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

### Academic Transfer Courses

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### Career & Technical Courses

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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 Honors Director for current offerings.

ASSOCIATE DEGREE NURSING
ADN1420 ______ (Arr.) (3) 3 cr. hrs.
LPN-ADN Transition (Bridge)
Prerequisite: Valid LPN license and acceptance into Advanced Placement Program
This course is offered in the summer semester and addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients.
Other topics addressed in the course include therapeutic communication, nursing process, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment. Some components require independent study.

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

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

ADN1480 ______ (1-0) 1 cr. hr.
Contemporary Nursing
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
A course 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.

ADN1495 ______ (Arr.) 10 cr. hrs.
Medical-Surgical Nursing I
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This course provides the nursing student opportunity to learn how to observe and assess signs 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 __________________ (Arr.) 6 cr. hrs.
Medical-Surgical Nursing II
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This is a continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. This course also integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN1510 __________________ (1-0) 1 cr. hr.
Clinical Pharmacology
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This course is designed to introduce the student to common characteristics of various drug classification and each prototype drug within the group.
This class presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, muscular system, and the central nervous system.

ADN1570 __________________ (1-0) 1 cr. hr.
Basic Pharmacology
Prerequisite: Acceptance into the ADN Program.
This course is an introduction to the administration of medication. Basic information concerning the various pharmaceutical names and preparations, their administration techniques, and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. This must be taken concurrently with Fundamentals of Nursing.

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

ADN1630 ______ (Arr.) 4 cr. hrs.
Mental Health Nursing
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This course is designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. This course is intended to provide fundamental knowledge of mental health concepts and interpersonal techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client’s family are emphasized to give the student with a better understanding of behavior and provide a useful foundation for 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.
This course provides the student with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

AGRI-BUSINESS
AGR1230 ______ (5-2) 5 cr. hrs.
Plant Science (spring)
A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants.
Manipulation of plants by various techniques of propagation, both sexual and asexual, including new methods in areas such as tissue culture in plant cloning and hydroponics are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

AGR1300 ______ (3-0) 3 cr. hrs.
Vegetable Gardening
A basic course for gardeners interested in learning more about the whys and hows of vegetable production for either commercial or home consumption.

AGR1420 ______ (5-2) 5 cr. hrs.
Soils (fall)
Prerequisite: PHS1250 or above chemistry (for transfer students only).
A scientific approach to the concepts of soil formation, classification, and soil characteristics such as biological and reactive properties. Essential macro and micro nutrients and their management are covered. Issues such as soil erosion and chemical pollution are explored and geographic information about soils are presented.
AGR1430 (3-0) 3 cr. hrs.
Introduction to Soils (fall)
A course designed to develop an understanding of the basics of soil development, classification, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

AGR1450 (2-0) 2 cr. hrs.
Farrier Science and Limb Anatomy
The study of proper shoeing and its importance to the useful life of the horse. Includes the anatomy and physiology of the horse's limbs, farrier's tools and horse shoes, and methods of regular, corrective, and pathological shoeing.

AGR1460 (3-0) 3 cr. hrs.
Equine Science and Management (spring)
An introductory course to equine science and management designed to provide a basic core of information necessary for success in equine-related occupations. The course will prepare students for managing small one- or two-horse facilities, as well as provide them with a sound foundation for advanced equine education programs.

AGR1480 (3-0) 3 cr. hrs.
Advanced Equine Science and Management (spring)
Prerequisite: AGR1460 or instructor consent.
An advanced course to AGR1460, designed to provide students with a greater understanding of how to successfully manage and care for an equine business with a large number of horses. This course will provide instruction and guidance for successful breeding, marketing, raising and caring for horses, and will prepare students for a career in the equine industry. Students are expected to possess basic skills and conceptual techniques of equine science and management.

AGR1550 (3-0) 3 cr. hrs.
Livestock Production (fall)
A course designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine and sheep are covered.

AGR1650 (3-0) 3 cr. hrs.
Agriculture Credit & Finance (spring)
Prerequisite: Sophomore standing or instructor consent.
A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR1700 (3-0) 3 cr. hrs.
Farm Management (spring)
Principles and decision making tools applied to practical farm problems. Budgeting, break even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

AGR1720 (3-0) 3 cr. hrs.
Agriculture Chemicals (spring)
Prerequisite: Sophomore standing or instructor consent.
A course designed to develop a thorough understanding of agricultural chemicals, including fertilizers and pesticides. Disease and insect control will be introduced. Proper application methods and safety will be stressed.

AGR1750 (3-0) 3 cr. hrs.
Farm Record Keeping
This course will be designed to help farm families learn to set up a good farm record-keeping system.

AGR1770 (1-0) 1 cr. hr.
Contemporary Agriculture Issues I
Prerequisite: Sophomore standing or instructor consent.
A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

AGR1790 (1-0) 1 cr. hr.
Contemporary Agriculture Issues II
Prerequisite: AGR1770.
A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

AGR1800 (1-0) 1 cr. hr.
Agriculture Leadership and Employment (fall)
A course designed to provide agriculture students with opportunities for individual growth, leadership and career preparation. Students will survey individuals currently working in an area of agriculture in which the student is interested in pursuing a career. From the survey the students will prepare a career plan including long- and short-term goals, training and work experience, and leadership and human relations skills. The class requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview.

AGR2100 (1-0) 1 cr. hr.
Agriculture Industry Seminar (fall)
Prerequisite: AGR1800.
This course is designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.

AGR2200 (Arr.) 3 cr. hrs.
Agriculture Internship I
Prerequisite: Sophomore standing or instructor consent.
Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer.

AGR2250 (Arr.) 3 cr. hrs.
Agriculture Internship II
Prerequisite: AGR2200.
Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer. This is a continuation of AGR2200.

ART

ART1130 (2-4) 3 cr. hrs.
Drawing I (fall, spring)
An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. Various media are introduced so that the student gains an awareness of the potential of each.

ART1140 (2-4) 3 cr. hrs.
Drawing II (spring, summer)
Prerequisite: ART1130.
An extension of Drawing I with additional emphasis on elements of drawing. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. Particular attention is given to the human figure.

ART1160 (2-4) 3 cr. hrs.
Painting I (fall, spring)
Prerequisite: ART1130 or instructor consent.
An introduction to painting with the emphasis placed on the basic study of form, space, composition, and color theory utilizing such media as oil and acrylics.

ART1200 (2-1) 2 cr. hrs.
Sketching
A course designed to introduce the students to the techniques of keeping a sketchbook and utilizing it for the production of finished art work. Offered in conjunction with student tours. The offerings will vary depending on the country to be visited.

ART1230 (2-4) 3 cr. hrs.
Ceramics (spring or summer)
An introductory course which explores and emphasizes the basic elements and techniques of ceramics. The course will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.

ART1400 (2-0) 2 cr. hrs.
History of Western Art
A course designed to introduce the student to the visual masterpieces of a particular Western civilization. It stresses both the style, function and historical context of art. Offered in conjunction with student tours. The offering will vary depending on the country to be visited.

ART1490 (3-0) 3 cr. hrs.
History of Art I
History of ancient art from prehistoric to medieval time. (Cultural diversity course.)

ART1500 (3-0) 3 cr. hrs.
History of Art II
The study of Renaissance and Baroque art. (Cultural diversity course.)

ART1510 (3-0) 3 cr. hrs.
History of Art III
History of the major developments in the art of the 19th and 20th Centuries. (Cultural diversity course.)

ART1530 (3-0) 3 cr. hrs.
Introduction to Humanities
An introduction into the nature of the humanities. Dominant themes of human self expression and the key ideas and values of Western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film. (Cultural diversity course.)

ART1550 (2-7) 3 cr. hrs.
Beginning Photography
An elective course introducing the basics of photography, concentrating on an understanding of camera systems and the techniques of black and white film developing and printing.
DESCRIPTION : ART-BUS

ART1640 Printmaking  (1-3) 3 cr. hrs.
Prerequisite: ART1130 or instructor consent.
An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. The course will stress the expressive potentialities of the wood block and etching.

ART1740 Watercolor  (1-3) 3 cr. hrs.
Prerequisite: ART1130 or instructor consent.
An introduction to the theory and practice of painting in watercolor with emphasis on experimentation with techniques as well as creative expression. Offered on demand.

ART1830 Two-Dimensional Design (fall)  (2-4) 3 cr. hrs.
An exploration of the two-dimensional surface as related to the visual elements of shape, color, form, line, space and texture. Emphasis on problems in applying principles of design in various media.

ART1880 Color Theory  (1-3) 3 cr. hrs.
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.

ART1930 Sculpture I (spring)  (1-3) 3 cr. hrs.
Prerequisite: ART1130 or instructor consent.
An investigation and employment of various materials and methods of sculpting including modeling head and figure, and elementary processes of casting, carving, and construction.

ART1950 Contemporary Metalsmading I  (2-4) 3 cr. hrs.
Students will explore a variety of techniques relevant to the forming of steel into sculptural forms. Students will learn the basics of operating forges and welding equipment with an emphasis on non-functional three-dimensional forms.

ART2160 Painting II  (2-4) 3 cr. hrs.
Prerequisite: ART1160 or instructor consent.
This course is an expansion of Painting I, with an emphasis on developing painting techniques to a more advanced state. The student's own ideas become important in this class. Landscape painting, Still Life, Abstract, and Expression become important factors. More attention is placed on painting materials and mediums.

BIOLOGICAL SCIENCE

BIO1000 Introduction to Biological Science  (3-0) 3 cr. hrs.
An introductory biology class which teaches the fundamentals of biology as well as how biology is applied in the real world. This course reinforces the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. This class is designed to meet general education requirements and is intended for the non-science major.

BIO1150 General Biology  (3-4) 5 cr. hrs.
A course that presents selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems. The nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things may be presented. This course meets the general education biological science requirement.

BIO1250 General Botany (spring)  (3-4) 5 cr. hrs.
A course emphasizing biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. This course meets the general education biological science requirement.

BIO1330 Local Flora (Odd year spring)  (2-3) 3 cr. hrs.
This course is designed to acquaint students with local plants by actual collection, identification, preservation and mounting of such plants. Students may choose an area of specialization dealing with fungi, lichens, ferns, or flowering plants.

BIO1340 Local Fauna (On Demand)  (Arr.) 3 cr. hrs.
Prerequisite: Instructor consent.
This independent study course involves exploration of an area or a 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.

BIO1350 General Zoology (fall)  (3-4) 5 cr. hrs.
An introduction to the important principles and concepts of zoology. This course emphasizes cell biology, genetics, reproduction, and the major animal phyla. Three lectures and two double laboratory periods per week. This course meets the general education biological science requirement.

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

BIZ1430 Environmental Science Laboratory (alternate spring)  (0-4) 2 cr. hrs.
This course is designed as either a stand-alone, two-hour science credit or as a lab to accompany Environmental Science lecture BIO1430. Students will learn to sample and evaluate water, soil, plants and animals. Recommended as an elective to fulfill part of the life science requirement.

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.

BIO2240 Field Biology (alternate spring)  (2-4) 4 cr. hrs.
Prerequisite: Either BIO1150, BIO1250, or BIO1350 with a grade of "C" or better, or instructor consent.
This course is designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

BIO2360 General Genetics  (4-0) 4 cr. hrs.
A survey of basic principles of genetics with an emphasis on human application and basics of plant genetics. This course is designed to meet general education requirements.

BIO2540 Human Anatomy and Physiology (spring)  (3-4) 5 cr. hrs.
Prerequisite: A grade of "C" or better in BIO1150, or BIO1350, or PSY1250 or higher.
This course is designed to provide the student with an understanding of the structure and function of the human body. The course includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular and cardiovascular systems.

Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO2540 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.
This course is the study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, nervous, muscular 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, PSY1250 or instructor consent.
This course is a continuation of BIO2600. The course concentrates 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. This course is required for the ADN nursing program.

BIO2700 Microbiology (fall)  (3-2) 4 cr. hrs.
Prerequisite: A grade of "C" or better in BIO2500, BIO2620, and PSY1250 or instructor consent.
This course introduces the morphology, biochemical activities, cultivation, control, history of epidemiology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. This course is required for the ADN nursing program.

BIO2980 Readings In Honors  (Arr.) 1 cr. hr.
A small group discussion class which involves reading assignments from books or magazines, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.
BUS2000 Principles of Accounting I
Prerequisite: 1 year of high school accounting, OST1500, or instructor consent.
An introductory course in accounting principles. The course covers the accounting process for a sole proprietorship (service and merchandising) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets, and payroll.

BUS2050 Principles of Accounting II
Prerequisite: BUS2000 with a grade of “C” or better or OST1500 and OST1520 with a grade of “C” or better.
A continuation of BUS2000. Topics include the following: partnership accounting, corporation accounting, manufacturing accounting, financial statement analysis, and special management reports.

BUS2100 Fundamentals of Management
A basic course in the principles and practices of business management as it concerns planning, organization, staffing, direction, and control.

BUS2300 Marketing
A study of the decision areas involved in providing consumers with goods and services. Topics include the following: product policy, brand policy, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. This course is the only marketing course that applies to the Associate of Arts degree.

BUS2430 Introductory Statistics
Prerequisite: MAT1120 or instructor consent.
An elementary course on uses of central tendency and measures of variation. This is an introduction to probability; probability distributions; sampling distributions; and analyzing simple experiments using hypothesis testing techniques.

BUS2930 Principles of Macroeconomics
This course is primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

BUS2940 Principles of Microeconomics
This course is 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 widest usage. Applications courses that follow CIS1050, Introduction to Computers, include: word processing courses (CIS2320 or CIS2350), database (CIS2100), spreadsheets (CIS2200), Desktop Publishing (CIS1700), Microcomputer Applications (CIS1750), Microcomputer Graphics (CIS1000), and Microcomputer Operating Systems (CIS2000). Students desiring more in-depth knowledge and skills can subsequently take the advanced applications courses in word processing, spreadsheets and desktop publishing.

CIS1050 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, e-mail, Internet and Windows interface.

