology
Prerequisite: PSY1130.
A survey of various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

PHYSICAL THERAPY ASSISTANT

Anatomy and Physiology for Physical Therapy Assistant
Prerequisite: Acceptance into PTA program.
An introductory course examining the structural, histological and chemical composition of the systems of the human body as they are encountered by a physical therapy assistant.

Introduction to Physical Therapy Assisting
Prerequisite: Acceptance into PTA program.
Introduces the student to the roles of the PTA, PT, and other health care professionals. Focuses on the study of professional behaviors supported by documents from the APTA, the American Physical Therapy Association. Other topics include communication strategies, patient diversity, and issues related to disability services. Students are introduced to SOAP note documentation.

Health and Disease I
Prerequisite: Acceptance into PTA program.
A survey of the normal function and common diseases affecting the cardiovascular, respiratory, musculoskeletal, integumentary, urinary, reproductive, and endocrine systems. The disease process and physical therapy interventions for clinical presentations are also introduced.

Human Development
Prerequisite: Acceptance into PTA program.
Explores the cognitive, emotional, physical, social, and spiritual aspects of human growth and development across the lifespan, from conception to death. Emphasis is on theories, current research (including Health People 2010) and practical applications. Lecture, reflective writing, observations, and group presentations are utilized to enhance learning.

Basic Patient Care and Lab
Prerequisite: Acceptance into PTA program.
Provides building blocks for the student physical therapist assistant. Topics include an introduction to basic medical terminology, legal and ethical issues as they pertain to physical therapist assistants, the Americans with Disabilities Act, and professional communication as part of a healthcare team. It also covers basic concepts such as CPR, positioning, body mechanics and transfers, infection control, standard precautions and aseptic technique, vital signs, wound care, bandaging & dressing, vital signs, wheelchair and gait training, safety, and massage.

Physical Agents and Modalities with Lab
Prerequisite: Acceptance into PTA program.
Introduces theory and practical intervention about various modalities and physical agents commonly used in physical therapy practice. Basic scientific and physiologic principles supporting the use of physical agents are explored. Indications, contraindications, and precautions for the use of each modality are presented. The physiology of pain and how modalities affect it are also explored.

Clinical Practice I
Prerequisite: Acceptance into PTA program.
First in a series of three focused clinical experiences in an approved clinical site, this part time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

Health and Disease II
Prerequisite: PSY1020, Health & Disease I.
Surveys disease processes not covered in Health & Disease I, focusing on disease through the lifespan with a concentration on pediatric and adult diseases. Other topics include disorders of the digestive system, liver, gallbladder, kidney, hereditary and infectious diseases, neoplasms, and nervous system pathology including TBI, CVA, SCI. Students are challenged to develop educational tools to describe selected conditions with proper medical terminology using both written and verbal communication methods.

Anatomy & Kinesiology w/Lab
Prerequisite: Acceptance into PTA program.
An in-depth study of the science of human structure and function, with a particular focus on the musculoskeletal system. Data collection regarding musculoskeletal function is explored, particularly goniometry and manual muscle testing, which are used to measure the effectiveness of physical therapy interventions over time.

Tests and Measures
Prerequisite: Acceptance into PTA program.
Provides training in goniometry techniques, manual muscle testing procedures, and palpation of bony landmarks and soft tissue structures as well as other selected tests and measures commonly utilized in physical therapy.

Orthopedic Therapeutic Exercise and Lab
Prerequisite: PTA1060, Basic Patient Care & Lab with a grade of “C” or better.
A study of the various common orthopedic issues encountered by PTA’s, including tests, measurements, and treatment options for the orthopedic issues studied.

Therapeutic Exercise I and Lab
Prerequisite: Acceptance into PTA program.
A study of the various common orthopedic diagnoses encountered by PTA’s, including tests, measurements, and treatment options for the orthopedic issues studied.
PTA2260  2 cr. hrs.  Trends and Issues in Physical Therapy  
Prerequisite: Acceptance into PTA program.
This seminar gives students the opportunity to explore current issues and trends in the field of physical therapy, as well as some trends that are being used less and less. This exploration is facilitated by guest lectures from local professionals in the field.

PTA2282  (Arranged) 3 cr. hrs.  Clinical Practice II  
Prerequisite: Acceptance into PTA program and PTA1100.
Second in a series of four focused clinical experiences in an approved clinical site, this full-time (160 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2380  (Arranged) 3 cr. hrs.  Neurological Therapeutic Exercise and Lab  
Prerequisite: PTA1060, Basic Patient Care & Lab grades of “C” or better.
An introduction to the complexities of treating neurological dysfunction. Principles of neurological control over sensation, perception, motor control, balance, posture, coordination, functional mobility & ambulation are examined through observation in a laboratory environment. Theories and therapeutic techniques commonly associated with the neurological patient are also explored.

PTA2382  (4-2) 4 hrs.  Therapeutic Exercise II  
Prerequisite: Acceptance into PTA program and PTA2381.
Explores the specialty topics of pediatrics, cardiopulmonary physical therapy, hydrotherapy, women’s health, treatment of lymphedema, and the essentials of prosthetics and orthotics.

PTA2380  (Arranged) 3-0 3 hrs.  PTA as a Profession  
Prerequisite: Acceptance into PTA program.
Provides an in-depth look into the role and scope of practice of the physical therapy assistant. Legal and ethical issues guiding professional behavior and conduct are explored in more detail, and the health care delivery system is further examined. Documentation skills necessary to be successful in the clinic are also reinforced.

PTA2340  (2-2) 2 cr. hrs.  Special Problems in PTA  
Prerequisite: Acceptance into PTA program. 
This seminar gives students the opportunity to explore current issues and student areas of interest in the field lectures from local professionals in the field.

PTA2382  (Arranged) 4 hrs.  Clinical Practice III  
Prerequisite: Acceptance into PTA Program and PTA2282.
Third in a series of four focused clinical experiences in an approved clinical site, this six-week full-time (40 hours/week) clinical provides the student with two of the following opportunities to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2400  (Arranged) 4 cr. hrs.  Clinical Practice IV  
Prerequisite: Acceptance into PTA program and PTA2362.
Final in a series of four focused clinical experiences in an approved clinical site, this six-week full-time (40 hours/week) clinical provides the student with a culminating opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

RDL1012  (3-0) 3 cr. hrs.  Radiation Protection and Biology  
Prerequisite: Acceptance into PTA program.
Designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

RDL1060  (3-0) 3 cr. hrs.  Radiographic Procedures I  
Prerequisite: Acceptance into PTA program.
Provides the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1082  (3-0) 3 cr. hrs.  Introduction to Radiology and Patient Care  
Prerequisite: Acceptance into PTA program.
Basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiology and the practitioner’s role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RDL1102  (Arranged) 6 cr. hrs.  Clinical I  
Through structured competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection, and professional development are discussed, evaluated and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

RDL1220  (3-0) 3 cr. hrs.  Radiographic Exposure I  
Designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images.

RDL1240  (3-0) 3 cr. hrs.  Radiographic Procedures II  
Prerequisite: RDL1060.
Provides the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1260  (3-0) 3 cr. hrs.  Radiographic Physics I  
Designed to establish a basic knowledge of atomic structure and terminology.

RDL1270  (3-0) 3 cr. hrs.  Imaging Acquisition  
Designed to establish a basic knowledge of atomic structure and terminology.

RDL1300  (Arranged) 6 cr. hrs.  Clinical II  
Prerequisite: RDL1100.
Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

RDL1400  (Arranged) 5 cr. hrs.  Clinical III  
Prerequisite: RDL1300.
Prepares students to perform patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the Computed Tomography department will occur.