CIS1100 Microcomputer Graphics
Prerequisite: CIS1050 or instructor consent.
A course designed to provide the student practical experience with microcomputer graphics, including manipulation of graphic units and text, multiple screen image transfer, diagram size and shape modification, business chart customization, freehand drawing, etc.

CIS1150 Technology for the Law Office
This course provides thorough coverage of the use and management of technology in the legal workplace. Students will build a foundation in technology concepts and applications needed by paralegals and attorneys as well as information technologists working in the legal environment. Students develop a hands-on understanding of real workplace software using the most popular commercially available legal programs including Abacus Law, Tax3, Smart Draw Legal, Lexis Nexus Case Map and Time Map, and Sanction II.

CIS1610 IT Fundamentals
This course will allow the student to show that they have a solid competence in computers and office programs, plus the know how to surf the Internet and send an e-mail message. This class will help the student prepare for the Certiport IC³ Certification.

CIS1620 A+ Computer Repair and Maintenance
Prerequisite: CIS1050, CIS1750 or instructor consent.
This course is a study of the computer from its beginnings through the present day Pentium machines. This course is intended for entry-level computer technicians. Through lectures, discussions and labs 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 Accounting on Microcomputer
Prerequisite: BUS2050 or OST1520.
A course on computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

CIS1670 Fundamentals of Networking
Prerequisite: CIS1610 or instructor consent.
This course is an entry-level course in networking. The course will cover various aspects of designing and implementing a network for both home and office. This class will help the student prepare for the CompTIA Network+ Certification.

CIS1680 Fundamentals of Network Security
Prerequisite: CIS1670. Network+ Certification or instructor consent.
This course is an entry-level course in network security. The course will cover various aspects of designing and implementing a secure network for both home and office networks. This class will help the student prepare for the CompTIA Security+ Certification.

CIS1700 Desktop Publishing
Prerequisite: CIS1050 or CIS1750.
A course designed to teach the basic use of desktop publishing software on an IBM compatible microcomputer. Principles of typography, page layout and design to fit publication needs, and the basic operation of the program are covered.

CIS1750 Microcomputer Applications
Prerequisite: Previous regular usage of word processor, spreadsheet or database application. 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 Illustrator I
Prerequisite: CIS1050 OR CIS1750.
Vector-based drawing programs are used in industry and commerce to create graphics for both print and electronic mediums. Adobe Illustrator is a leading vector illustration tool and is used widely for these purposes. This course is an introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.
CIS1800 Introduction to Networking
Prerequisite: CIS1050 or CIS1750.
Gives a high level overview of networking concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base for future courses and helps prepare the student for the Microsoft Networking Essentials Exam.

CIS1830 Novell Network Administration
Prerequisite: CIS1850 or CIS2000.
Enables the student to perform day to day administrative tasks on a Novell network. Helps prepare the student for Certified Novell Administrator (CNA) exam. Lab is used to perform tasks described in lectures. Topics include 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 Microsoft Networking Administration
Prerequisite: CIS1850 or CIS2000.
This course enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

CIS1850 Internetworking I
Prerequisite: CIS1050, CIS1750 or A+ certification.
First of four semesters (CIS1850, CIS1860, CIS2850, CIS2860) in the Cisco™ Networking Academy curriculum. Satisfactory completion of all four semesters prepares you to sit for the Cisco™ Certified Network Associate (CCNA) exam. Semester I topics include: OSI model and industry standards, Network topologies, IP addressing, including subnets masks, Network components, Basic network design.

CIS1860 Internetworking II
Prerequisite: CIS1850.
Continuation of the Cisco™ Network Academy. Introduction to router configuration; Routes and routing protocols. (See CIS2550, CIS2860).

CIS1900 Fundamentals of UNIX
Prerequisite: CIS1850 or CIS2000.
This course will enable the student to perform basic standard 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 Computer Ethics
A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer usage has created new opportunities for exploitation in technology, management, the market and education. Content includes legal issues regarding piracy, hacking, intellectual property, acceptable use, privacy and freedom of speech. Does not meet computer literacy requirement.

CIS2000 Microcomputer Operating Systems
Prerequisite: CIS1050 or CIS1750.
An introduction to operating system principles and functions. Special emphasis is given to fundamentals and advanced skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.

CIS2080 Fundamentals of Linux
Prerequisite: CIS1610, CIS1670, CIS1850, CIS2000 or equivalent.
This course introduces the fundamentals of the Linux operating system. This course will guide students through the basics of Linux systems concepts, architecture and administration. The course will also include networking essentials commonly used in the Linux environment.

CIS2100 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 Advanced Microcomputer Database Management
Prerequisite: CIS2100.
This course is a continuation of CIS2100 in which students will design database systems and create the programs with which to manage them. Topics of study include: principles of database design, linking files, design/coding/debugging of database programs, and customized report and label generation. Offered on demand.

CIS2200 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 Advanced Microcomputer Spreadsheet Applications
Prerequisite: CIS2200.
A continuation of Micro Spreadsheet Applications. Advanced formatting techniques, advanced functions, Lists, Analysis Tools, Auditing worksheets, workgroup collaboration and file-sharing techniques, importing and exporting data.

CIS2320 Word Processing—WordPerfect for Windows I
Prerequisite: CIS1050 or CIS1750.
A practical course utilizing WordPerfect for Windows to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, cut, copy, and move functions, text enhancement, spellers/thesaurus usage, and printer control.

CIS2330 Word Processing—WordPerfect for Windows II
Prerequisite: CIS2320.
This course is a continuation of WordPerfect for Windows I which provides opportunities for practical applications in creating more advanced documents using WordPerfect for Windows software. The student will learn how to integrate text and graphics and use WordPerfect for Windows as a desktop publisher.

CIS2350 Word Processing—Microsoft Word
Prerequisite: CIS1050 or CIS1750.
A practical course utilizing Microsoft Word to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, block functions, text enhancement, print control, etc.

CIS2400 Web Page Development
Prerequisite: CIS1050 or CIS1750.
Introduces web page design and development using a variety of tools including HTML and popular application development tools. Helps prepare for World Certified Web Designer Apprentice exam. Includes Cisco™ Supported Curriculum and Adobe development suite.

CIS2670 Internetworking III
Prerequisite: CIS1860.
Continuation of the Cisco™ Networking Academy. Advanced router configurations; LAN switching theory and VLANs; Advanced LAN and LAN switched design; Novell IPX; Threaded case study. (See CIS1850, CIS1860).

CIS2690 Internetworking IV
Prerequisite: CIS2670.
Final semester in the Cisco™ Networking Academy. WAN theory and design; WAN technology, PPP, Frame Relay, and ISDN; Network troubleshooting; National SCANS Skills; Threaded case study.

CIS2930 Advanced Microcomputer Applications
Variable content course which closely examines a microcomputer application for the purpose of expanding the student’s practical knowledge in that area. Offered on demand. Previous computer experience necessary.

CIS2940 Advanced Desktop Publishing
Prerequisite: CIS1700.
A continuation of CIS1700 to expand the student’s proficiency in developing quality publications.

CIS2960 Computer Networking Internship
Prerequisite: Sophomore standing in Computer Networking and instructor approval.
This course is intended for computer networking majors. The Internship class features supervised work experience in the computer networking/information technology field. This will provide the student with the opportunity to make practical application of the knowledge and skills they have attained.

MASS COMMUNICATIONS
COM1000 Introduction to Mass Media
Survey course covering all forms of mass media from print to recording to movies and electronic media including new media and the Internet. The course will also cover the impact of advertising and public relations on the media industries as well as focus on the effects of the media and associated regulation.

COM1020 Introduction to Broadcasting
Survey course covering the history and development of electronic broadcast.
COM1060 (3-0) 3 cr. hrs.
Introduction to Cinema
Course covers the techniques involved in creating good cinema including: photography, mise en scene (elements in visual composition), the moving camera and special effects, editing, sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. This course meets the Cultural Diversity I requirement. (Cultural diversity course.)

COM1120 (3-0) 3 cr. hrs.
Journalism I: News Writing
News writing and reporting techniques will be covered in this introductory course through discussion, reading and practical exercises. Course will include practice in reading the news, study of headlines and make-up, and practical experience writing and editing copy.

COM2000 (3-0) 3 cr. hrs.
Introduction to Public Relations
Prerequisites: COM1000, ENG1330 and ENG1340 with a grade of "C" or better.
Course covers an overview of today’s public relations field, its functions, variables and various applications related to the media communications area. Students will also get practical experience functioning as a PR agency.

COM2040 (3-0) 3 cr. hrs.
Journalism II: News Writing II
Prerequisites: COM1120 with a grade of "C" or better.
A continuation of practical work in writing and editing copy. The student will be exposed to the practical and theoretical techniques of editing and designing a newspaper. Students are required to write, rewrite and edit copy on a regular basis.

COM2060 (3-0) 3 cr. hrs.
Journalism Copy-Editing and Layout
Prerequisites: COM1000 or COM1120 with a grade of "C" or better.
Designed to teach the techniques of producing a small newspaper. Subjects include: the newspaper staff, content, editing, typography, paste-up, deadlines and page layout. Students also receive instruction on the principles of good design in newspapers.

COM2200 (3-0) 3 cr. hrs.
T.V. Production
Prerequisites: COM1020 with a grade of "C" or better, or instructor’s permission.
Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM2260 (Arr.) 3 cr. hrs.
T.V. Production Practicum
Prerequisite: COM1020 with a grade of "C" or better.
Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

CRIMINAL JUSTICE

CRJ1010 (Arr.) 3 cr. hrs.
Internship
Prerequisite: CRJ1100 or instructor consent.

This course is intended for criminal justice majors only who have completed a minimum of fifteen (15) hours of criminal justice courses with a grade of "C" or higher. Students are placed with a criminal justice agency in a participant/observer capacity by the department coordinator for a period of not less than 96 contact hours.

CRJ1030 (1-0) 1 cr. hrs.
Computer Application for Law Enforcement
Prerequisite: CRJ1100 or instructor consent.
This course will provide computer training for students to specific needs of law enforcement personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The basic needs of police work by computer will be achieved in this course.

CRJ1040 (3-0) 3 cr. hrs.
Computer Application for Law Enforcement
Prerequisite: CRJ1100 or instructor consent. LEA only.
Provides computer training for specific needs of public safety personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The course will prepare students for certification in Emergency Medical Dispatch (EMD) and Basic Telecommunication. The objectives will also closely follow requirements of public safety professionals including state statutes, local ordinances and/or agency requirements.

CRJ1100 (3-0) 3 cr. hrs.
Introduction to Criminal Justice
The history and philosophy of the system, identifying the various subsystems, role expectations, and their interrelationships, theories of crime punishment and rehabilitation. The interrelationships of the various branches and functions of the criminal justice system are examined and identified.

CRJ1130 (3-0) 3 cr. hrs.
Introduction to Forensics
This course is 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. It will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

CRJ1170 (3-0) 3 cr. hrs.
Introduction to Courts
The intro to Courts course will provide 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. The course also reviews the juvenile court system and its differences from the adult judicial system.

CRJ1200 (3-0) 3 cr. hrs.
Criminal Investigation I
Prerequisite: CRJ1100 or instructor consent.
The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, testing of hypotheses, and the problem of proof are covered.

CRJ1300 (3-0) 3 cr. hrs.
Criminal Investigation II
Prerequisite: CRJ1100 or instructor consent.
The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ1400 (3-0) 3 cr. hrs.
Criminal Law
Prerequisite: 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.

CRJ 1440 (3-0) 3 cr. hrs.
Criminal Courts-Structures, Process, and Issues
The criminal courts course will provide a comprehensive examination of the criminal court system, from the basic pretrial procedures, to the trial process, to sentence and appeals. Examining all angles, it begins with a discussion on the law and its origins, compares the federal and state courts system, and examines the key courtroom personnel.

CRJ1500 (3-0) 3 cr. hrs.
Criminal Evidence
The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

CRJ1520 (3-0) 3 cr. hrs.
Criminology
Criminology is the scientific study of crime. Students will study various aspects of crime and the criminals. This class will examine such items as crime statistics, various theories behind the causes of crime and why criminals commit them. This class goes hand-in-hand with the disciplines of psychology, sociology, and anthropology. Students will also look at specific criminals in hopes of identifying various typologies that some infamous criminals have used.

CRJ1540 (3-0) 3 cr. hrs.
Criminal Procedure
The criminal procedure course will focus on the constitutional rights of the criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

CRJ1600 (3-0) 3 cr. hrs.
Juvenile Justice System
The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

CRJ1700 (3-0) 3 cr. hrs.
Patrol and Traffic Law
LEA 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  
(3-0) 3 cr. hrs.  
The study of police agencies response to the needs and demands of its citizens and the constraints 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 Comparative Criminal Justice Studies  
Prerequisite: CRJ1100.  
This course is a study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first hand basis, view the interworkings of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. The course will include several hours of orientation and lecture at Mineral Area College, several days of travel and participation, and a written course synthesis.

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  
This course will review various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900 Police Administration  
Prerequisite: CRJ1100.  
A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments. The most popular and prevalent ideals, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman’s functioning.

CRJ1920 College Math for Criminal Justice Professions  
This course connects basic mathematical concepts and their applications in a variety of criminal justice career applications. Emphasis is placed on strengthening the student’s ability to connect math concepts to situations within their Criminal Justice Career field.

CRJ2000 Criminal Justice Report Writing  
Prerequisites: A grade of “C” or higher in all of the following courses: CRJ1100, CRJ1200, and ENG1330 or instructor consent.

The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques, requisites for the admissibility of evidence in a criminal adjudication.

CRJ2120 Police Photography  
(3-0) 3 cr. hrs.  
Basic photography will be taught with an emphasis on manual and auto functions of the camera. The student will use these skills to photograph objectives detailing most situations occurring in real time crime-scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and composition. Court room qualifications will be the final determination of the students work and performance. This course helps prepare the student for CRJ2140.

CRJ2140 Forensic Crime Scene Investigation  
(3-0) 3 cr. hrs.  
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 Visible Light, fingerprint identification and comparison, sketching, microscopy, dental/footprint, 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  
Prerequisite: CRJ2140  
(3-0) 3 cr. hrs.  
An introduction to 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 Visible Light, fingerprint identification and comparison, sketching, microscopy, dental/footprint, 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.

CRJ2200 Ethics for Legal Professionals  
This course 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.

CRJ2300 Criminal Justice Career Preparation  
(1-0) 1 cr. hr.  
The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practicals, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

COMPUTER SCIENCE  
CSC1100 Programming Logic  
(3-0) 3 cr. hrs.  
This course is an introduction to problem solving using information systems and computer programs. It examines design methods and structured programming techniques as a first course in computer science.

CSC1300 Video Game Design & Development  
Prerequisite: CSC1100 or instructor consent.  
(3-0) 3 cr. hrs.  
The course examines the video game industry using an interdisciplinary approach to create PC-based games. Specialize in programming, graphics and animation, or creative documentation, 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. This course culminates in the production of PC video games. (spring)

BASIC Programming  
Prerequisite: CSC1100 or instructor consent.  
(3-0) 3 cr. hrs.  
A course in programming using the Visual BASIC language to develop the student’s abilities and knowledge in solving problems using microcomputers. Students will learn how to code and debug, and execute Visual BASIC algorithms using an object-oriented approach.

CSC2400 Computer Programming in C++  
Prerequisite: CSC1100 or instructor consent.  
(3-0) 3 cr. hrs.  
The study of program design and development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. This course is intended as a first course in programming for students interested in computer programming.

CSC2420 Java Script Programming  
Prerequisite: CSC1100 or instructor consent.  
(3-0) 3 cr. hrs.  
An introduction to programming in the JavaScript object scripting language. Basic commands and structures; variables; operators; inputs; conditionals. Add special features to web pages including user prompts. Create forms with data validation. Loops and built-in functions. Learn how to insert Java applets into web pages.

CSC2440 Web Programming with Perl/CGI/Linux  
Prerequisite: CSC1100 or instructor consent.  
(3-0) 3 cr. hrs.  
Introduction to the Unix/Linux operating system with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC2500 Advanced BASIC Programming  
Prerequisite: CSC1500 or instructor consent.  
(3-0) 3 cr. hrs.  
Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulations, etc. This course builds on the information presented in CSC1500. Offered on demand.

DEAF COMMUNICATION STUDIES  
DCS1000 Sign Language I  
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes in everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. (Credited as an elective.)
DCS1000 (3-0) 3 cr. hrs.
Sign Language I
A continuation of Sign Language I (DCS1000). Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture, interaction strategies and the ability to shift between English and ASL with more accuracy. (Credited as an elective.)

EARLY CHILDHOOD DEVELOPMENT

ECE1000 (3-0) 3 cr. hrs.
Introduction to Early Childhood Education
The course explores methods and materials used in providing a developmentally appropriate practice learning environment (DAP) for children ages birth through five. DAP planning of curriculum; themes/learning concepts; activities and lessons; interest and learning spaces; based on the development of the young child ages birth to five years. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 (3-0) 3 cr. hrs.
Guiding Alternatives for Young Children
The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children birth through age five 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. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 (3-0) 3 cr. hrs.
Early Childhood Health, Safety, and Nutrition
The course will focus on the importance of early childhood health, safety and nutrition and its effects on children birth to age five. The student will explore and identify tools used to provide a safe, healthy, and nutritional environment for the developing child. Case studies will be used to explore the important issues of safety, health and nutritional environments. Planning, budgeting, and preparation of foods will be identified to insure a well-balanced, nutritional diet. Program policies on health, safety, and nutritional guidelines will be explored. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1200 (3-0) 3 cr. hrs.
Caring for School Age Children
The course is intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school age children. The child’s learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The student 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.

ECE1220 (3-0) 3 cr. hrs.
Home Visits
The course is intended for child care and education students that will be working for (or currently working with) state agencies requiring training and education with families in the home environment. The course prepares the student to gain an awareness of the techniques to implement home visits; an overview of the developmental milestones of children birth to age five; and observation, recording, and DAP implications of the development.

ECE2000 (3-0) 3 cr. hrs.
Practicum Classroom Experiences
Prerequisite: ECE1000
It is recommended to take this course the semester before qualifications have been met for graduation.

The focus of Practicum Classroom Experiences is to reinforce learned concepts in all of the previous child development courses. The student will plan and apply the learned concepts in a (weekly) four hour practicum classroom experience and a fifty minute lecture. Creative Resources for Infant/Toddler and Preschool Children are used to guide the experiences. The use of children’s portfolios will be examined as a method to assess the development of the child. Appropriate use of observation, record keeping techniques, and collaboration with the early care and education teachers will be used to individually assess the success of the child. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2020 (3-0) 3 cr. hrs.
Emerging Language and Literacy
The course will explore the current language theories related to the beginnings of communication (birth to age five). The course will explore the language tasks; receptive and expressive language skills; and growth systems will be identified through on-site observation, journal writing, and class discussions. Observations of teaching methods and materials will be explored to assist the student with the connection between the child’s print awareness and its use in everyday language events. A brief introduction to children’s literature and the selection of developmentally appropriate books will be explored. Parent/center partnership techniques will also be identified to promote a quality child care and educational literacy program. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2040 (3-0) 3 cr. hrs.
Home, School and Family
The course explores the positive relationships between the early childhood teachers, program staff, parents/families, and the community. Collaboration techniques; communication skills; and parent/child/community partnerships are the primary focus of the course. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2120 (3-0) 3 cr. hrs.
Introduction to Young Children with Special Needs
The course will focus on the developmental differences in the children birth to age five. 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 differing cultural views. Family and professional collaboration will be explored to address the impact of the special needs child on the family.

ECE2300 (1-0) 1 cr. hr.
Professional Portfolio Assessment
This class is the capstone course in the child development department’s sequence of paraprofessional development courses. The portfolio is a required final assessment of the student’s work in the child development degree plan. The assigned artifacts for the portfolio assessment are illustrations of Developmentally Appropriate Practice and based on the core competencies established for each course. Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.

EDUCATION

EDU1000 (3-0) 3 cr. hrs.
Psychology of Adolescence
Prerequisite: PSY1130.
An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development.

EDU1300 (3-0) 3 cr. hrs.
Child Development
This course studies the development from conception through adolescence. It reviews theories related to the four areas of development: cognitive, physical, language, and social/emotional. It explores the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child’s learning environment.

EDU2020 (3-0) 3 cr. hrs.
Children’s Literature
Prerequisite: EDU2040 or ECE1000.
This course is designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children’s literature, and formulating techniques for using literature in the classroom.

EDU2040 (3-0) 3 cr. hrs.
Foundations of Education
Prerequisite: ENG1330 with a grade of “C” or better.
This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of American public education system. Students will explore the nature of school environments, designs, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied.

EDU2100 (3-0) 3 cr. hrs.
Teaching Profession with Field Experience
Prerequisite: ENG1330 with a grade of “C” or better.
This course provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal.

EDU2200 (3-0) 3 cr. hrs.
Technology for Teachers
Prerequisite: ENG 1330 with a grade of “C” or better.
In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of
software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology.

EDU2320  
Educational Psychology  
(3-0) 3 cr. hrs.  
Prerequisite: EDU2040 with a grade of “C” or better.

This course is designed to help students relate the application of psychological principles to teaching, learning, and assessment of the educational process in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced.

EDU2400  
Infant and Toddler Methods and Materials  
(3-0) 3 cr. hrs.  
Prerequisite: EDU1300.

The course examines the areas of development during a child’s first three years of life. It examines the current theories and practices of the developmental domains during infancy and toddlerhood. The growth and development of the young child is applied through the use of developmentally appropriate active learning activities. An early childhood curriculum is used to determine the choices of developmentally appropriate activities and lesson plans. The student is challenged to meet the developmental needs by planning for the environment with appropriate materials and equipment. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children.

EDU2420  
Organization and Management of Early Childhood Programs  
(3-0) 3 cr. hrs.  
Prerequisite: EDU1300.

The course emphasizes the operation and management of early childhood programs. The program goals, objectives and outcomes are evaluated in order to provide a quality program in order to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program’s goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also assessed as a part of the planning process.

EDU2600  
Portfolio Assessment  
(1-0) 1 cr. hr.  
Prerequisites: EDU2040 and EDU2100 with a grade of “C” or better.

This class is the capstone course in the education department’s sequence of pre-professional teacher education courses. The portfolio is a required component of each DESE-approved teacher education program in the state, and students are accountable for successful completion of their portfolios. Course content will include a systematic analysis and review of each student’s portfolio.

ELECTRICAL/ELECTRONIC TECHNOLOGY  
EEE1500  
3 cr. hrs.  
Basic Electronics  
A study of basic electronic theory. OHM’s Law as applied to D. C. and A. C. series and parallel resistance, inductance and capacitance circuits.

EEE1550  
3 cr. hrs.  
Electronic Systems  
An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, and single and three phase power, and network analysis.

EEE1580  
3 cr. hrs.  
Practical Electronics I, Motors and Generators  
Prerequisite: EEE1500 or instructor consent.

A combination lecture/labatory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. The course includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE1600  
3 cr. hrs.  
Practical Electronics II  
Prerequisite: EEE1580 or instructor consent.

A continuation of EEE1580, the course covers more complex circuits and applications of solid state devices including transistors, integrated circuit, OP-AMPS, SCR’s multi-vibrators, timing circuits and logic circuits.

EEE1710  
3 cr. hrs.  
National Electrical Code  
Prerequisite: Instructor consent.

A course designed to update electrical workers and electricians with the ever changing National Electrical Code.

EEE1830  
3 cr. hrs.  
Schematic Reading  
Prerequisite: MAT0950.

Instruction and lab experience leading to student being able to read and use electronic diagrams. These skills can be utilized in the process of maintenance and troubleshooting of electronic circuits equipment.

EEE1860  
3 cr. hrs.  
Digital Electronics and Applications  
Prerequisite: EEE1600 or instructor consent.

This course covers the four basic logic gates systems and flip-flops, binary and octal number systems, large scale memory circuits, ECH, MOS, and TTL circuits.

EEE1910  
3 cr. hrs.  
Electronic Servicing  
Prerequisite: EEE1090.

Teach the basic principles of process automation and demonstrate the application of these principles in modern industrial practice. This is an introductory or first level course. The course is intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

EEE1940  
3 cr. hrs.  
Digital Computer Electronics  
Prerequisite: EEE2000.

Introduction to microprocessors and microcomputers. The emphasis will be on internal architecture and the communication between processors and the outside world.

EEE1970  
3 cr. hrs.  
Programmable Logic Controllers  
Prerequisites: EEE1940 and EEE2000.

This course offers a learning opportunity that covers a wide range of the application of electronics in the fields of automation and fluid power control. Programmable logic controllers are the brains controlling the majority of current automation.

EEE2000  
3 cr. hrs.  
Solid State Electronics  
Prerequisites: EEE1600 or instructor consent.

A study of semiconductor diodes and bipolar transistors. The course includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

EEE2040  
2 cr. hrs.  
Basic Soldering Techniques  
Prerequisite: EEE1550, EEE1860 or instructor consent.

An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

EEE2060  
3 cr. hrs.  
Digital Instrumentation Electronics  
Prerequisite: EEE2000.

A continuation of EEE2040. More advanced computer circuits are bread boarded and the use of logic probes are used for troubleshooting board circuit, interfacing of OP-AMPS with A/D Converters to computer circuits and the testing of these circuits.

ENGINEERING  
EGN1230  
3 cr. hrs.  
Engineering Mechanics-Statics (fall)  
Prerequisites: PHS2230 and MAT2150 with a grade of “C” or better.

This course covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moment of inertia.

EGN2220  
2 cr. hrs.  
Engineering Mechanics-Dynamics (spring)  
Prerequisite: Should be preceded by EGN1230.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2230  
3 cr. hrs.  
Engineering Mechanics-Dynamics (spring)  
Prerequisite: Should be preceded by EGN2130.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2340  
4 cr. hrs.  
Introduction to Electrical Engineering (spring)  
Prerequisites: PHS2240 and preceded or accompanied by MAT2250.

Circuit elements, signals, Kirchoff’s laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

ENGLISH/COMMUNICATIONS  
Students are required to have placement scores (ACT or Compass) in order to enroll in English Composition classes.

Courses that begin with “0” after the ENG prefix are considered developmental courses and can only be counted as electives toward the Associate of General Studies degree.

Students seeking the AA, AAT and AGS...
degrees must take 1000-level (or above) courses in order to satisfy the Com munications requirement.

ENG0800 (3-0) 3 cr. hrs.
English as a Second Language I
Prerequisite: TOEFL score of or below 500 (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. This course is not applicable toward an Associate Degree.

ENG0820 (3-0) 3 cr. hrs.
English as a Second Language II
Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a grade of "C" or better.
This course offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing. This course is not applicable toward an Associate Degree.

ENG0900 (3-0) 3 cr. hrs.
Reading Improvement
Prerequisite: ACT score 0-10 or Compass Reading score of 1-52.
This course provides an opportunity to improve reading comprehension, reading speed and vocabulary skills. Designed for students reading below high school level.

ENG0960 (3-0) 3 cr. hrs.
Basic Writing Skills I
Prerequisite: ACT English score 0-13 or Compass Writing score of 1-30.
Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. The course concentrates on mechanics — e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward AA or AAT degree.

ENG0970 (3-0) 3 cr. hrs.
Basic Writing Skills II
Prerequisite: ACT English score 14-18, Compass English/Writing score of 31-65, or a grade of "C" or higher in 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 AA or AAT degree.

ENG0990 (3-0) 3 cr. hrs.
College Reading and Study Skills
Prerequisite: ACT Reading score 11-16 or Compass Reading score of 53-70.
A refresher course in study activities necessary for success in college. It is designed to increase a student’s reading efficiency by concentrating on improvements in vocabulary, comprehension, and reading rates. Note-taking, test-taking, and other study skills are taught as a regular part of the class. Open to all students. Does not apply toward AA or AAT degree.