RDL2022  (3-0) 3 cr. hrs.  Radiographic Equipment  
Prerequisite: RDL1260.
Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

RDL2040  (3-0) 3 cr. hrs.  Radiographic Procedures III  
Prerequisite: RDL1240.
Provides the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.
DESCRIPTION: RDL-RST

RDL2080 (3-0) 3 cr. hrs.
Radiographic Exposure II
Pre requisite: RDL2120
Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100 (Arranged) 6 cr. hrs.
Clinical IV
Pre requisite: RDL1400
Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

RDL2240 (3-0) 3 cr. hrs.
Cross Sectional Anatomy
Provides entry-level radiography students with principles related to computer tomography (CT) imaging.

RDL2260 (3-0) 3 cr. hrs.
Radiographic Anatomy II
Pre requisite: RDL1040
Designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

RDL2280 (Arranged) 6 cr. hrs.
Clinical V
Pre requisite: RDL2100
Students will finish all mandatory competencies, rechecks, and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation and patient care skills to become Registered Technologists.

RDL3400 (1-0) 1 cr. hrs.
Radiology Registry Review
Provides each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R). Must be a second year Radiology Student.

RENEWABLE ENERGY TECHNOLOGY

RET1000 (Arranged) 3 cr. hrs.
Introduction to Renewable Energy Technology
Designed to provide students with an introduction and comprehensive overview of energy (forms of energy, uses of energy, sources of energy) and specific types of energy including biomass, geothermal, wind power, solar power, fuel cells, and hydropower. Emphasis will be placed on the exploration of principles and concepts as well as the application of energy concepts and practices through the completion of experiments, learning exercises, field trips, writing activities, and design projects in emerging renewable energy technologies. Primary topics include defining, storing and moving energy; renewable energy, production and costs, conservation, assessments, chemical, thermal energy, electrical, radiant energy, fossil fuels, biomass, wind energy.

RET1020 (Arranged) 3 cr. hrs.
Instrumentation Principles
Designed to provide students with an introduction to instrumentation and measurement tools utilized in modern biofuels production facilities. Assists students in developing skills related to the measurement, managing energy, basic control elements, control systems and open and close loop circuitry. Students will demonstrate the ability to use the instruments and technologies of renewable energy technology industries to perform experiments in the laboratory and to solve given problems.

RET1040 (Arranged) 3 cr. hrs.
Industrial Safety and Sanitation
Designed to provide students with an introduction to industrial safety principles, concepts, and practices. Emphasis is placed on industrial safety, OSHA, and safety regulations. Students will demonstrate the ability to clearly articulate safety principles and practices and governmental safety practices. The primary topics include safety regulations, work environments, OSHA compliance, accident prevention, record keeping, safe guards, hazardous materials, and materials handling.

RET2000 (Arranged) 3 cr. hrs.
Bioprocess Practices
Pre requisite or corequisite: RET1040 with a grade of "C" or better.
Designed to provide students with a historical perspective and investigations into early applications of biofuels like biodiesel, ethanol, methanol, methane, and hydrogen. Emphasis is placed on the study of biochemical methods involved in the generation of products. Students will investigate the potential of different raw materials and plants as fuel sources, examine the process through which plant matter is converted into fuel.

RET2020 (Arranged) 3 cr. hrs.
Solar Energy Systems
Pre requisite or corequisite: RET1040 with a grade of "C" or better.
Introduces the student to solar electricity production, storage, and conversion for use. A brief review of electrical/ electronics, voltage, current laws, and formulas along with solar energy discussion and hands on, will help the student to construct and repair solar electrical/ electronic systems.

RET2040 (Arranged) 3 cr. hrs.
Wind Energy Systems
Pre requisite or corequisite: RET 1040 with a grade of "C" or better.
Introduces the student to wind electricity production, storage, and conversion for use. A brief review of electrical/ electronics, voltage, current laws, and formulas along with wind energy discussion and hands on, will help the student to construct and repair wind electrical/ electronic systems.

RESPIRATORY THERAPY

RST1000 (3-0) 3 cr. hrs.
Introduction to Respiratory Care
Follows fundamentals of Respiratory Therapy I & II, and continues to prepare the student as a competent respiratory therapist at the advanced level. Deals first with how the mechanical ventilator functions; then with the indications and initiation of mechanical ventilation as well as the adjustments suitable to correct situations. Non-invasive mechanical ventilation is discussed and discontinuation/ weaning of mechanical support is reviewed.

RST1020 (5-0) 5 cr. hrs.
Respiratory Care Pharmacology
Designed to give the respiratory care student useful knowledge regarding medications used in treating patients with cardiopulmonary disorders. This will include various drugs, their indications, contraindications, dosage, methods of delivery and mode of action. Many of the drugs studied are not prepared or administered by respiratory therapists but their actions do affect the patient's cardiopulmonary status. Therefore, it is essential for the respiratory care practitioner to have an understanding of these drugs.

RST1040 (3-2) 5 cr. hrs.
Respiratory Care Basic Science
Designed to give the respiratory care student useful knowledge regarding principles of chemistry including atomic theory and molecular structure, ions & solutions, temperature scales, and acid-base theory. Principles of gas physics including units of force and mass, states of matter, kinetic theory, gas pressures and the ideal gas law are covered. Fluid dynamics and humidity calculations are included. Relevant math concepts including metric units are used. The final units of the class will consist of application of chemistry and physics concepts to analyze and interpret arterial blood gases.

RST1060 (3-2) 5 cr. hrs.
Anatomy & Physiology for Respiratory Care
Provides respiratory therapy students with a fundamental knowledge of human anatomy and physiology. Will rely mostly upon lecture and class discussion. There will also be laboratory opportunities when students will be able to dissect various animal tissues and organs. Students are encouraged to use the supplementary computer programs to further their understanding of anatomic and physiologic principles.

RST1080 (3-0) 3 cr. hrs.
Cardiopulmonary Anatomy & Physiology
Pre requisite: RST1080.
Designed to give the student an in-depth understanding of the cardiopulmonary system, its abnormalities and corrective techniques. Proper function of the cardiopulmonary system is critical to maintenance of normal gas exchange and, therefore, to life. Since the structure of this system is intimately related to its function, structural abnormalities are quickly expressed in functional terms. The structures that will be covered include the nose, mouth, pharynx, larynx, trachea, lungs, heart, circulatory vessels, surrounding chest walls, diaphragm, muscles of ventilation and the mechanisms which control pulse and respiration. The interactions of these systems will then be discussed. Methods of monitoring function and evaluation of disease states will also be covered.

RST1100 (4-0) 4 cr. hrs.
Fundamentals of Respiratory Therapy I
Pre requisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.
Designed to reemphasize the competencies learned during the first quarter of Lab I. This course will enable the students to put together the concepts learned and the physiology of these practices. It will give a more in depth look at the indications, hazards, and complications of the therapies used in respiratory care.