ENG1000 (1-0) 1 cr. hr.
Writing a Research Paper
Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

ENG1050 (1-0) 1 cr. hr.
Use of Library Resources
Designed to help students use the Learning Resources Center more effectively. Open to all students.

ENG1330 (3-0) 3 cr. hrs.
English Composition I
Prerequisite: ACT 19, Compass 66 or completion of ENG0970 or modules with a "C" or above.
Designed to help the student write clearly and effectively. Emphasis is placed on mastery of writing skills necessary to the student’s education and career. Subject matter includes library study, grammar, punctuation, usage, sentence structure, and various patterns of organizing and developing paragraphs and essays.

ENG1340 (3-0) 3 cr. hrs.
English Composition II
Prerequisite: ENG1330 with a grade of "C" or better.
A continuation of ENG1330, with emphasis on longer papers and different types of writing, including argument and persuasion. Study is devoted to documentation and preparation of the research paper as well as an introduction to critical writing.

ENG1360 (3-0) 3 cr. hrs.
Creative Writing
Prerequisite: ENG1330 with a grade of "C" or better.
A course in which the student will practice the rudiments of creative writing. Units studied will focus on writing original poetry, prose, and drama.

ENG1430 (3-0) 3 cr. hrs.
Exposition
Prerequisite: ENG1330 with a grade of "C" or better.
A course in critical, analytical, and explanatory writing. Short writing assignments focus on particular problems in expository writing, such as description, causal analysis, and classification. Other assignments include a critical analysis of a short literary work, a review of a film or play, and a research project.

ENG1440 (3-0) 3 cr. hrs.
Public Speaking
A course that emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1460 (3-0) 3 cr. hrs.
Argumentation and Debate
A course which covers the principles and ethics of persuasion, persuasive speaking, parliamentary procedure, and debate. Includes experience in a mock senate session and court trial.

ENG1570 (3-0) 3 cr. hrs.
Introduction to Literature: Prose, Poetry and Drama
An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. This is a reading intensive course.

ENG1670 (3-0) 3 cr. hrs.
Interpersonal Communications I
A “whole person” approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in “what if” discussions of everyday situations as well as emotionally sensitive topics. Focus will be placed on thinking about the “how” and “why” of person-to-person contact. Open to all students.

ENG2000 (3-0) 3 cr. hrs.
Interpretation of Literature
Prerequisite: ENG1330 with a grade of “C” or better.
Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and adaptation. This is a reading intensive course.

ENG2120 (3-0) 3 cr. hrs.
Literary Masterpieces I
Prerequisite: ENG1330 with a grade of “C” or better.
A study of selected masterpieces of Western literature from ancient Greece and Rome through the Renaissance. Emphasis is placed on ideas and themes of interest to cultures of various ages, past and present. This is a reading intensive course. (Cultural diversity course.)

ENG2330 (3-0) 3 cr. hrs.
English Literature I
Prerequisite: ENG1330 with a grade of “C” or better.
A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. Requirements include three or four examinations over the major time periods and one critical paper. This is a reading intensive course.

ENG2340 (3-0) 3 cr. hrs.
English Literature II
Prerequisite: ENG1330 with a grade of “C” or better.
A survey study of major authors from the nineteenth century through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. Requirements include tests on each period and one literary analysis. This is a reading intensive course.

ENG2430 (3-0) 3 cr. hrs.
American Literature I
Prerequisite: ENG1330 with a grade of “C” or better.
The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

ENG2440 (3-0) 3 cr. hrs.
American Literature II
Prerequisite: ENG1330 with a grade of “C” or better.
The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures
provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

**ENG2460** (3-0) 3 cr. hrs.
Readings in Short Fiction
Prerequisite: ENG1330 with a grade of "C" or better.
A course focusing on reading short stories, poetry, and novels. Instruction in interpretative criticism and stylistic explication of assigned work with emphasis on elements of style and discussion of themes. This is a reading intensive course.

**ENG2490** (3-0) 3 cr. hrs.
Literature of the American South
Prerequisite: ENG1330 with a grade of "C" or better.
This course will examine literary expression and cultural identity of the American South, considering how Southern writers approach the topics of race, gender, class, and religion; recognizing the South as both a part of America and a fiercely independent region. The course will trace issues from the 19th century through to the Modern South of the mid 20th century, emphasizing critical thinking and analysis. Special emphasis will be given to student led discussions, presentations, and research projects.

**ENG2500** (3-0) 3 cr. hrs.
Multicultural Literature
Prerequisite: ENG1330 with a grade of "C" or better.
This course is designed to give students an introduction and appreciation to other cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. Short papers will be required. This is a reading intensive course. (Cultural diversity course.)

**ENG2530** (3-0) 3 cr. hrs.
Young Adult Literature
A course engineered for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for understanding and appreciating literature. (Cultural diversity course.)

**ENG2560** (3-0) 3 cr. hrs.
Creative Nonfiction
Prerequisite: ENG1330 with a grade of "C" or better.
This course will investigate a variety of issues surrounding the genre of creative nonfiction. These issues will include defining the genre, ethical concerns faced by the authors, the evolution of the genre, and many others. A strong emphasis will be placed on reading and discussion. Student evaluation will be based on exercises and exams that require critical analysis and mimesis.

**ENG2580** (3-0) 3 cr. hrs.
Poetry and the Human Experience
Prerequisite: ENG1330 with a grade of "C" or better.
This course will investigate the impact of the culture of poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion.

**FST1050** (Arr.) 12 cr. hrs.
Firefighter Technology
This comprehensive course of instruction develops the required knowledge and skills expected of firefighters pursuing certification by the Missouri Division of Fire Safety for the rating of Firefighter I and Firefighter II. Students must pass classroom instruction and practical skill demonstrations with a minimum of 80% proficiency.

**FST1110** (Arr.) 1 cr. hr.
Vehicle Fire-Fighting
This course covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

**FST1150** (Arr.) 1 cr. hr.
Pump Operations
Prerequisite: FST1050. Math and Unified Technical Concepts I are recommended.
Pump Operations traces the history of fire service pumps, develops the theory of operations and develops practical skills in the operation of fire service pumps.

**FST1200** (Arr.) 1 cr. hr.
Fire Prevention
Prerequisite: FST1050.
Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for tenure inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

**FST1210** (Arr.) 1 cr. hr.
Emergency Vehicle Driving
Emergency Vehicle Driving covers the topics of regulations, physical forces, safe operation and maintenance of vehicles used in the fire and emergency vehicle services. Practical exercises develop skills used in responding to every incident.

**FST1320** (Arr.) 1 cr. hr.
Ropes and Rappelling
Ropes and Rappelling develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope rescue systems and caring for rope equipment. This course is a component of Rescue Technician skills.

**FST1340** (Arr.) 1 cr. hr.
Foam Applications
Foam Applications expands on the participant’s knowledge of foam agents, types of foam, foam properties, equipment and system practical skills include the preparation of solutions, equipment and the application of foam to fires.

**FST1360** (Arr.) 1 cr. hr.
Salvage and Overhaul
The salvage component of this course expands the participant’s ability to protect property before or during a fire. The overhaul component increases the skills used in locating hidden sources of ignition.

**FST1370** (Arr.) 1 cr. hr.
Ventilation
Ventilation will develop the participant’s ability to change the atmospheric conditions within a structure or area using the concepts of positive, negative, and hydraulic theory of ventilation.

**FST1380** (Arr.) 1 cr. hr.
Water Supply
Sources of water, supply systems and moving water increases the participant’s ability to provide water at the fire scene.

**FST1390** (Arr.) 1 cr. hr.
Natural Cover Fires
Natural Cover Fires covers the concepts of weather and geographic factors, equipment, tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

**FST1400** (Arr.) 1 cr. hr.
Industrial Fire Brigade
Industrial Fire Brigade is designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

**FST1420** (Arr.) 2 cr. hrs.
Hazardous Mat/Receiving Handling
This course will provide the basic information needed to handle a hazardous materials incident, including legal issues, transportation, scene management, containment, and finalization of the incident.

**FST1500** (Arr.) 1 cr. hr.
Vehicle Extrication - Special
Vehicle extrication addresses the specialized topics of removing victims from special vehicles. This course will cover the specifics of the methods of extricating victims from all types of special vehicles and the nomenclature to act quickly in an emergency.

**FST1510** (Arr.) 1 cr. hr.
Vehicle Extrication – Big Rig
This course will instruct and demonstrate continuation of the extrication course involving big rigs. Those vehicles are larger than passenger and may cover commercial, oversized work vehicles, dump trucks, construction, busses, trailers, and 18 wheelers.

**FST1520** (Arr.) 1 cr. hr.
Vehicle Extrication – Passenger
Vehicle extrication addresses the specialized topics of removing victims from passenger vehicles. This course will cover the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the directions of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

**FST1600** (Arr.) 1 cr. hr.
Training Operations in Small Departments
This course is designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

**FST1620** (Arr.) 1 cr. hr.
Managing Company Tactical Operations
The course provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural fire fighting operations.

**FST1630** (Arr.) 1 cr. hr.
Principles of Building Construction/Non-R承ible
This course addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST1640</td>
<td>Shaping the Future</td>
<td>3</td>
<td>This course provides students with an understanding of concepts, functions, and responsibilities at the intermediate level, as well as issues affecting mid-level management personnel in the fire service.</td>
</tr>
<tr>
<td>FST1660</td>
<td>Sociological Changes in the Fire Service</td>
<td>3</td>
<td>This course is 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 coworkers who may originate from diverse backgrounds.</td>
</tr>
<tr>
<td>FST1700</td>
<td>The History of Firefighting</td>
<td>1</td>
<td>This course takes a survey of political, economic, social, cultural and constitutional developments in Missouri and the U.S. relating to firefighting and the development of the fire service standards and codes from the 1500s to the present. This course is intended for FST majors only.</td>
</tr>
<tr>
<td>FST2070</td>
<td>Fire Service Hydraulics</td>
<td>3</td>
<td>Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fire-ground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.</td>
</tr>
<tr>
<td>FST2080</td>
<td>Practical Applications of Hydraulic Theory of Firefighting</td>
<td>3</td>
<td>This course is designed to further the student's understanding of everyday applications of hydraulics as it relates 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. This course serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. This course is intended for FST majors only.</td>
</tr>
<tr>
<td>FST2090</td>
<td>Vertical Rescue</td>
<td>1</td>
<td>Fire Investigation addresses the information necessary to determine the cause and origin of a fire. Successful completion of the course may prepare the participant to take the Division of Fire Safety certification examination.</td>
</tr>
<tr>
<td>FST2110</td>
<td>Advanced Vertical</td>
<td>1</td>
<td>This course provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.</td>
</tr>
<tr>
<td>FST2130</td>
<td>Introduction to Fire Inspections, Principles and Practices</td>
<td>2</td>
<td>This course helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.</td>
</tr>
<tr>
<td>FST2140</td>
<td>Technical Principles and Practices of Fire Prevention</td>
<td>3</td>
<td>This course provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspector to understand the scope of knowledge required and to identify the various steps in the inspection process.</td>
</tr>
<tr>
<td>FST2150</td>
<td>Principles of Building Construction/Combustible</td>
<td>1</td>
<td>This course is designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.</td>
</tr>
<tr>
<td>FST2160</td>
<td>Introduction to Wilderness Search and Rescue</td>
<td>1</td>
<td>This course introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.</td>
</tr>
<tr>
<td>FST2180</td>
<td>Advanced Wilderness Search and Rescue</td>
<td>1</td>
<td>This course is 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. This course 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.</td>
</tr>
<tr>
<td>FST2200</td>
<td>Managing in a Changing Environment</td>
<td>1</td>
<td>The course will focus on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.</td>
</tr>
<tr>
<td>FST2300</td>
<td>Fire Investigation</td>
<td>3</td>
<td>This course is designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, haz-mat, and natural disasters. The course will be conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.</td>
</tr>
<tr>
<td>FST2310</td>
<td>Incident Command System: Basic</td>
<td>1</td>
<td>Course introduces and develops supervisory and management skills for the company</td>
</tr>
<tr>
<td>FST2340</td>
<td>Incident Response to Terrorism</td>
<td>1</td>
<td>Within the fire fighter instruction is introduced the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Instruction will include the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.</td>
</tr>
<tr>
<td>FST2350</td>
<td>Incident Command System: Advanced</td>
<td>1</td>
<td>This course is intended to train personnel who maybe assigned to large incidents in the critical aspects of major incident management and area command.</td>
</tr>
<tr>
<td>FST2360</td>
<td>Drug Lab Awareness Operations</td>
<td>1</td>
<td>This course presents the physical conditions, human activities and hazardous materials commonly found at clandestine drug labs in a variety of locations. The awareness section of this course will focus on discovering the presence of the illegal lab, applicable laws and regulations, and actions to reduce risk to emergency responders. Operations will focus on actions available or mandated for operations level responders which review awareness level response. Defining and recognizing high risk and low risk work zones, actions plan development for command centers, isolation, decontamination, triage, mitigation, and documentation will also be exercised.</td>
</tr>
<tr>
<td>FST2380</td>
<td>Rapid Intervention Teams</td>
<td>1</td>
<td>This course will address various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.</td>
</tr>
<tr>
<td>FST2400</td>
<td>Hazardous Materials Operations</td>
<td>2</td>
<td>This course meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.</td>
</tr>
<tr>
<td>FST2420</td>
<td>Hazardous Materials Awareness</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>FST2500</td>
<td>Fire Instructor I</td>
<td>3</td>
<td>Prerequisite: FST1105 and a computer technology course.</td>
</tr>
<tr>
<td>FST2520</td>
<td>Fire Officer I</td>
<td>3</td>
<td>Course introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.</td>
</tr>
</tbody>
</table>
officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included in the course.

**GEOGRAPHY**

GEO1130 Regional World Geography I  
(3-0) 3 cr. hrs.  
An introductory survey of the physical, cultural, economic, remote, 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**

GUA1000 Principles of College Success  
3 cr. hrs.  
A course designed to make entering college comfortable and successful for first-time college students. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

**HISTORY**

For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours as follows:  
1. POS1180 American Political Systems  
AND HIS1230 American History I; OR  
2. POS1180 American Political Systems  
AND HIS1240 American History II;

HIS1100 World Civilization I  
(3-0) 3 cr. hrs.  
A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. (Cultural diversity course.)

HIS1130 Western Civilization I  
(3-0) 3 cr. hrs.  
A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. (Cultural diversity course.)

HIS1140 Western Civilization II  
(3-0) 3 cr. hrs.  
A study of the main problems of the western world from the Age of Absolutism to the present time. (Cultural diversity course.)

HIS1180 Introduction to Church History  
(3-0) 3 cr. hrs.  
An introductory survey of the early development of the Christian Church during antiquity and the early Middle Ages.

HIS1190 History of Christianity  
(3-0) 3 cr. hrs.  
A study of the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

HIS1230 American History I  
(3-0) 3 cr. hrs.  
A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

HIS1240 American History II  
(3-0) 3 cr. hrs.  
A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present.

HIS1350 Directed Studies in History (Honors)  
(Arr.) 1 cr. hr.  
Prerequisite: Consent of the department chairperson/doctor instructor.  
The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS1520 World Civilization II  
(3-0) 3 cr. hrs.  
A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. (Cultural diversity course.)

**HEALTH**

HNL1640 Short-Term Health Care Administration: Internship  
(3-0) 3 cr. hrs.  
Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.  
To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe the management methods utilized in each department of the short-term health care facility.

HNL1710 Emergency Medical Refresher Course  
(3-0) 3 cr. hrs.  
Prerequisite: Completed a state approved E.M.T. program.  
A refresher/recertification course to enhance the knowledge and experience of the recertifying E.M.T.-B.  
The course is designed to assure maintenance of a uniformly high level of proficiency in skills and training among the EMTs and keep their training and competency equivalent to those of the basic level graduate. Twenty-four clock hours of in-hospital training and observation are required in at least one of five areas of emergency medical services. Also, 24 cr. hrs. of field training in pre-hospital care is required.

HNL1750 Emergency Medical Technician-Basic  
(8) 8 cr. hrs.  
Prerequisite: ACT reading score of 13 or Compass reading score of 60.  
Provides the pre-hospital care instruction for persons responsible for the delivery of emergency medical services. In addition to the 110 hours of classroom instruction, two 12-hour emergency department rotations, and three 12-hour ambulance rotations are required. Successful completion of a practical exam and written exam will allow the student to be enrolled in the National Registry of EMTs and apply for a Missouri State EMT license.

HLT2080 First Aid  
(3-0) 3 cr. hrs.  
This course covers the material required for a semester-long First Aid course. The focus is on teaching how to recognize and act in any emergency situation and to sustain life until professional help arrives. Content will be based on the national guidelines for breathing and cardiac 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, cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council completion card for CPR and First Aid are available with the course. A one-day skills lab is required.

HLT2350 Medical Terminology and Introduction to Pathology  
(3-0) 3 cr. hrs.  
This course is concerned with work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

HLT2360 Medical Terminology II  
(3-0) 3 cr. hrs.  
Prerequisite: HLT2350.  
This course is a continuation of HLT2350. It is a course of individualized instruction to increase the working knowledge of medical terminology.

HLT2400 Intravenous Therapy  
(3-0) 3 cr. hrs.  
Prerequisite: Current license in Missouri, Practical Nursing student, or radiology student.

Prepare students to perform I. V. therapy. The course is designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

**HORTICULTURE**

HRT1010 Introduction to Horticulture (fall)  
(5-0) 5 cr. hrs.  
A course designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

HRT1030 Mathematics for Horticulture (Web)  
(3-0) 3 cr. hrs.  
A course in horticulture application of mathematics. The study will include treatment of measured data, applications of geometry and basic algebra. Practice sets will include word problems taken from actual horticulture situations.

HRT1050 Plant Propagation (spring)  
(3-0) 3 cr. hrs.  
A study of major plants – annuals, perennials, bulbs, herbs and wildflowers that grow in the landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

HRT1070 Woody Plants I (fall)  
(3-0) 3 cr. hrs.  
A study of trees with regard to their identification, scientific name, growth habits and landscape values. Major emphasis is given to the development of a functional use concept in planting.

HRT1110 Woody Plants II (spring)  
(3-0) 3 cr. hrs.  
A course in shrubs, vines and ground covers with regard to their identification, scientific name, culture, growth habit and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.
HRT1150 Applied Plant Pest Management (fall)  (3-0) 3 cr. hrs.
A study of insects with special reference to taxonomy, life cycle, economic importance and management. Insects that impact agriculture/horticulture industry of Eastern Missouri will be the major topic. Plant diseases commonly encountered in the horticulture industry will also be discussed.

HRT1210 Introduction to Turfgrass Mgt (fall)  (3-0) 3 cr. hrs.
A course in principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway roadways and seed and sod production will be presented. The biology and control of turfgrass pests will be discussed.

HRT1310 Floral Design I (fall)  (3-0) 3 cr. hrs.
A course which teaches students the principles and elements of design as they apply to flower arranging. Instructional methods include lectures, design projects and extensive hands-on experience with fresh and silk floral materials.

HRT1330 Plants for Interior Design (Web)  (3-0) 3 cr. hrs.
A course pursuing the increasingly popular interior plantscaping where interior design skills are developed along with cultural management of tropical plants. The course stresses identification, scientific name, culture, and functional use of indoor tropical plants.

HRT1410 Introduction to Viticulture (fall)  (3-0) 3 cr. hrs.
A course in the basic principles and practices of viticulture. Discussions will include the current status and the future of the grape industry in Missouri; vineyard site selection; cultivar selection; trellis systems; training and pruning of grape plants; irrigation; fertility management; disease management; and IPM.

HRT1430 Wine Appreciation (fall)  (3-0 Arr.) 3 cr. hrs.
An introductory course taught to heighten the student’s awareness of wines. Discussions will include the role of wine in history, religion, art, culture and society from pre-histroy to present day. Lab will include sensory evaluation of representative wines.

HRT2100 Floral Design II (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT1310.
A continuation of Floral Design I. In Floral Design II, students move beyond the basics and study advanced topics such as funeral and wedding work. Topics of discussion will include business practices of a retail flower shop: advertising; shop layout; employment management; and a business plan.

HRT2090 Landscape Design I (fall)  (3-0) 3 cr. hrs.
Prerequisite: HRT1090 and HRT1110.
A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering, and computer-aided design. Principles of design are applied to residential and commercial design problems.

HRT2110 Landscape Design II (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT2090.
A continuation of Landscape Design I. In Landscape Design II students will work with base plans prepared in Landscape Design I and apply the principles and elements of design to create pleasing, functional designs.

HRT2170 Horticulture Maintenance (spring)  (3-0) 3 cr. hrs.
Prerequisites: HRT1010, HRT1030, HRT1070, HRT1150, and AGR1430.
This course is designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices.

HRT2210 Golf Course Management (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT1210.
A course in which the basic turfgrass principles and practices will be used to explore turf management for golf courses. The material will be directed to every aspect of maintaining a professional turf program for the golf course. Discussions will include the subjects of fairway tee and green management, while also touching on equipment, irrigation, pest and disease.

HRT2230 Turfgrass Pathology (fall)  (3-0) 3 cr. hrs.
Prerequisite: HRT2210.
A course in which the control of turfgrass diseases is discussed. The material will cover criteria necessary for disease development; cultural and chemical control practices; IPM; and systemic and contact fungicides.

HRT2350 Turfgrass Equipment (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT2310.
A course in which the equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

HRT2410 Fundamentals of Enology (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT1430.
An introduction to the process and science of wine making, including history and geographical distribution of varieties and wine types; influence of climate and soil; wine fermentation, handling, and storage methods; wine disorders; winery sanitation; legal compliance.

HRT2430 Vineyard Maintenance (spring)  (3-0) 3 cr. hrs.
Prerequisite: HRT1410.
A course taught in a vineyard offering students hands on experience in pruning, planting, and propagation of grapes as well as diagnosis and correction of vineyard problems. Classroom discussions will include marketing, labor management, financial projections and budgeting.

HRT2510 Horticulture Internship I  (Arr.) 3 cr. hrs.
Prerequisite: Sophomore standing. Open to Horticulture majors only.
A course designed to give the students actual experience in the day-to-day operation of a horticulture business.

HRT2530 Horticulture Internship II  (Arr.) 3 cr. hrs.
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.

IDS1010 Interdisciplinary Studies  (3-0) 3 cr. hrs.
Prerequisite: Instructor permission.
Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1030 Interdisciplinary Studies  (3-0) 3 cr. hrs.
Prerequisite: Instructor permission.
Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

MATHMATICS
Enrollment in any mathematics course is contingent upon successful completion with a grade of “C” or better in all prerequisite courses. It is recommended that students who plan to study mathematics present themselves for the mathematics placement examination before the first semester of attendance.

MAT0010 - MAT0130 are offered as one-hour math refresher modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses. These courses will not apply toward the Associate of Arts or Associate of Arts in Teaching degrees.

MAT0900 Arithmetic  (3-0) 3 cr. hrs.
Prerequisite: ACT score of 0-12 or Compass Algebra score of 0-15.
The course includes adding, subtracting, multiplying, and dividing fractions and decimals; ratio and proportion; percent; problems and converting between fractions, decimals, and percent; English and Metric systems of measurement; finding perimeter, area, or volume of simple geometric figures; an introduction to signed numbers and simple equations may be included. Does not meet math requirements for AA, AAT or AGS degree and does not apply as elective credit toward an AA or AAT degree.

MAT0950 Elementary Algebra  (3-0) 3 cr. hrs.
Prerequisite: A minimum ACT score of 13; Compass Algebra score of 16-25; a grade of “C” or better in MAT0900 or Learning Center Modules MAT0020, MAT0030 and MAT0040.
A course designed to introduce students to the concepts of algebra. The course covers the real number system; solving equations and inequalities; exponents and polynomials; factoring; multiplying and dividing rational expressions; graphing linear equations; and introduces roots and radicals. Does not meet...
MAT1000  (Arr.) 1 cr. hr.
Metric Measurements
A course designed especially to help students become acquainted with the metric system. This course may be taken by any student for elective credit. It is designed for students majoring in elementary education and other non-science fields. This course of study will include linear measurements, area and volumes, units of mass (weight), temperature, time and conversions from the English system to the metric system and vice-versa. Lab experiments will be used to help the student gain confidence in making estimates when appropriate. This course is offered as a self-paced and/or independent study module in the Learning Center.

MAT1130  (3-0) 3 cr. hrs.
Intermediate Algebra
Prerequisite: A minimum ACT score of 22; Compass College Algebra score of 65-98; Compass Trigonometry score of 59-69 or a grade of "C" or better in MAT1050.
This course is designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts along with a more in depth study of linear and quadratic equations, systems of linear equations, polynomials, radicals, and roots. New topics include the Quadratic Formula, rational expressions, systems of linear equations, and functions.

MAT1230  (3-0) 3 cr. hrs.
College Algebra
Prerequisite: A minimum ACT score of 22; Compass College Algebra score of 55-78; Compass Trigonometry score of 38-49; or a grade of "C" or better in MAT1130.
This is a comprehensive and rigorous course covering the concepts and techniques of Algebra including the following topics: the properties of linear equations and linear functions; graphs of a variety of functions (quadratic, cubic, absolute value, etc.); the algebra of functions; exponential and logarithmic functions; and solving systems of equations. Topics will be treated in detail and in depth.

MAT1330  (3-0) 3 cr. hrs.
Trigonometry
Prerequisite: A minimum ACT score of 26; Compass College Algebra score of 79-83; Compass Trigonometry score of 50-53; or a grade of "C" or better in MAT1230. (MAT1230 and MAT1130 may be taken concurrently.)
A study of trigonometric functions, angle measure, trigonometric identities and conditional equations, solution of right and general triangles, graphic representation of the trigonometric functions, inverse trigonometric functions and equations, and applications with vectors.

MAT1500  (3-0) 3 cr. hrs.
Foundations of Mathematics
Prerequisite: A minimum ACT score of 22; Compass College Algebra score of 56-78; Compass College Algebra score of 45-58; Compass Trigonometry score of 38-49; or a grade of "C" or better in MAT1130.
This course is designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. The course will acquaint students with a variety of math topics which are taught at the elementary school level.

MAT1600  (3-0) 3 cr. hrs.
Calculus for Business and the Social Sciences
Prerequisite: A minimum ACT score of 26; Compass Trigonometry score of 50-53; Compass College Algebra score of 79-83; or a grade of "C" or better in MAT1230.
This course is intended for students majoring in business, social, or life sciences. Functions and their properties will be reviewed. The concept of limits will be introduced leading to differentiation and integration of elementary functions. Applications will be emphasized.

MAT1650  (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (fall)
Prerequisite: A minimum ACT score of 26; Compass College Algebra score of 63-100; Compass Trigonometry score of 84-100; or a grade of "C" or better in MAT1330. (MAT1330 and MAT1650 may be taken concurrently.)
A study of algebraic applications to geometry and the basic concepts of the calculus. The content includes studies of the straight line, conic sections, limits, continuity, derivatives and differentials with applications involving time related changes, maxima and minima of algebraic functions, curve sketching, transcendental functions, and definite and indefinite integration.

MAT2150  (5-0) 5 cr. hrs.
Analytical Geometry and Calculus II (spring)
Prerequisite: A grade of "C" or better in MAT1650.
The content covered consists of applications and techniques of integration; infinite series; conic sections, parametrized curves, and polar coordinates; vectors and analytic geometry in space.

MAT2250  (5-0) 5 cr. hrs.
Analytical Geometry and Calculus III (fall)
Prerequisite: A grade of "C" or better in MAT2150.
The content of this course is all multi-vari-ant calculus. It consists of a study of vector-valued functions, motion in space, partial derivatives, multiple integrals, and integration in vector fields all in terms of multi-variant expressions.