RST1120 (2-2) 2 cr. hrs.
Respiratory Care Laboratory I
Pre requisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RST1140</td>
<td>Clinical Observation</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Provides students the opportunity to explore the healthcare system. Students will be exposed to many different disciplines and departments in the hospital setting. Students will observe healthcare professionals doing many types of professions, including respiratory care.</td>
</tr>
<tr>
<td>RST2000</td>
<td>Adult Respiratory Disease I</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Designed to give the student an understanding of various pulmonary disease processes that typically occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.</td>
</tr>
<tr>
<td>RST2020</td>
<td>Adult Respiratory Disease II</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. A continuation of RST2000.</td>
</tr>
<tr>
<td>RST2040</td>
<td>Microbiology for Respiratory Therapy</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Designed to give the student a practical understanding of microorganisms, especially those which are pathogenic to man. Included will be the classification of various organisms, pathology, isolation techniques, and infection control procedures. Sterilization and disinfection of equipment will also be discussed.</td>
</tr>
<tr>
<td>RST2060</td>
<td>Pediatric Respiratory Disease</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Designed to give the student an understanding of various respiratory disease entities which affect newborn, infant and pediatric patients. The various stages of fetal development of the respiratory system, differences between adult and pediatric patients and methods for diagnosing, evaluating, and treating pediatric patients will be covered.</td>
</tr>
<tr>
<td>RST2080</td>
<td>Fundamentals of Respiratory Therapy II</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. A continuation of Fundamentals of Respiratory Therapy I. Prepares students for basic competencies, troubleshooting and critical thinking needed in the clinical setting. Emphasis is placed on four different units of instruction detailing the commonly used respiratory care modalities covered in the second quarter of Lab I.</td>
</tr>
<tr>
<td>RST2100</td>
<td>Respiratory Care Laboratory II</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Provides students time to practice some of the more advanced level respiratory care modalities concentrating primarily on both noninvasive and invasive mechanical ventilation. Special ventilatory techniques, monitoring of those techniques and critical thinking with troubleshooting will be practiced as well.</td>
</tr>
<tr>
<td>RST2120</td>
<td>Clinical Practice I</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Provides students the opportunity to complete competencies practiced in Lab I. Each student will be assigned 24 hours per week with a clinical site respiratory therapy department. During this rotation students will achieve proficient status on all of their clinical competencies.</td>
</tr>
<tr>
<td>RST2140</td>
<td>Fundamentals of Respiratory Therapy III</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. A continuation of Respiratory Therapy I &amp; II. Continues to prepare the student as a competent respiratory therapist at the advanced level. Deals first with how the mechanical ventilator functions; then with the indications and initiation of mechanical ventilation as well as the adjustments suitable to correct situations. Non-invasive mechanical ventilation is discussed and discontinuation/meaning of mechanical support is reviewed.</td>
</tr>
<tr>
<td>RST2160</td>
<td>Respiratory Care Laboratory III</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. A continuation of Respiratory Lab I and II. Continues to prepare the student for work as an advanced level respiratory therapist. Lab III will deal with pulmonary function testing, equipment, and interpretation. Divided into three units of instruction consisting of indications of spirometry, lung volumes and tests, and basic equipment &amp; interpretation. The main objective is to prepare the student for basic administration and interpretation of both bedside spirometry and pulmonary function testing.</td>
</tr>
<tr>
<td>RST2180</td>
<td>Clinical Practice II</td>
<td>Prerequisite: Successful completion, 75% average or higher, in sequential respiratory therapy classes. Provides students the opportunity to complete competencies practiced in Lab I. Each student will be assigned 24 hours per week with a clinical site respiratory therapy department. During this rotation students will achieve proficient status on all of their clinical competencies.</td>
</tr>
<tr>
<td>SOC1130</td>
<td>General Sociology</td>
<td>Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading or concurrent enrollment in RDG0900. Systematically examines behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiated by race, ethnicity, gender, class, region, and sociocultural change upon people’s attitudes and behaviors.</td>
</tr>
<tr>
<td>SOC1230</td>
<td>Social Problems (Spring)</td>
<td>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.</td>
</tr>
<tr>
<td>SOC1240</td>
<td>Substance Abuse and Modern Society</td>
<td>Prerequisite: PSY1130 or SOC1130. An overview of the drug problems in America and its institutions. Included is an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.</td>
</tr>
<tr>
<td>SOC1540</td>
<td>Introduction to Cultural Anthropology</td>
<td>Introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>SOC1600</td>
<td>Ethnicity and Cultural Differences in America</td>
<td>Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the Compass reading. An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South. Meets cultural diversity requirement.</td>
</tr>
<tr>
<td>SOC1620</td>
<td>Human Diversity</td>
<td>Designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds. Meets cultural diversity requirement.</td>
</tr>
</tbody>
</table>
| SWK1000    | Introduction to Social Work                                           | Prerequisite: A minimum score of 18 on the ACT reading or a minimum score of 80 on the
Compass reading or concurrent enrollment in RDC2000.

A survey course designed to introduce the student to the field of social work. Offers an overview of the settings in which Social Workers practice, the populations they serve, and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

**SWK2000** (3-0) 3 cr. hrs.

**Theories and Skills in Helping**
Prerequisite: SWK1000 or instructor consent. Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.

**SWK2020** (3-0) 3 cr. hrs.

**Policy and Politics**
Prerequisite: SWK1000. Provides an examination of social welfare policy development. Will focus on historical factors, value assumptions, and social-political-economic contexts. Specific social issues in the field of human services will be explored and related to policy development. The processes and skills necessary for examination and evaluation of programs/policies (federal, state, local) will be emphasized.

**TECHNOLOGY**

**TEC1000** (Arranged) 6 cr. hrs.

**Machine Shop I**
Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

**TEC1022** (1-0) 1 cr. hrs.

**Introduction to Technology**
A survey course designed to orient students to the various areas of specialization in the field of technology.

**TEC1040** (Arranged) 3 cr. hrs.

**Environmental Technology**
Prerequisite: Instructor Consent
Introduction to the effects of hazardous substances on human and environmental health which includes the identification of risks, respiratory protection, hazard communication, material storage, noise control, mitigation, and radiation. Federal and State Health and Safety regulations per HAZWOPER 40 hour and OSHA 10 hour Health and Safety Training program in accordance with hazardous waste.

**TEC1070** (Arranged) 4 cr. hrs.

**Unified Technical Concepts I**
Prerequisite: TEC1000 with a grade of “C” or above.
A flexible, modular, integrated approach to teaching one traditional Technical or Applied Physics course. A central core emphasizes both the analogies between basic physical principles and the applications of these principles in modern technology. Emphasis is on motion, energy, linear and rotation.

**TEC1080** (Arranged) 4 cr. hrs.

**Unified Technical Concepts II**
Prerequisites: TEC1900. TEC1070 with a grade of “C” or above, or instructor consent.

**TEC1100** (Arranged) 3 cr. hrs.

**Technical Internship I**
Prerequisites: Instructor consent, sophomore standing, GPA of 2.5 and successful completion of or concurrent enrollment in PAW1060. Supervised occupational experience in local business, municipal and governmental agencies.

**TEC1150** (1-4) 3 cr. hrs.

**Engineering Drawing**
A basic course in graphics with intensive practice in sketching orthographic and pictorial representation, depicting point, line and plane relationships. The use of instruments, problem solving in perspective and parallel projections, auxiliary and sectional views, and reproduction and working drawings are considered.

**TEC1160** (Arranged) 6 cr. hrs.

**Machine Shop II**
Prerequisite: TEC1000.
A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

**TEC1200** (3-0) 3 cr. hrs.

**Architectural Design and Drafting**
Prerequisite: TEC1300 or instructor consent.
The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

**TEC1220** (3-0) 3 cr. hrs.

**Mechanical Design and Drafting**
Prerequisite: TEC1300 or instructor consent.
The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

**TEC1260** (3-0) 3 cr. hrs.

**Topographic and Map Drafting**
Prerequisite: TEC1300.
The methods of plotting maps, showing horizontal and vertical control, and practice inputting field data into graphic form.

**TEC1300** (3-0) 3 cr. hrs.

**Computer Aided Design/Drafting**
A self-paced course devoted to learning the basic operation of a microcomputer based CAD/D system. Fundamentals of system operation and commands will be stressed.