MAT2330  (3-0) 3 cr. hrs.
Differential Equations (spring)
Prerequisite: A grade of "C" or better in MAT2250.
The content of this course consists of a study of first-order differential equations, modeling with first-order differential equations, differential equations of higher order and the Laplace Transform.

MANUFACTURING

MFG1000  (3-0) 3 cr. hrs.
Principles of Maintenance
This course provides a technical overview of topics necessary for the non-maintenance personnel to acquire. Areas covered include basic machine operations, mechanics, electrical, electronics, and HVAC. Preventive maintenance and predictive maintenance and parts systems will receive particular emphasis. Working effectively with maintenance and engineering and the role of the non-maintenance personnel in relation to maintenance and engineering departments are also explored.

MFG1030  (3-0) 3 cr. hrs.
Introduction to Quality Theory
Quality assurance and processes of continuous improvement are explored in this course. Philosophy and historical concepts related to the development and evolution of quality are covered. Emphasis will be placed on scientific and statistical procedures available to industry that aid in the development of quality products and processes.

MFG1500  (3-0) 3 cr. hrs.
Supply Chain Management and Distribution
This course covers all aspects of convert-ible materials to finished goods. The broad areas to be covered are purchasing, planning, and distribution. Improvement strategies for supply chain management are also introduced in this course.

MODERN FOREIGN LANGUAGE

MFL170  (3-0) 3 cr. hrs.
Elementary French
Prerequisite: Must meet same requirements necessary to enroll in ENG1330.
An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking. (Cultural diversity course.)

MFL1720  (3-0) 3 cr. hrs.
Intermediate French
Prerequisite: MFL170 or high school equivalent (1-2 years of recent study).
A continuation of Elementary French (MFL170). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

MFL170  (3-0) 3 cr. hrs.
Culture of French Speaking World
Aspects of French life and culture will be covered. These include art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. (Cultural diversity course.)

MFL1730  (3-0) 3 cr. hrs.
Elementary Spanish
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. (Cultural diversity course.)

MFL1740  (3-0) 3 cr. hrs.
Intermediate Spanish
Prerequisite: MFL1730 or high school equivalent (1-2 years of recent study).
A continuation of Elementary Spanish (MFL1730). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

MFL1800  (3-0) 3 cr. hrs.
Elementary German
Prerequisite: Must meet same requirements necessary to enroll in ENG1330.
Acquisition of an appreciation of the German culture and an introduction to speaking, reading, writing, and understanding the language. Special emphasis will be on conversation. (Cultural diversity course.)

MFL1850  (3-0) 3 cr. hrs.
Intermediate German
Prerequisite: MFL1800 or high school equivalent (1-2 years).
A continuation of Elementary German (MFL1800). By the end of this course the entire major language structures will have been introduced. (Cultural diversity course.)

MFL1650  (3-1) 4 cr. hrs.
German Language & Culture I
This course provides students with the opportunity to learn the basic elements of the
German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

MFL1580 ___________ (4-0) 1 cr. hrs.
German Language & Culture I – Lab
The student will participate in one hour of web-based learning activities for an acquisition of an appreciation of the German culture and reinforcement of speaking, reading, writing and understanding German.

MFL1660 ___________ (4-0) 4 cr. hrs.
Elementary Chinese I
An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Course is 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.

MFL1700 ___________ (3-0) 3 cr. hrs.
American Sign Language I
Prerequisite: Must meet same requirements necessary to enroll in ENG1130.
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. (Cultural diversity course)

MFL1720 ___________ (3-0) 3 cr. hrs.
American Sign Language II
Prerequisites: MFL1700 or DCS1000 along with MFL1700. 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. (Cultural diversity course)

MFL1760 ___________ (4-0) 4 cr. hrs.
Elementary Chinese II
Prerequisite: MFL1660 with a grade of "C" or better, or its equivalent in high school Chinese coursework.
A continuation of MFL1660. Course completes the introduction to the language basics of Chinese. Students will further develop listening, speaking, comprehension, and reading skills. Students will be required to demonstrate acquisition and usage of vocabulary and language skills. Course may be offered using various distance learning systems; students may be required to use web-based activities.

MFL2130 ___________ (3-0) 3 cr. hrs.
French Composition and Conversation
Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).
A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

MFL2140 ___________ (3-0) 3 cr. hrs.
French Reading
Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).
A course designed to increase reading comprehension and vocabulary development. (Cultural diversity course.)

MFL2230 ___________ (3-0) 3 cr. hrs.
Spanish Composition and Conversation
Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study). Must meet same requirements necessary to take ENG1330 to enroll.
A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

MFL2250 ___________ (3-0) 3 cr. hrs.
Spanish Reading
Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study).
A course designed to acquaint the students with a selection of major Hispanic authors and to develop their ability to read Hispanic literary texts. Additional emphasis on conversation through class discussions in Spanish. (Cultural diversity course.)

MFL2350 ___________ (3-0) 3 cr. hrs.
Advanced German Grammar & Reading
Prerequisite: MFL1510.
This course is designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. (Cultural diversity course.)

MFL2380 ___________ (Arr.) 1 cr. hr.
European/Latin American Culture
This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2390 ___________ (Arr.) 3 cr. hrs.
European/Latin American Culture
This course is offered in conjunction with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2400 ___________ (Arr.) 5 cr. hrs.
European/Latin American Culture
This course is offered in conjunction with student tours. It is designed to introduce the student to the social, political, and economic culture of Europe and/or Spanish speaking countries. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2460 ___________ (3-1) 4 cr. hrs.
German Language & Culture II
This course provides students with the opportunity to continue beyond the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

MFL2480 ___________ (4-0) 4 cr. hrs.
German Readings
Prerequisite: MFL2460 or two years minimum high school language study (minimum of "B" required).
Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building and reading for comprehension. (Cultural diversity course.)

MANAGEMENT

MGT1130 ___________ (3-0) 3 cr. hrs.
Managerial Accounting
Prerequisite: BUS2050 or the equivalent.
An introduction to managerial accounting. This course includes interpretations of data and the use of accounting in planning and controlling business activities.

MGT1140 ___________ (3-0) 3 cr. hrs.
Cost Accounting
Interpretations and managerial implications of material, labor, and overhead in job order, process and standard cost systems, cost-volume-profit relationships, direct production flows, joint and by-products, spoilage and scrap, responsibility accounting and reporting.

MGT1190 ___________ (3-0) 3 cr. hrs.
Financial Accounting
An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT1300 ___________ (3-0) 3 cr. hrs.
Organizational Analysis and Management
This is an introductory course studying and analyzing all aspects of organizations. Administrative, governance, and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

MGT1310 ___________ (3-0) 3 cr. hrs.
Project Management
Prerequisite: TEC1560.
All aspects of taking a project from conception to completion are explored. Special emphasis is placed on working cross-functionally within the organization. An introduction to automated systems of project management is included, along with overview of microcomputer applications used in project management (i.e., word-processing, spreadsheets, and databases).

MGT1320 ___________ (3-0) 3 cr. hrs.
Entrepreneurship
This course will provide students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. The course provides continued education that meets the needs for some licensure requirements.

MGT1330 ___________ (1-0) 1 cr. hr.
Basic Supervisory Skills
Course provides foundational training for first and second level leaders in the areas of communication, coaching, and leadership. Curriculum will be from Development Dimensions International Leadership and Workforce Development programs.

MGT3350 ___________ (3-0) 3 cr. hrs.
Business Information Systems for Court Administrators
The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better decisions.

MGT5560 ___________ (3-0) 3 cr. hrs.
Statistics
An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing
simple experiments using hypothesis testing techniques.

MG1590 (3-0) 3 cr. hrs.
Personal Finance
This course is designed to teach the students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal finance issues.

MG1710 (3-0) 3 cr. hrs.
Human Resource Management
The principles and procedures of managing personnel in modern business, industrial enterprises, and government organizations. Special emphasis will be placed on planning and recruitment, selection, interviewing, training, appraising performance, compensation issues, incentive rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MG1720 (3-0) 3 cr. hrs.
Labor Relations
Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MG1730 (3-0) 3 cr. hrs.
Safety Management
Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

MG1800 (3-0) 3 cr. hrs.
Business Mathematics
The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MG1840 (3-0) 3 cr. hrs.
Finance
Prerequisite: BUS2050 or the equivalent.
The general study of methods of financing business enterprises and their relationships to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

MG1910 (1-0) 1 cr. hr.
Occupational Education Special Study
Same as MGT1910 except for variable credit.

MG1920 (2-0) 2 cr. hrs.
Occupational Education Special Study
Same as MGT1920 except for variable credit.

MG1930 (3-0) 3 cr. hrs.
Occupational Education Special Study
Prerequisite: Instructor consent.
Independent study of specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MG1940 (1-0) 1 cr. hr.
Management Seminar
This course introduces students to the social environment of business through exploration of professional strategies, image and dress, and current business and professional issues. Special emphasis will be given to developing critical thinking skills that can be implemented in all aspects of a personal and professional life. The course format consists of a series of mini-seminars related to the social environment of business.

MG2020 (2-0) 2 cr. hrs.
Selling Bank Services
Course demonstrates how to pinpoint and practice human relations skills that encourage smooth, clear and personal communication between the banker and the customer. Focus is on the basic steps in selling services to the product benefits that would appeal to a customer and concludes with how to spot clues that tell the banker what the customer needs.

MG2030 (3-0) 3 cr. hrs.
Advertising and Sales Promotion
A study of the marketing activities that stimulate consumer and organizational purchasing. Students will develop and present effective advertising layouts and sales campaigns using various strategies and media.

MG2040 (1-0) 1 cr. hr.
Customer Service Skills
Course emphasizes the development of better communications skills to benefit employees, customers and the bank. The student will learn effective ways of establishing contact, exploring customer needs, defining and resolving problems and closing the encounter.

MG2200 (Arr.) 3 cr. hrs.
Business Internship
Prerequisite: Sophomore standing, consent of instructor.
Supervised occupational experience in local business establishments.

MG2210 (3-0) 3 cr. hrs.
Salesmanship
Salesmanship is a course designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated into the course and applied through simulations in various stages of the sales process.

MG2470 (3-0) 3 cr. hrs.
Money and Banking
Prerequisite: Economics recommended.
Course presents basic economic principles as related to banking: the economy—how it works, the Federal Reserve System, the business of banking, monetary policy and its impact on financial markets and banks, alternative theories of money’s role in the economy, fiscal policy, and trends in banking.

MG2520 (3-0) 3 cr. hrs.
Consumer Lending
Prerequisite: MGT2750 or instructor consent.
A modular course which emphasizes the pragmatic “how to” details of consumer lending. Topics covered are: principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

MG2550 (3-0) 3 cr. hrs.
Bank Accounting
Prerequisite: BUS2000 or Bank experience.
An attempt to provide the industry with an accounting course designed specifically to acquaint students with the peculiarities of bank accounting, to address more effectively the uniqueness of those peculiarities, and to foster continued student interest in potential career and development opportunities.

MG2610 (3-0) 3 cr. hrs.
Marketing Research
Prerequisite: Sophomore standing and instructor consent.
Students will gain practical business and management knowledge by conducting supervised research projects in approved local or national business firms. Topic selection will depend upon student’s career interests and the cooperation of local managers and owners.

MG2650 (3-0) 3 cr. hrs.
Small Business Management
This course will concentrate on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several actual case studies will be examined.

MG2660 (3-0) 3 cr. hrs.
Supervision: Middle Management
A practical course in supervision giving the students an opportunity to upgrade skills in understanding people, planning, personnel supervision, giving and taking orders, problem solving and work organization.

MG2720 (2-0) 2 cr. hrs.
Law and Banking Applications
Prerequisite: MGT2750 or instructor consent.
This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

MG2730 (2-0) 2 cr. hrs.
Marketing for Bankers
Prerequisite: MGT2750 or instructor consent.
This course familiarizes students with the application of marketing philosophy and principles as they relate to the banking industry. Provides the necessary background for understanding and practicing marketing.

MG2740 (2-0) 2 cr. hrs.
Law and Banking Principles
An introductory college level course with emphasis on an overview of legal principles affecting and governing banking in the United States.

MG2750 (2-0) 2 cr. hrs.
Principles of Banking
A comprehensive introduction of banking in today’s economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. The course ends with a discussion of the bank’s role in the community.

MG2760 (3-0) 3 cr. hrs.
Analyzing Financial Statements
Prerequisite: BUS2000.
This course will develop skills to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

MG2770 (3-0) 3 cr. hrs.
Deposit Operations
Prerequisite: MGT2750 or instructor consent.
This course will provide an overview of the U.S. payments system, banking law and regulation, and current industry practices.
will examine bank deposit-taking activities, consider how banks manage funds and explore the interbank EFT systems.

**MGT2780** (1-0) 1 cr. hr.  
Teller Training: Basic  
Course focuses on the concepts and practices of a teller line. Practical applications for prospective new and experienced bank tellers.

**MGT2790** (1-0) 1 cr. hr.  
Teller Training: Advanced  
Prequisite: MGT2780.  
Advanced teller training is designed to further prepare the responsibility levels of tellers by enhancing skills needed to become senior tellers. Areas of training covered will include compliance with banking laws and regulations, how to deal with emergencies, robberies, and con artists, creating a teamwork environment, EEOC laws and duties and responsibilities of teller supervisors.

**MGT2900** (3-0) 3 cr. hrs.  
E-Commerce  
Prequisite: CIS1050 or instructor consent.  
This course explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.

**MUSIC**

**MUS1010** (2-0) 1 cr. hr.  
Concert Band (Music Ensemble)  
This class is a performing ensemble focusing on music from the concert band & wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play a band instrument.

**MUS1030** (3-0) 1 cr. hr.  
Jazz Ensemble (Music Ensemble)  
This class is a performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, latin, ballad, rock, bossa nova, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

**MUS1050** (3-0) 1 cr. hr.  
Mineral Area College Singers (Music Ensemble)  
This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with the consent of the instructor.

**MUS1060** (3-0) 1 cr. hr.  
Chamber Singers (Music Ensemble)  
The Chamber Singers are 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. This class is open to all students through audition only.

**MUS1100** (3-0) 3 cr. hrs.  
Introduction to Music Theory (Summer)  
A presentation of the basic fundamentals of music theory including rhythm, meter, intervals, scale construction and triad construction. This course is recommended for music majors who have not had music theory in high school.

**MUS1150** (3-0) 1 cr. hr.  
Steel Drum Ensemble (Music Ensemble)  
This is a performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion.

**MUS1310** (3-0) 3 cr. hrs.  
Music Theory I (Fall)  
Corequisite: MUS1370.  
A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

**MUS1320** (3-0) 3 cr. hrs.  
Music Theory II (Spring)  
Prequisite: MUS1310.  
Corequisite: MUS1380.  
A continuation of MUS1310 extending into the areas of seventh chords and non-harmonic tones.

**MUS1330** (3-0) 3 cr. hrs.  
Music Theory III (Fall)  
Prequisite: MUS1320.  
Corequisite: MUS1390.  
Extension of materials of MUS1320 to include a more complete chordal vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

**MUS1340** (3-0) 3 cr. hrs.  
Music Theory IV (Spring)  
Prequisite: MUS1330.  
Corequisite: MUS1400.  
Extension of materials of MUS1330 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.

**MUS1370** (2-0) 2 cr. hrs.  
Sight-singing/Ear Training I (Fall)  
Corequisite: MUS1310.  
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 and the singing of written intervals and the singing of melodies by sight. The study of minor keys, rhythm, and simple and compound time will also be included.

**MUS1380** (2-0) 2 cr. hrs.  
Sight-singing/Ear Training II (Spring)  
Prequisite: MUS1370.  
Corequisite: MUS1320.  
A continuation of MUS1370, extending studies into the areas of the Dominant 7th, chord implications outside of the I and V chords, and the tri-tone.

**MUS1390** (2-0) 2 cr. hrs.  
Sight-singing/Ear Training III (Fall)  
Prequisite: MUS1380.  
Corequisite: MUS1390.  
A continuation of MUS1380, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

**MUS1400** (2-0) 2 cr. hrs.  
Sight-singing/Ear Training IV (Spring)  
Prequisite: MUS1390.  
A continuation of MUS1390, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

**MUS1420** (2-0) 2 cr. hrs.  
Class Piano I (Fall)  
This course is 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.

**MUS1430** (2-0) 2 cr. hrs.  
Class Piano II (Spring)  
Prerequisite: MUS1420.  
This class is required of all music majors that are not piano specialists. A continuation and expansion of skills learned in MUS1420.

**MUS1540** (2-0) 2 cr. hrs.  
Class Voice (Fall)  
This class can be taken by any student who is interested in the correct fundamentals to advance their singing voice. Techniques such as projection, breath support, and proper diction will be included. Highly recommended for Theatre majors.

**MUS1630** (3-0) 3 cr. hrs.  
Appreciation of Music  
Music 1630 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. (Cultural diversity course)

**MUS1650** (3-0) 3 cr. hrs.  
Appreciation of Jazz  
This course studies the history of Rock/Pop music from the beginning of the Blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone.

**MUS1660** (3-0) 3 cr. hrs.  
History and Form of Rock Music  
This course studies the history of Rock/Pop music from the beginning of the Blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone.

**MUS1730** (3-0) 3 cr. hrs.  
Introduction to Music  
The study and practice of the basic rudiments of music. This course is specifically designed for the non-music major. An emphasis for acquiring these fundamentals is placed on the student’s ability to learn basic piano skills.

**MUS1750** (3-0) 3 cr. hrs.  
Beginning Guitar  
An introductory course dealing with the foundational playing techniques and basic music reading skills for the guitar. Course is designed to teach the student how to continue the learning process beyond the class. Open to all students and people of the community.

**MUS1800** (3-0) 1 cr. hr.  
Studio Music (Music Ensemble)  
This class is a performing ensemble focusing on the creation and performance of a large-scale, multimedia, musical production. Open to all students who are interested in any aspect of the Fine Arts. Instructor consent is needed.

**MUS1840** (3-0) 3 cr. hrs.  
Introduction to Audio Recording  
This class introduces audio recording to the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

**MUS1860** (2-0) 2 cr. hrs.  
Singing for the Theatre  
This course is designed for both the theatre and music student. Topics to be covered...
**PRACTICAL NURSING**

**NUR1270**  
(2-0) 2 cr. hrs.  
**Body Function**  
Prerequisite: Grade of "C" or above in sequential PN Program curriculum courses, inclusive of 5 cr. hrs.  
This course was designed to provide the student with fundamental knowledge of the functions of the major body systems. The course relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions.  
With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. This course covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

**NUR1290**  
(Arr.) 6 cr. hrs.  
**Fundamentals of Nursing**  
Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.  
This course was designed to provide basic knowledge and nursing skills upon which all future care is based. Communication in a nurse-client relationship, maintenance of a safe environment, body mechanics, assessment skills, utilization of observational and manipulative skills and equipment to perform physical examinations, documentation (including spelling, punctuation, and common medical abbreviations), legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing spread of communicable disease, sterile technique, personal hygiene, urine and bowel elimination, care of the inactive client, wound assessment and care, care of the surgical client, airway management, pain management, and care of the terminal illness are emphasized.

**NUR1300**  
(3-0) 3 cr. hrs.  
**Therapeutic Nutrition**  
Prerequisite: Acceptance into the current Program of Practical Nursing at Mineral Area College.  
Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; describe how healthcare providers can teach/assist clients to manipulate use of essential nutrients when pathology causes, or is caused by, nutritional impairment.  
Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation, storage, and safety.  
Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs of individual/family education.  
Legal and ethical decision-making issues are explored to emphasize the nurse's role as patient advocate regarding food choices and consumption, challenges to 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**  
(1-0) 1 cr. hr.  
**Personal and Vocational Concepts**  
Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.  
Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concepts, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

**NUR1325**  
(Arr.) 2 cr. hrs.  
**Geriatric Nursing**  
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.  
Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care.  
Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of laboratory assessments handout. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence/dependence in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

**NUR1350**  
(Arr.) 4 cr. hrs.  
**Maternity Nursing**  
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses. Through theory and clinical experience, this course is designed to provide information on the physiologic and psychologic changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn, and deviations from normal.  
Emphasis is placed on high risk pregnancy categories, complications during labor and delivery, medical treatments, evidence-based nursing interventions, the normal newborn, and deviations from normal.  
Cultural and religious diversity are included in terms to planning/providing physical, emotional, cultural and spiritual support and patient/family education. Legal and ethical decision-making issues are explored to reemphasize the importance of the nurse's role as patient advocate.

**NUR1370**  
(2-0) 2 cr. hrs.  
**Basic Pharmacology**  
Prerequisite: Acceptance into the current Program in Practical Nursing at MAC.
This course is designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

NUR1380 Medical-Surgical Nursing (Arr.) 12 cr. hrs.
Prerequisite: Successful completion of all Program in Practical Nursing first & second trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

This course is designed to prepare students to respond to a wide array of demands and changes with the current shifting of nursing care from acute care hospital to community-based settings and the home.

A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and challenges in client management, including concepts and general principles in perioperative, intraoperative, and postoperative client management are addressed.

Assessment, general management, and therapeutic interventions of specific pathophysiologic dysfunctions of major body systems as well as acute problems of infectious diseases are covered, and include exploration of legal and ethical decision-making issues to continue the emphasis of nurses as client advocates.

NUR1410 Applied Pharmacology (1-0) 1 cr. hr.
Prerequisite: Successful completion of all courses in the first & second trimester and Grade of C or above in sequential PN Program curriculum courses.

This course is intended to complete the pharmacological 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 Pediatric Nursing (Arr.) 3 cr. hrs.
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses, Maternity Nursing, and Grade of C or above in sequential PN Program curriculum courses.

Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Application of pharmacology, pharmacotherapy, other medical treatment, psychosocial and cultural implications, and nursing care and teaching of the client and family are emphasized. Nurisng 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.

NUR1430 Mental Health Nursing (Arr.) 4 cr. hrs.
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade C or above in sequential PN Program curriculum courses.

A course designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psycho-pharmacology, medical treatments, nursing interventions and milieu management.

This course is intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The roles that emotions and stress play in the behavior of the client and client’s family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. This course also serves as a comprehensive introduction to psychopharmacology 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. For beginners.

OST1020 Keyboarding II (3-0) 3 cr. hrs.
Prerequisite: OST1000 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 10-Key Numeric Skills (1-0) 1 cr. hr.
Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100 Filing Systems and Records Management (2-0) 2 cr. hrs.
Prerequisite: OST1000 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 Beginning Notetaking (3-0) 3 cr. hrs.
Prerequisite: OST1000 or the equivalent. This course teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST1300 Office Procedures I (3-0) 3 cr. hrs.
Prerequisite: OST1000 or the equivalent.
A course designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

OST1320 Office Procedures II (3-0) 3 cr. hrs.
Prerequisite: OST1000 or the equivalent.
A course designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

OST1400 Business Communications I (3-0) 3 cr. hrs.
Prerequisite: OST1000 or the equivalent.
This course is designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST1500 Applied Accounting I (3-0) 3 cr. hrs.
An introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. This course covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods and payroll.

OST1520 Applied Accounting II (3-0) 3 cr. hrs.
Prerequisite: OST1500.
A continuation of OST1500 and includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

OST1600 Medical Coding I (4-0) 4 cr. hrs.
An introduction to Medical Coding: a basic introduction to coding format and conventions. Students will become familiar with the Evaluation and Management Documentation Guidelines. Students become proficient in the basics of medical coding using the ICD-3, CPT, and HCPC codes. Case studies illustrate how to apply coding guidelines and identify the documentation necessary for code assignment.

OST1620 Medical Office Procedures (1-0) 1 cr. hr.
An introductory course allowing the student to experience intensive learning and review of medical office policy and procedures including HIPPA and OSHA materials for the medical office.
DESCRIPTION : NUR-PAR

**OST1640**  
(2-0) 2 cr. hrs.  
Medical Software and Electronic Billing  
This course allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work with the software and produce approximately 400 claims electronically.

**OST2000**  
(3-0) 3 cr. hrs.  
Transcription Skills  
Prerequisite: OST1020 or instructor consent  
This course will help develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

**OST2080**  
(3-0) 3 cr. hrs.  
Business Applications  
Prerequisite: CIS 175 or the equivalent  
A general 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  
This course is designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.

**OST2400**  
(Arr.) 3 cr. hrs.  
Business Internship I (Secretarial)  
Prerequisite: Sophomore standing and instructor consent  
Supervised internship experience in local business establishments.

**OST2420**  
(Arr.) 3 cr. hrs.  
Business Internship II (Secretarial)  
Prerequisite: Sophomore standing and instructor consent  
A continuation of OST2200.

**OST2600**  
(4-0) 4 cr. hrs.  
Medical Coding II  
Prerequisite: OST1600  
An in-depth study of specific areas of medical coding usage and reimbursement in the medical fields of surgery, radiology, pathology, anesthesia, physician and hospital coding and reimbursement.

**PAR2000**  
(8-0) 8 cr. hrs.  
Principles of Paramedic Technology I  
Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program  
This course is an overview of Paramedic practice integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

**PAR2200**  
(8-0) 8 cr. hrs.  
Principles of Paramedic Technology II  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses  
This course serves as an overview of paramedic practice and integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of life-threatening emergencies. Topics include cardiovascular, respiratory, and other medical emergencies and their relationship to their respective disease processes.

**PAR2400**  
(3-0) 3 cr. hrs.  
Principles of Paramedic Technology III  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses  
This course covers the practical skills relating to Principles of Paramedic Technology II and Principles of Paramedic Technology III, including patient assessment and history taking techniques with emphasis on ECG interpretation as well as special OB/GYN techniques. At the conclusion of the semester, all skills covered previously will be reviewed.

**PAR2600**  
(4-0) 4 cr. hrs.  
Principles of Paramedic Technology IV  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses  
This course integrates the theory behind the use of advanced diagnostic treatment procedures into the practice of the paramedic. Areas of emphasis include infectious disease, OB/GYN, behavior, abuse, geriatrics, hematology and patients with special consideration.

**PAR2800**  
(3-0) 3 cr. hrs.  
Pharmacology for Paramedics  
Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program  
This course covers the practical skills relating to Principles of Paramedic Technology I, including patient assessment and history taking techniques, parenteral infusion techniques, antishock trousers, oxygen administration, airway adjuncts to include endotracheal intubation and cricothyroidotomy techniques.

**PAR2400**  
(0-1) 1 cr. hr.  
Paramedic Laboratory I  
Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program  
This course covers the practical skills relating to Principles of Paramedic Technology I, including patient assessment and history taking techniques, parenteral infusion techniques, antishock trousers, oxygen administration, airway adjuncts to include endotracheal intubation and cricothyroidotomy techniques.

**PAR2600**  
(0-1) 1 cr. hr.  
Paramedic Laboratory II  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

**PAR2420**  
(Arr.) 1 cr. hr.  
Paramedic Clinical I  
Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program  
This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.

**PAR2620**  
(Arr.) 1 cr. hr.  
Paramedic Clinical II  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.

**PAR2640**  
(Arr.) 1 cr. hr.  
Paramedic Internship I  
Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program  
This course is designed specifically for those students who are currently enrolled in Paramedic Technology. Arrangements are made for the student to work with a pre-hospital, advanced life support system under the supervision of licensed personnel. Students will observe and practice the application of paramedic skills (5 additional hours per week).

**PAR2320**  
(Arr.) 1 cr. hr.  
Paramedic Internship II  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program  
This course is designed specifically for the student who is currently enrolled in Principles of Paramedic Technology II and Principles of Paramedic Technology III. Arrangements are made for the student to work with a pre-hospital, advanced life support system under the supervision of licensed personnel. Students will observe and practice the application of paramedic skills.