**TEC1320** (3-0) 3 cr. hrs.

**Advanced Computer Aided Design/Drafting**
Prerequisite: TEC1300 with a grade of “C” or above, or instructor consent.
A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

**TEC1330** (3-0) 3 cr. hrs.

**CAD/D-Special Problems**
Prerequisite: TEC1300 with a grade of “C” or above, or instructor consent.
Will introduce the student to construct architectural drawings through the use of REVIT software.

**TEC1350** (Arranged) 3 cr. hrs.

**Introduction to Robotics**
Provides the use and development of robotics within the context of productivity, safety and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

**TEC1370** (3-0) 3 cr. hrs.

**Basic Computer Programming-Technicians**
An introductory course to microcomputer applications for the student entering any of the technology fields. Emphasis will be placed on using microcomputer programs to solve engineering problems.

**TEC1390** (Arranged) 6 cr. hrs.

**Machine Shop III**
Prerequisites: TEC1000 and TEC1160 with a grade of “C” or above.
A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. Offered by Mineral Area College at UniTec Career Center.

**TEC1400** (5-0) 5 cr. hrs.

**Machine Design**
Prerequisites: TEC1760 with a grade of “C” or above.
The theory of designing mechanical components to safely and effectively transmit force and motion. Units of study include basic stresses, combined stress, deflection, impact, column effect, and fatigue.

**TEC1430** (Arranged) 6 cr. hrs.

**Machine Shop IV**
Prerequisites: TEC1000, TEC1160, and TEC1390 with a grade of “C” or above.
An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. Offered by Mineral Area College at UniTec Career Center.

**TEC1490** (1-0) 1 cr. hrs.

**Survey Writing Skills and Legal Problems**
Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

**TEC1500** (Arranged) 3 cr. hrs.

**Plant Layout**
A study of the techniques used to develop efficient arrangement of men, materials, and machines in industrial and commercial buildings. Includes the nature of plant layout, factors influencing plant layout, and how to plan the layout emphasis.

**TEC1520** (Arranged) 3 cr. hrs.

**Construction Methods and Estimating**
Introduction to the methods of construction, the estimating of quantities, and cost of architectural materials.

**TEC1530** (3-0) 3 cr. hrs.

**Three-Dimensional Modeling CAD/D**
Prerequisites: TEC1300 and TEC 1320 with a grade of “C” or above.
A self-paced course devoted to learning three-dimensional drafting and design based on computer CAD/D system. Emphasis will be on wireframe and solid entity design.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC1540</td>
<td>Surveying I</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1550</td>
<td>Surveying II</td>
<td>Prerequisite: TEC1540 with a grade of &quot;C&quot; or above, or instructor consent. A continuation of TEC1540 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.</td>
</tr>
<tr>
<td>TEC1560</td>
<td>Manufacturing Process and Estimating</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1570</td>
<td>Legal Aspects of Surveying and Land Boundaries</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1580</td>
<td>Quality Control and Testing Fundamentals</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1590</td>
<td>Legal Principles and Roles in Surveying</td>
<td>Designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved knowledge of the evolving boundary and property law affecting their profession in Missouri.</td>
</tr>
<tr>
<td>TEC1600</td>
<td>Materials Analysis</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1620</td>
<td>Soils Analysis</td>
<td>A study of soils as an engineering material, including problem solving the effects of moisture content, density, water flow, and adjacent soil pressures.</td>
</tr>
<tr>
<td>TEC1630</td>
<td>Principles of Engineering</td>
<td>Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, documenting their work and communicating solutions to peers and members of the professional community.</td>
</tr>
<tr>
<td>TEC1640</td>
<td>Environmental Analysis</td>
<td>Designed primarily for the civil technician interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper design of equipment used (both preventative and corrective), and methods of laboratory testing.</td>
</tr>
<tr>
<td>TEC1670</td>
<td>Design and Development I</td>
<td>Introduces students to design and development of a product needed to solve a problem. The student, working in design teams, will be required to use critical thinking to design a component from perception to a working prototype in order to prove out the solution. Students are asked to work from set design specifications to develop a design approach, building a working prototype, test the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.</td>
</tr>
<tr>
<td>TEC1680</td>
<td>Civil Engineering and Architecture</td>
<td>Civil Engineering and Architecture is the study of the design and construction of residential and commercial building projects. The course includes an introduction to many of the varied factors involved in building design and construction including building components and systems, structural design, storm water management, site design, utilities and services, cost estimation, energy efficiency, and careers in the design and construction industry.</td>
</tr>
<tr>
<td>TEC1690</td>
<td>Introduction to Geographic Information Systems</td>
<td>Prerequisite: CIS1050 with a &quot;C&quot; or above, or higher level computer class. Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, documenting their work and communicating solutions to peers and members of the professional community.</td>
</tr>
<tr>
<td>TEC1720</td>
<td>Mechanisms</td>
<td>Prerequisite: TEC1900 with a grade of &quot;C&quot; or above, or instructor consent. A study of utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotation motion and linear and angular displacements.</td>
</tr>
<tr>
<td>TEC1730</td>
<td>Problem Analysis</td>
<td>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.</td>
</tr>
<tr>
<td>TEC1740</td>
<td>Mechanical and Electrical Systems</td>
<td>Provides the necessary theory for designing piping, plumbing, heating, ventilating, air conditioning, and electrical systems. Various code requirements, as well as engineering and industrial standards, are presented. Conventional equipment, fixtures, materials, controls and workmanship are discussed in relation to costing and specifications.</td>
</tr>
<tr>
<td>TEC1760</td>
<td>Mechanics and Strength of Materials</td>
<td>A study of structural engineering bodies that have external applied loads and engineering the internal load distribution. Problem solving will be in the areas of loads, internal force, internal deformations and sizing of structures.</td>
</tr>
<tr>
<td>TEC1770</td>
<td>Computer Numerical Control</td>
<td>Prerequisite: TEC1600 with a grade of &quot;C&quot; or above, or instructor consent. An introductory course in CNC programming. Create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.</td>
</tr>
<tr>
<td>TEC1780</td>
<td>Blueprint Reading</td>
<td>An introductory course for all Technology students. Interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.</td>
</tr>
<tr>
<td>TEC1790</td>
<td>Basic Numerical Control Programming</td>
<td>Covers good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, and enabling the student to prepare simple 3 axis N/C part programs.</td>
</tr>
<tr>
<td>TEC1800</td>
<td>Advanced Numerical Control Programming</td>
<td>Prerequisite: TEC 1770 and TEC1790 with a grade of &quot;C&quot; or above. Will build on material learned in TEC1770 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in MasterCam for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.</td>
</tr>
<tr>
<td>TEC1810</td>
<td>N/C Planning &amp; Tooling</td>
<td>Prerequisites: TEC1790 with a grade of &quot;C&quot; or above, or instructor consent. An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. Students will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.</td>
</tr>
<tr>
<td>TEC1850</td>
<td>Industrial Maintenance Skills Proficiency CI</td>
<td>Addresses basic concepts of electrical, motor control, programmable logic controllers, fluid power, and mechanical drives. A combination of theory and hands on through Learning Activity Packets (LAPS). Study units support just-in-time study skills through the presentation of theory immediately reinforced with hands on application. Teaches basic problem solving skills with industrial grade components similar to what students will see on the job.</td>
</tr>
<tr>
<td>TEC1880</td>
<td>Basic Machine Tool</td>
<td>A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.</td>
</tr>
<tr>
<td>TEC1890</td>
<td>Advanced Basic Machine Tool</td>
<td>Prerequisites: TEC 1800. An advanced course for students who have completed Basic Machine Tool.</td>
</tr>
</tbody>
</table>
DESCRIPTION : TEC-THE

TEC1900 Technical Mathematics I
Prerequisites: ACT Math score of at least 17 or a Compass Algebra score of 23. A grade of "C" or better in MAT 0900 or Learning Center Modules MAT0020, MAT0030, MAT0040.

College mathematics for students majoring in technology. Includes calculator applications, algebra, geometry, graphical methods and trigonometry.

(3-0) 3 cr. hrs.

TEC1910 Technical Mathematics II
Prerequisite: TEC1900 with a grade of "C" or above.
A continuation of TEC1900. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

(3-0) 3 cr. hrs.

TEC1920 Teamwork and Work Communication
Provides students an overview of the soft skills needed to communicate effectively on the job in the manufacturing sector. Emphasis is placed on working in a team environment, communication styles, and group problem-solving strategies. The use of soft skills in a digital workplace will also be addressed.

(3-0) 3 cr. hrs.

TEC1930 Manufacturing Safety OSHA 30/HAZCOM
Designed to complete the requirements for certification in OSHA 30 hour General Industry and new HAZCOM 2012 changes. The course will cover all required topics and focuses on safety in a Manufacturing Environment.

(Arranged) 3 cr. hrs.

TEC1940 Manufacturing Management
Designed to introduce students to the principles, practices, functions, and challenges of manufacturing management.

(3-0) 3 cr. hrs.

TEC2030 Basic Fluid Power
The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission components.

(3-0) 3 cr. hrs.

TEC2040 Introduction to Process Control
Introductory/first level course that covers the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. Intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

(3-0) 3 cr. hrs.

TEC2050 Engineering Design and Development
Prerequisites: CIS1750 and TEC1300.
Introduces students to design and development of a product needed to solve a problem. Students, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test to the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

(3-0) 3 cr. hrs.

TEC2120 Technical Internship II
Prerequisite: TEC1100 with a grade of "C" or better. A supervised occupational experience with local business. Students shall perform 90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. Required for the following Associate of Applied Science majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

(3-0) 3 cr. hrs.

TEC2130 Hydraulic Systems
Prerequisite: TEC2030
A combination of lecture/lab challenges provides students with knowledge of industrial hydraulic systems. Will expand on the Basic Fluid Power course and focus on hydraulics applications. Focus will also be on the troubleshooting aspect of un-loader, pilot operated, and counterbalance circuits. Other topics include hi-lo pumps, pressure compensated pumps, and flushing.

(1-4) 3 cr. hrs.

TEC2140 Pneumatic Systems
Prerequisite: TEC2030
A combination of lecture/lab challenges will provide students with knowledge of industrial pneumatic systems. Will expand on the Basic Fluid Power course and focus on pneumatics applications. Focus will also be on the troubleshooting aspect of pumps, compressors, and pneumatics in air-over-oil and vacuum systems.

(1-4) 3 cr. hrs.

THEATRE

THE1000 Introduction to Theatre
A comprehensive introduction to the art of theatre examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Students will develop projects in these areas and attend theatre productions.

(3-0) 3 cr. hrs.

THE1040 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.

(3-0) 3 cr. hrs.

THE1080 Children’s Theatre (Creative Drama)
A performance and study based class, students will review the history and purpose of creative dramatics in the school. Students will rehearse and perform one-act plays at area elementary schools.

(3-0) 3 cr. hrs.

THE1100 Directed Studies in Theatre Arts
Supervised study in the varied aspects of the theater under the direct supervision of the theater 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.

(1) 1 cr. hrs.

THE1120 Stagecraft
Instruction in and operation of equipment used in technical areas. Areas include scenery, lighting, sound, properties and makeup. Lecture, demonstration and hands-on lab experience.

(3-0) 3 cr. hrs.

THE1200 Introduction to Literature: Drama
An analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdism, and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. Reading intensive course.

(3-0) 3 cr. hrs.

THE1300 Directing I
An introduction to the position of director in theatre. Students will learn how to appraise their resources, select a play, cast, block, work in union with the technical areas to present a single point of view, assist actors in creating characters, integrate a group of individuals into a cohesive cast, create moving stage pictures and present a production for performance.

(3-0) 3 cr. hrs.

THE2020 Script Analysis
Theatrical theory and presents the research processes necessary to the consideration of any play prior to production, which is necessary for all artistic roles that are involved in creating a theatrical show. The format provided in class will enable the student to take an understanding, inspiration, and insight from the deconstruction of a playwright’s work and learn to isolate the plot, characters, actions, and design necessities and possibilities.

(3-0) 3 cr. hrs.

THE2040 Acting II
Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film.

(3-0) 3 cr. hrs.

THE2060 Playwriting
A writing intensive course designed to enhance a student’s ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other’s work. The 10-minute play and one-act formats will be used.

(3-0) 3 cr. hrs.

THE2120 World Drama
Students will learn to understand and appreciate the dramatic form through the study of representative plays through the theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion-oriented and the play script is emphasized as a means to dramatic productions. Reading intensive course. Meets cultural diversity requirement.

(3-0) 3 cr. hrs.

THE2140 Theatre History I
Study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre. Meets cultural diversity requirement.

(3-0) 3 cr. hrs.

THE2200 Theatre History II
Includes theatre after Shakespeare to the present. Students will study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. Meets cultural diversity requirement.
Learning Center Courses

Mineral Area College offers a number of its courses in module format. These module courses are offered through the Learning Centers located on each campus and offer students flexibility in completing both developmental courses and select electives. Each module is a single credit hour. Module courses with a four-digit code beginning with “0” do not count toward any degree, but can be combined to replace classroom courses that may be required for some students. Module courses with a four-digit code beginning with “1” count as elective credit toward many degrees.

NOTE: Learning Center courses with numbering that begins with a “0” (as in “ENG0210”) do not apply toward any degree.

BUSINESS ADMINISTRATION

BUS0010 (Arranged) 1 cr. hrs.
Introductory Accounting I
For the student with no prior knowledge of accounting. Introduces basic accounting terms and offers the student a quick preparation for college level accounting.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, BUS 0010 is not financial aid eligible.

BUS0020 (Arranged) 1 cr. hrs.
Introductory Accounting II
Offers further preparation prior to enrolling in college level accounting.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, BUS 0020 is not financial aid eligible.

ENGLISH/COMMUNICATIONS

The following courses require the student to have a mandatory number of hours of attendance in the Learning Center. A portion of these hours will be dedicated to instruction time with an instructor scheduled according to the student’s needs. Enrollment in any mathematics course is contingent upon the successful completion with a grade of “C” or better in all prerequisites or ACT/COMPASS test scores as indicated in the course descriptions. Courses with numbering that begins with a “0” do not apply toward any degree.

ENG0130 (Arranged) 1-1 cr. hrs.
Writing Process III
Exposes students to various modes of writing such as essays, tests, or homework in the areas of science, history, literature, etc.

NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, ENG 0130 is not financial aid eligible.

ENG0210 (Arranged) 1 cr. hrs.
Sentence and Paragraphs I
Prerequisite: ACT English score of 0-12 or Compass ENG/writing score of 0-26.
First of three modules in Basic Writing I. Covers sentence-level concepts including subjects and verbs, nouns, pronouns, and tense.

ENG0220 (Arranged) 1 cr. hrs.
Sentences and Paragraphs II
Prerequisite: Grade of “C” or better in ENG0210.
Second of three modules in Basic Writing I. Covers adjectives and adverbs, prepositions, subject-verb agreement, and pronoun reference.

ENG0220 (Arranged) 1 cr. hrs.
Sentences and Paragraphs III
Prerequisite: Grade of “C” or better in ENG0220.
Third of three modules in Basic Writing I. Covers punctuation, abbreviations, numbers, capitalization, and basic paragraph development. Success in this course (“C” or better) allows the student to take Basic Writing II (ENG0970) in the classroom or to begin the Basic Writing II sequence at the Learning Center (ENG0240, ENG0250, ENG0260).

ENG0240 (Arranged) 1 cr. hrs.
Paragraphs and Essays I
Prerequisite: ACT English score of 13-17 or Compass English/Writing score of 27-69, or a grade of “C” or better in ENG0960 or ENG0230.
First of three modules in Basic Writing II. Covers introductory paragraph building skills like combining sentences, developing and organizing paragraphs, and revising paragraphs.

ENG0250 (Arranged) 1 cr. hrs.
Paragraphs and Essays II
Prerequisite: Grade of “C” or better in ENG0240.
Second of three modules in Basic Writing II. Reviews more complex punctuation and grammatical concepts, such as parallelism, commas, quotation marks, and apostrophes. Also covers additional patterns of paragraph development.

ENG0260 (Arranged) 1 cr. hrs.
Paragraphs and Essays III
Prerequisite: Grade of “C” or better in ENG0250.
Third of three modules in Basic Writing II. Reinforces complex sentence-level concepts such as run-ons and fragments, misplaced modifiers, advanced punctuation, and precise language. Also covers additional patterns of development. Success in this course (“C” or better) allows the student to take English Composition I (ENG1330).

ENG0800 (Arranged) 3-0 cr. hrs.
English as a Second Language I
Prerequisite: TOEFL score of or below 550 (paper-based) 173 (computer-based), or 61 (internet-based).
An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills.

ENG0820 (Arranged) 3-0 cr. hrs.
English as a Second Language II
Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a grade of a “C” or better.
Offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing.

ENG0960 (Arranged) 3-0 cr. hrs.
Basic Writing Skills I
Prerequisite: ACT English score 0-12; or Compass Writing score of 27-69.
Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. Focuses on mechanics, e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward any Associate Degree.

ENG0970 (Arranged) 3-0 cr. hrs.
Basic Writing Skills II
Prerequisite: ACT English score 13-17; or Compass English/Writing score of 27-69, or a grade of “C” or higher in ENG0960, or Learning Center Modules ENG0210, ENG0220 and ENG0230.
Basic Writing Skills II primarily emphasizes efficiency in paragraph writing and diction. It includes a review of sentence structure, grammar, and punctuation. Does not apply toward an Associate Degree.

MATHEMATICS

The following courses require the student to have a mandatory number of hours of attendance in the Learning Center. A portion of these hours will be dedicated to instruction time with an instructor scheduled according to the student’s needs. Enrollment in any mathematics course is contingent upon the successful completion with a grade of “C” or better in all prerequisites or ACT/COMPASS test scores as indicated in the course descriptions. Courses with numbering that begins with a “0” do not apply toward any degree.

MAT0020 (Arranged) 1 cr. hrs.
Arithmetic Skills I
Prerequisite: ACT score of 0-14 or Compass Algebra score of 0-22.
First of three modules in Arithmetic. Covers basic arithmetic concepts including whole numbers, prime factors, multiplication and division of fractions.

MAT0030 (Arranged) 1 cr. hrs.
Arithmetic Skills II
Prerequisite: Grade of “C” or better in MAT0020.
Second of three modules in Arithmetic. Covers addition and subtraction of fractions, all operations involving decimals, ratios, and proportion.

MAT0040 (Arranged) 1 cr. hrs.
Arithmetic Skills III
Prerequisite: Grade of “C” or better in MAT0030.
Third of three modules in Arithmetic. Covers percent, simple interest, geometry, signed numbers and pre-algebra skills. Success in this course allows the student to take Elementary Algebra (MAT0950) in the classroom or to begin the Elementary Algebra sequence in the Learning Center (MAT0110, MAT0120, MAT0130).

MAT0110 (Arranged) 1 cr. hrs.
Elementary Algebra I
Prerequisite: ACT score of 15-18; Compass Algebra score of 23-37 or “C” or better in MAT0020, MAT0030 and MAT0040.
First of three modules in Elementary Algebra. Covers operations with real numbers, properties of real numbers, linear equations, linear inequalities, and applied problems.

MAT0120 (Arranged) 1 cr. hrs.
Elementary Algebra II
Prerequisite: “C” or better in MAT0110.
Second of three modules in Elementary Algebra. Covers exponents, multiplication and division of rational expressions, and beginning graphing.
DESCRIPTION : Learning Center Courses MAT, MGT, RDG

MAT0130 (Arranged) 1 cr. hrs.
Elementary Algebra III
Prerequisite: “C” or better in MAT0120.
Third of three modules in Elementary Algebra. Covers equations in two variables, roots, radicals, factoring, and quadratic equations. Success in this course allows the student to take Intermediate Algebra.

MAT0900 (3-0) 3 cr. hrs.
Arithmetic
Prerequisite: ACT score of 0-14; or Compass Algebra score of 0-22.
A refresher course with topics that include operations on whole numbers, fractions and decimals; ratio, proportion and percent; the English and metric systems of measurement; basic geometry; and an introduction to signed numbers. This course does not meet math requirements for the AA, AAT, or AGS degree and does not apply as elective credit toward the AA, AGS or AAT degree.

MAT0950 (3-0) 3 cr. hrs.
Elementary Algebra
Prerequisite: ACT score of 15-18; or Compass College Algebra score of 23-37; or Compass College Algebra score of 23-30; or a grade of “C” or better in MAT0900 or Learning Center Modules MAT0020, MAT0030 and MAT0040.
Designed to introduce students to the concepts of algebra. Includes the real number system, including a review of signed numbers, writing and simplifying algebraic expressions; solving and graphing linear equations and inequalities; exponents and polynomials; and factoring. Does not meet math requirements for the AA, AAT or AGS degree and does not satisfy any MAC degree requirement.

MANAGEMENT
MGT0010 (1-1) 1 cr. hrs.
Basic Consumer Law
Basic legal terms, legal proceedings, and essential legal topics of interest to consumers are covered.
NOTE: Because this course does not apply to a degree or satisfy a pre-requisite requirement for a course that applies to a degree, MGT 0010 is not financial aid eligible.

READING
Mineral Area College offers reading courses to meet the reading readiness requirement. Several courses have a reading prerequisite or corequisite as outlined in the course descriptions. To meet the reading readiness requirement, students need to successfully complete one of the following criteria: a grade of “C” or better in RDG0900 College Reading and Study Skills; a minimum reading Compass score of 80; a minimum reading ACT score of 18; or have earned 24 degree applicable credit hours with a cumulative GPA of 2.0.

RDG0020 (3-0) 3 cr. hrs.
Fundamentals Reading for College I
Prerequisite: Completion of RDG0010 with a grade of 'C' or above, OR ACT score of 9-13, OR COMPASS score of 28-63.
Offers advanced vocabulary development and reading comprehension. Additional emphasis will be placed on introductory critical reading skills (assessing sequence, causation, correlation, and generalization) and study skills (outlining, test taking strategies, time management).

RDG0750 (3-0) 3 cr. hrs.
Introduction to College Reading
Prerequisite: Compass or ACT score on file.
The focus of this course is to develop vocabulary and improve comprehension. Additional areas of emphasis include developing personal fluency and reading independence.

RDG0900 (3-0) 3 cr. hrs.
College Reading & Study Skills
Prerequisite: Compass Score 51-79, ACT Score 12-17, or successful completion (C or better) of Basic Reading Skills.
Designed to help students develop higher level reading and thinking skills applicable in a variety of settings. Coursework focuses on increasing reading efficiency through the improvement of vocabulary and comprehension. Additionally, emphasis is placed on building study skills germane to college level coursework.
Administration & Faculty

Melynda C. Barks
Business and Office Technology
B.S., Southeast Missouri State University, 1999; M.Ed., Central Methodist State University, 2005; M.B.A., Missouri Baptist University, 2008.

Danielle Basler
Mineral Area Council on the Arts, Executive Director/Theater Coordinator

Mary Bauwens
Director, Perryville Higher Education Center
B.S., Southeast Missouri State University; M.A.T, Webster University, 1997

Alan L. Bayless
Agri-Business

Debi Bayless
Director, College Park

Esther A. Blum, RN, M.S.N.
Associate Degree Nursing
B.S.N., University of Missouri-Columbia, 1985; M.S.N., University of Missouri-Columbia, 1993.

Tim Braddy
Database Management Systems Coordinator

Greg Branham
Learning Center/Math Lab

Cindy Burnett
Director, Educational Talent Search I & II
A.A., Mineral Area College, 1992; B.S., Central Methodist University, 2001; M.S., Central Methodist University, 2008.

Nathan Calkins
Chemistry
B.A., Truman State University, 2004; PhD, University of Missouri-Columbia, 2010.

Stephanie Campbell
Economics
B.S., Southeast Missouri State University, 1989; M.S., Southern Illinois University, 1998.

Giovanni Carollo
Law Enforcement Academy
B.A., Lindenwood University, 2005; M.S., Lindenwood University, 2006.

Harry Cecil
Music

Lisa Clauser
Payroll Manager

Brandi Lea Craig
Network Administrator

Carolyn Kay Crecelius
Dean, Arts & Sciences
A.G.S., Moberly Junior College, 1965; B.S. in Ed., University of Missouri-Columbia, 1967; M.A., Northeast Missouri State University (Truman University), 1973; Post-graduate work, University of Missouri, Webster University, Southeast Missouri State University.

Tabatha A. Crites
Mathematics
A.A., Mineral Area College, 1985; B.S., Southwest Missouri State University, 1987; M.N.S., Southeast Missouri State University, 2005.

Michelle, Dane
Academic Advisor, Upward Bound II
A.A., Mineral Area College, 2001; B.A., Central Methodist University, 2001; M.A., Central Methodist University, 2008.

Tanya C. DeGonia
MCCE Career Education Coordinator
B.S., Arkansas State University, Jonesboro AR, 1984; M.Ed. Counseling, University of Missouri-St. Louis, 1998; Licensed Professional Counselor-LPC, 2002.
FACULTY & ADMINISTRATION

Julia Dill
Graphic Designer
A.G.S., Mineral Area College, 2006;
A.A.T., Mineral Area College, 2013;
Central Methodist University, 2010-2014.

Teri Vineyard Douglas, RN, M.S.N.
Director, Allied Health
A.S., Mineral Area College, 1978;
B.S.N, Southwest Missouri State University, 1980; University of Missouri-Kansas City, 1989;
University of Missouri-St. Louis, 1990; Southeast Missouri State University, 1991, 1993; M.S.N., University of Missouri-Kansas City/ St. Louis, 1994.

Julie Downs
Career & Technical Education Programs of Study Facilitator/Career Counselor
B.S.W., University of Missouri – Columbia, 1994; M.S.W., University of Missouri-Columbia, 2000.

Marc Drye
History/Political Science

Gena Dunn
Academic Advisor, Educational Talent Search I
B.S., Central Methodist University, 1997; M.Ed., Missouri Baptist University, 2006.

Mary (Judy) East
Potosi Campus Director

Mark Easter
Counselor/Advisor

Michael R. Easter
Director of Assessment
B.S., University of Missouri-Columbia, 1966; M.Ed., University of Missouri-Columbia, 1973; Graduate Studies, St. Louis University, Lindenwood University, University of Oregon.

Lisa Edburg
Coordinator of Institutional Research
A.S., Mineral Area College, 1993; B.S., Central Methodist University, 2004; M.Ed, Central Methodist University, 2007.

Judy Young Edgar
History
A.A., Mineral Area College, 1980; B.S.E, Southeast Missouri State University, 1982; M.A., Southeast Missouri State University, 1997.

Angela Erickson, RN, B.S.N
Associate Degree Nursing

Connie Evans
Academic Advisor, Educational Talent Search II
A.A., Mineral Area College, 1999; B.S.W, University of Missouri-St. Louis, 2002; B.S., University of Missouri-St. Louis, 2002.

Richard Flotron
Law Enforcement Academy Training Coordinator, District Police Chief, Criminal Justice Instructor
A.A., Jefferson College; B.S., Southeast Missouri State University; M.S., Lindenwood University.

Chad Follis
Horticulture

Paul S. Fritch
Technology
A.A., Mineral Area College, 1991; B.S., Southeast Missouri State University, 1993.

Charles Gallaher
Theatre

Rhonda J. Gamble
Physiological Sciences
B.S., Oklahoma State University, 1974; M.S., Oklahoma State University, 1977; Ph.D, Oklahoma State University, 1984.

Anthony Gans
Mass Communications

Jim Gerwitz
Criminal Justice

Laura Glasbrenner
English
B.A., Truman State University, 2008; M.A., Missouri State University 2010.

Michael Goldsmith
Music

Keith R. Green
Manufacturing Technology

Cynthia Greif
Academic Advisor, Educational Talent Search II
A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1990.

Sarah Haas
Public Information

Ryan Harrington
Library
A.A., Mineral Area College, 2004; B.S.E, Central Methodist University, 2006.

Cathy Hawn
Mathematics
A.A., Mineral Area College, 1988; B.S., Southeast Missouri State University, 1990; M.N.S., Southeast Missouri State University, 1996.

Amy R. Henson
Business
A.A.S, Jefferson College, 1987; B.S., Maryville University, 1998; M.B.A., Maryville University, 2002; Ph.D., University of Missouri-St. Louis, 2013.

Bev Hickam
Director, Business & Industry Programs
B.S., Southeast Missouri University, 1975; M.S.E., Southern Illinois University, 1999.

Melissa Hopkins
Cataloger, C.H. Cozean Library
B.S., Central Methodist University, 1992; M.A., University of Missouri-Columbia, 2003.

Catherine Hutcheson, LPN, RN, B.S.N
Associate Degree Nursing
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Jaycox</td>
<td>English</td>
<td>B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.</td>
</tr>
<tr>
<td>Pam Jaycox</td>
<td>English</td>
<td>B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri University, 2007.</td>
</tr>
<tr>
<td>Rick Jenkins</td>
<td>Assistant Controller</td>
<td>B.S. Southeast Missouri University, 1983.</td>
</tr>
<tr>
<td>Pam Junge</td>
<td>Practical Nursing</td>
<td>B.S.N., Maryville University, 2010.</td>
</tr>
<tr>
<td>Andrea Kemper</td>
<td>Admissions Recruiter</td>
<td>A.A., Mineral Area College, 1997; B.S., Central Methodist University, 2008.</td>
</tr>
<tr>
<td>Gil Kennon</td>
<td>Vice President, College Affairs &amp; Dean of Career and Technical Education</td>
<td>B.S. Ed., Southwest Missouri State University, 1975; M.S. Ed., University of Missouri-Columbia, 2001.</td>
</tr>
<tr>
<td>Ellen Ketcherside, RN, CCRN, MA</td>
<td>Associate Degree Nursing</td>
<td>B.S.N, St. Louis University, 1978; M.A., Webster University, 1982.</td>
</tr>
<tr>
<td>Linda A. King</td>
<td>Chief Accountant</td>
<td>A.S., Mineral Area College, 1981; B.S., Southeast Missouri State University, 1983; CPA, 1986; M.Ed, Central Methodist College, 2002.</td>
</tr>
<tr>
<td>Todd Kline</td>
<td>Business</td>
<td>B.A., Southeast Missouri University, 1989; MB.A., Missouri Baptist University, 2008.</td>
</tr>
<tr>
<td>Christopher Klusmeyer</td>
<td>MoWINS Instrutor</td>
<td>A.A.S., Mineral Area College, 2006; B.G.S., University of Missouri-St. Louis, 1996.</td>
</tr>
<tr>
<td>Stephanie Knebel</td>
<td>Biology</td>
<td>M.S., Southern Illinois University-Edwardsville, 2002; PhD., Saint Louis University, 2013.</td>
</tr>
<tr>
<td>Lana LaBruyere</td>
<td>Business Education</td>
<td>A.A., Mineral Area College, 1992; B.S., Arkansas State University, 1994; M.B.A., Webster University, 2005.</td>
</tr>
<tr>
<td>Judy (Susie) LaChance</td>
<td>Financial Aid</td>
<td>A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.</td>
</tr>
<tr>
<td>Debra Lee</td>
<td>Staff Interpreter</td>
<td>A.A., St. Louis Community College at FV, 1991; B.S., Central Methodist University, 2006; M.B.A., Northwest Missouri State University, 2011.</td>
</tr>
<tr>
<td>Jayne Mahnenken</td>
<td>Practical Nursing</td>
<td>A.A., Southeast Missouri State University, 1984; B.S.N., Southeast Missouri State University, 2007.</td>
</tr>
<tr>
<td>Chad Majeske</td>
<td>Academic Advisor Upward Bound</td>
<td>B.S., Eastern Michigan University, 2003; M.T.D., Idaho State University, 2011.</td>
</tr>
<tr>
<td>Patricia McFarlin</td>
<td>Computer Services</td>
<td>A.S., Mineral Area College 1996; B.S., Central Methodist University, 2002; M.S., Central Methodist University, 2007.</td>
</tr>
<tr>
<td>Roger K. McMillian</td>
<td>Business and Office Technology</td>
<td>A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1986; M.Ed, Southwest Baptist University, 1999; M.B.A., Missouri Baptist University, 2008.</td>
</tr>
<tr>
<td>Dean Meenach</td>
<td>EMS Education</td>
<td>A.A.S, St. Louis Community College, 2005; RN, Excelsior College, 2007; Emergency Medical Technician, St. Louis Community College; B.S.N., Chamberlain College of Nursing, 2010.</td>
</tr>
<tr>
<td>Elizabeth Merrill-Doss</td>
<td>Career Advisor</td>
<td>A.A., Mineral Area College, 1984; B.S.W, Southeast Missouri State University, 1995; M.S.W, University of Missouri-St. Louis, 2007.</td>
</tr>
<tr>
<td>Chad Mills</td>
<td>Athletic Director</td>
<td>A.A., Mineral Area College, 1995; B.S., McKendree University, 1998; M.S. Ed., Missouri Baptist University, 2010.</td>
</tr>
<tr>
<td>Name</td>
<td>Title/Position</td>
<td>Department</td>
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<tr>
<td>Emily Murdock</td>
<td>English</td>
<td></td>
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<tr>
<td>Kathryn Neff</td>
<td>Director, Human Resources</td>
<td></td>
</tr>
<tr>
<td>Rebecca Neighbors</td>
<td>Director, Upward Bound I &amp; II</td>
<td></td>
</tr>
<tr>
<td>Joel Nivens</td>
<td>Potosi Learning Center Instructor</td>
<td></td>
</tr>
<tr>
<td>Manfred Nute</td>
<td>Psychology</td>
<td></td>
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<tr>
<td>Jenny Peters</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Nancy M. Petersen</td>
<td>Biology &amp; Life Science</td>
<td></td>
</tr>
<tr>
<td>Chad Pipkin</td>
<td>Director, Information Technology</td>
<td></td>
</tr>
<tr>
<td>Deborah Portell</td>
<td>Assistant Director, Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Pam Reeder</td>
<td>Registrar</td>
<td></td>
</tr>
<tr>
<td>Marcella D. Rehkop</td>
<td>Director, Fredericton Outreach Center</td>
<td></td>
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<tr>
<td>William J. Richardson</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Jodi Rowland</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Doug Ruess</td>
<td>Coordinator, Criminal Justice Programs</td>
<td></td>
</tr>
<tr>
<td>George A. Saum</td>
<td>Physics &amp; Engineering</td>
<td></td>
</tr>
<tr>
<td>Brandon Scheldt</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Jessica Sheckles</td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td>Alison Sheets</td>
<td>MoWINS Grant Program Support Specialist</td>
<td></td>
</tr>
<tr>
<td>Julie Sheets</td>
<td>Director, Admissions</td>
<td></td>
</tr>
<tr>
<td>Stacia Smith</td>
<td>Paramedic-RN Bridge</td>
<td></td>
</tr>
<tr>
<td>Matthew D. Sopko</td>
<td>Assistant Director, EXCELS Student Support Services, Psychology</td>
<td></td>
</tr>
<tr>
<td>Diana I. Stuart</td>
<td>Associate Dean of Instruction/AQIP Liaison</td>
<td></td>
</tr>
</tbody>
</table>
Sadonya Suttles  
Nursing Hybrid  
B.S.N., Central Methodist University, 2012.

Corey Tate  
Men’s Head Basketball Coach  
A.A., Mineral Area College, 1994;  
B.S., University of Missouri-Columbia, 1997.

Paula Thompson  
Practical Nursing  
A.D.N., Mineral Area College, 2006,  
B.S.N, Central Methodist University, 2010.

Kevin Thurman  
Assistant to the President  
A.G.S., Mineral Area College, 1991;  
B.S., Southeast Missouri State University, 1994.

Christa Tinsley  
Academic Advisor, Educational Talent Search  
B.S., Southeast Missouri State University, 1994.

Pamela Watkins  
Director, Continuing Education  
B.S., University of the Ozarks, 1998;  
Graduate Studies, University of Arkansas, 2009 to present.

Traci Weissmueller  
Admissions Advisor  
B.S., Southeast Missouri State University, 2007.

Kevin White  
Music  
B.M.E., Murray State University, 1983;  
M.M., Loyola University - New Orleans, 1988;  
D.M.A., University of South Carolina, 1996.

Stacy Wilfong  
Radiology  
A.S., Mineral Area College, 2003;  
B.S.E, University of Arkansas, 2000;  

Margaret L. Williams  
Chemistry  
University of Missouri-Kansas City, 1979-81;  
B.S., University of Missouri-Rolla, 1984;  
PhD, University of Missouri-Rolla, 1993.

Jim Wilson  
Art  
B.F.A., Kansas City Art Institute, 1967;  
M.F.A., Boston University, 1971.

D. Lynne Wisdom  
Business  
A.A., Mineral Area College, 2001;  
B.S., Central Methodist University, 2003;  
M.B.A. Webster University, 2004.

C. Denise Wright  
English  
A.A.S, Mineral Area College, 1973;  
A.A. Mineral Area College, 1999;  
B.S., Southeast Missouri State University, 2001;  
M.A., Southeast Missouri State University, 2008.

Andrea Yates  
Nursing Hybrid  
B.S.N., Southeast Missouri State University, 2010.

Rebecca Young  
Library Specialist  
B.S.E., University of Missouri-St. Louis, 2002;  
M.Ed., Central Methodist University, 2009;  

Shawn Young  
Education  
B.S., Southeast Missouri State University, 1997;  
M.Ed., Southwest Baptist University, 1999;,  
PhD, Missouri Baptist University, 2012.
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