**PAR2340**  
(Arr.) 4 cr. hrs.  
Paramedic Internship III  
Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.

This course is designed specifically for the student who is currently enrolled in Paramedic Technology IV. Arrangements are made for the student to work with a pre-hospital advanced life support system under the supervision of licensed personnel. The student will observe and practice the application of paramedic skills.
PERSONAL AWARENESS

PAW1060        (1-0) 1 cr. hr.
Preparation for Employment
A course designed to teach students skills essential to the development of a sound job seeking strategy. The class requires the students to prepare a resume, cover letter, follow-up letter, and application blank, as well as practice interviewing techniques and learn tips to improve their chances of being successfully employed.

PAW1080        (2-0) 2 cr. hrs.
Career Search
The essentials of the career search process are explored: needs, wants, values, roles, personality types, job satisfiers, job market, work styles and decision making. The class looks at internal motivators as well as external factors that influence job satisfaction. The class is intended for anyone desiring a life or career change.

PAW1090        (1-0) 1 cr. hr.
Stress Management
This course will help the individual learn the causes, danger signals and effects of stress. The individual will be able to identify positive and negative areas of stress in his/her life and then use specific techniques of stress management to reinforce, control and cope with stress.

PAW1040        (2-0) 2 cr. hrs.
Stress Management II
A further study of optimal health as it relates to stress management.

PAW1060        (1-0) 1 cr. hr.
Career Planning
This course is designed to assist individuals in choosing a career through interest, abilities, and values testing. These test results provide the framework for career exploration through a variety of sources, including computerized career information systems, books, and job shadowing. Students work one-on-one with career counselors to obtain career information on job duties, outlook, education, and pay.

PHYSICAL EDUCATION

PED1020        (2-0) 2 cr. hrs.
Introduction to Recreational and Outdoor Education
A course for those considering a career in recreational and outdoor education. This course will help develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

PED1050        (2-0) 2 cr. hrs.
Officiating of Sports Activities (fall)
A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

PED1070        (2-0) 2 cr. hrs.
Fundamentals of Basketball (fall)
History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

PED1090        (2-0) 2 cr. hrs.
Fundamentals of Baseball (spring)
History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education. Activity classes are not offered during a specific semester, but rather based on student needs and interests. If you have need for a specific class, please notify the Physical Education Coordinator.

PED2000        (Arr.) 1 cr. hr.
Basic Physical Fitness
This class is designed to meet the needs of the student for recreational activity and body conditioning.

PED 2070       (Arr.) 1 cr. hr.
Introduction to Sport Climbing
This course provides an introduction to the sport of climbing, though 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. The student will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. This course is open to FST majors, while non-FST majors may enroll with instructor approval.

PED2080        1 cr. hr.
Beginning Golf
Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.

PED2090        1 cr. hr.
Intermediate Golf
Prerequisite: PED2080 or instructor consent. Designed to help the golfer improve enjoyment of the game by improving golf swing, analyzing and correcting errors.

PED 2130       (5-1) 1 cr. hr.
Tai Chi I
Tai Chi is a self-placed system of continually following movements that are performed in slow graceful manners. It is one of the few exercises that is appropriate for virtually any person regardless of their condition and can even be modified for disabled students.

PED 2350       (Arr.) 1 cr. hr.
Varsity Sports (Women's Softball)
Prerequisite: Instrucctor consent. Participation in the woman's varsity softball program.

PED2500        (0-2) 1 cr. hr.
Aerobic Fitness
An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program. The primary goal of the class is cardio-vascular/respiratory fitness. Secondary benefits include better skeletal muscle tone, coordination development, a trimmer body, and development of a positive mental attitude of good feeling. Aerobic Fitness is designed for the non-dancer.

PED2510        (0-2) 1 cr. hr.
Intermediate Aerobic Fitness
An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program. This class is designed for individuals who are not in a regular exercise program. It takes an in-depth look at the overall concept of aerobic fitness. PED2500 is not a prerequisite, but this class offers a more rigorous workout than PED2500.

PED2520        (0-2) 1 cr. hr.
Modern Dance I
Prerequisite: Instructor consent
This class is restricted to students who are on the cheerleading squad. Tryouts for the squad is 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.

PED 2530       (0-2) 1 cr. hr.
Modern Dance II
Prerequisite: PED2500. One unit of physical education credit is granted if the student completes a second full year on the cheerleading squad.

PED2540       (Arr.) 1 cr. hr.
Varsity Sports (Men's Golf)
Prerequisite: Instructor consent Participation in the men's varsity golf program.

PED2560        (Arr.) 1 cr. hr.
Varsity Sports (Men's Basketball)
Prerequisite: Instructor consent Participation in the men's varsity basketball program.

PED2570        (Arr.) 1 cr. hr.
Varsity Sports (Women's Volleyball)
Prerequisite: Instructor consent. Participation in the women's varsity volleyball program.

PED2580        (Arr.) 1 cr. hr.
Varsity Sports (Men's Baseball)
Prerequisite: Instructor consent Participation in the men's varsity baseball program.

PED2650        (0-2) 1 cr. hr.
Fundamentals of Skeet and Trap
This class is designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

PED2700        (Arr.) 1 cr. hr.
Wellness Center I
Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Meet with instructor during first week of classes.

PED2710        (Arr.) 1 cr. hr.
Wellness Center II
Prerequisite: PED 2700 with a grade of "C" or better.
Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.

PED2720        (Arr.) 1 cr. hr.
Total Fitness
Prerequisites: PED 2700 & PED 2710 with a grade of "C" or better.
Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED2730</td>
<td>Cycling for Fitness</td>
<td>(3-0) 1 cr. hrs.</td>
<td>PED 2700, PED 2710, &amp; 2720 with a grade of “C” or better</td>
</tr>
<tr>
<td>PHI1400</td>
<td>Introduction to Philosophy</td>
<td>(3-0) 3 cr. hrs.</td>
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</tr>
<tr>
<td>PHI1420</td>
<td>Introduction to Ethics</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td>PHS1130</td>
<td>Physical Science</td>
<td>(4-2) 5 cr. hrs.</td>
<td>MAT 0950 or higher level math course, or have a Compass Algebra score of 26 or higher or an ACT math score of 22 or higher.</td>
</tr>
<tr>
<td>PHS1350</td>
<td>General Chemistry I</td>
<td>(4-3) 5 cr. hrs.</td>
<td>Prerequisite: One unit of high school chemistry AND a Compass Algebra score of 55 or higher or an ACT math score of 22 or higher. High school physics is recommended as being enrolled in MAT 1230 or a higher math.</td>
</tr>
<tr>
<td>PHS1380</td>
<td>Qualitative Analysis</td>
<td>(1-3) 2 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS1350 or equivalent.</td>
</tr>
<tr>
<td>PHS1390</td>
<td>General Chemistry II</td>
<td>(3-3) 4 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS1350 or equivalent.</td>
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<tr>
<td>PHS1420</td>
<td>General Physics I</td>
<td>(3-2) 4 cr. hrs.</td>
<td>Prerequisite: College Algebra with a grade of “C” or better.</td>
</tr>
<tr>
<td>PHS1440</td>
<td>College Physics I</td>
<td>(3-2) 4 cr. hrs.</td>
<td>Prerequisite: PHS1420 with a grade of “C” or better.</td>
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<tr>
<td>PHS2230</td>
<td>General Physics II</td>
<td>(4-2) 4 cr. hrs.</td>
<td>Prerequisite: Should be preceded or accompanied by MAT 2150.</td>
</tr>
<tr>
<td>PHS2240</td>
<td>General Physics II</td>
<td>(4-2) 4 cr. hrs.</td>
<td>Prerequisite: PHS2230 with grade of “C” or better.</td>
</tr>
<tr>
<td>PHS2300</td>
<td>Introduction to Organic Chemistry</td>
<td>(3-4) 5 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS1250 or equivalent.</td>
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<tr>
<td>PHS2350</td>
<td>Organic Chemistry I</td>
<td>(3-6) 5 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS1390 or equivalent.</td>
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<td>PHS2360</td>
<td>Organic Chemistry II</td>
<td>(3-6) 5 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS2350 or equivalent.</td>
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<td>PHS2400</td>
<td>Earth Science (with lab)</td>
<td>(4-2) 5 cr. hrs.</td>
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<td>Physical Geology</td>
<td>(3-4) 5 cr. hrs.</td>
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<td>PHS2430</td>
<td>Earth Science II</td>
<td>(3-0) 3 cr. hrs.</td>
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<tr>
<td>PHS2500</td>
<td>Modern Physics</td>
<td>(4-2) 4 cr. hrs.</td>
<td>Prerequisite: PHS240 and accompanied by MAT 2330.</td>
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<td>PHS2990</td>
<td>School Health</td>
<td>(2-0) 2 cr. hrs.</td>
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<td>PHY1120</td>
<td>Physical Education</td>
<td>(2-0) 2 cr. hrs.</td>
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<td>PHS1390</td>
<td>General Chemistry II</td>
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<td>Prerequisite: A grade of “C” or better in PHS1350 or equivalent.</td>
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<td>General Physics II</td>
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<td>Prerequisite: PHS2230 with grade of “C” or better.</td>
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<td>PHS2300</td>
<td>Introduction to Organic Chemistry</td>
<td>(3-4) 5 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS1250 or equivalent.</td>
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<td>PHS2350</td>
<td>Organic Chemistry I</td>
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<td>Prerequisite: A grade of “C” or better in PHS1390 or equivalent.</td>
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<td>PHS2360</td>
<td>Organic Chemistry II</td>
<td>(3-6) 5 cr. hrs.</td>
<td>Prerequisite: A grade of “C” or better in PHS2350 or equivalent.</td>
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institutions may be met by completing six hours in the following combinations:
1. POS1180 American Political Systems and HIS1230 American History I; OR
2. POS1180 American Political Systems AND HIS1240 American History II;

POS1180 ___________________________ (3-0) 3 cr. hrs. American Political Systems
This required course of all students who are pursuing the AA, AAT or AGS degree covers the local, state, and national government systems. It also satisfies the requirement of the U.S. and Missouri constitutions.

POS1230 ___________________________ (3-0) 3 cr. hrs. Introduction to Political Science
Prerequisite: One course in Political Science.
Introduction to the scope and content of politics, theory and operation of democratic and non-democratic governments. Basic concepts and research methods. Recommended for political science majors. Offered on demand.

POS1330 ___________________________ (3-0) 3 cr. hrs. International Relations
A study of the basic forces and principles operating in relations among nations, with particular emphasis upon foreign policy making, international organizations and current international problems. Offered on demand.

POS1430 ___________________________ (3-0) 3 cr. hrs. Comparative Government
A comparison of selected nations representing different forms of government and various stages of development. The political, economic, and social structures of the nations are studied with emphasis on such factors as ideology, industrialization, political parties and leadership. Offered on demand.

POS1510 ___________________________ (1-0) 1 cr. hr. Current Issues
An examination of current foreign and domestic policy issues, in relation to the policy-making process and public needs of the United States. Special emphasis is placed upon the important relationship between foreign and domestic policies. Students enrolled for one hour credit will meet two hours per week for eight weeks.

POS1520 ___________________________ (2-0) 2 cr. hrs. Current Issues
An examination of current foreign and domestic policy issues, in relation to the policy-making process and public needs of the U.S. Special emphasis is placed upon the important relationship between foreign and domestic policies. Students enrolled for two hours credit will meet for two hours per week for 10 weeks and will be required to do a research paper.

PSYCHOLOGY

PSY1040 ___________________________ (1-0) 1 cr. hr. Mental Health First Aid
This course teaches people how to give “first aid” in mental health crisis situations and who are in the early stages of a mental health disorder.

PSY1130 ___________________________ (3-0) 3 cr. hrs. General Psychology I
A broad overview of the general field of psychology and fundamental principles of human behavior is provided in this course. Includes topics such as the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140 ___________________________ (3-0) 3 cr. hrs. General Psychology II
Prerequisite: PSY1130.
A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Course topics cover a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160 ___________________________ (3-0) 3 cr. hrs. Applied Psychology
Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 ___________________________ (3-0) 3 cr. hrs. Human Growth and Development
This course provides the student with a lifespan approach to development. The course examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY2000 ___________________________ (3-0) 3 cr. hrs. Abnormal Psychology
Prerequisite: PSY1130.
A survey of various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

RADIOLOGY

RDL1000 ___________________________ (3-0) 3 cr. hrs. Patient Care
Designed to establish a knowledge base in factors that govern the patient care process. Film imaging with related accessories is emphasized.

RDL1020 ___________________________ (3-0) 3 cr. hrs. Radiation Protection
Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

RDL1040 ___________________________ (3-0) 3 cr. hrs. Radiographic Anatomy I
Content is 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
To provide the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1080 ___________________________ (3-0) 3 cr. hrs. Intro to Radiology and Ethics
To provide an overview of the foundations in radiography 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. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RDL1100 ___________________________ (Arr) 4 cr. hrs. Clinical I
Through structured competency based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection, and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

RDL1120 ___________________________ (3-0) 3 cr. hrs. Film Screen Image Acquisition
Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

RDL1124 ___________________________ (3-0) 3 cr. hrs. Radiographic Procedures II
Prerequisite: RDL1060.
To provide the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1126 ___________________________ (3-0) 3 cr. hrs. Radiographic Physics I
Designed to establish a basic knowledge of atomic structure and terminology.

RDL1128 ___________________________ (3-0) 3 cr. hrs. Image Analysis I
To provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of factors of problem-solving techniques for image evaluation and the factors that can affect image quality.

RDL1300 ___________________________ (Arr) 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 ___________________________ (Arr) 5 cr. hrs. Clinical III
Prerequisite: RDL1300.
Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the
### Social Work

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK1000</td>
<td>Introduction to Social Work</td>
<td>(3-0) 3 cr. hrs.</td>
<td>A survey course to introduce students to human and community needs and to the concepts, skills and values common to the helping profession; designed for the student who wants to explore a possible major in the human services field. Students will be exposed to historical perspectives, ethics, community resources and service delivery as well as the role of the paraprofessional in various agencies and specialty areas of human services employment. (Transferable as the first Social Work course to most area colleges.)</td>
</tr>
<tr>
<td>SWK2020</td>
<td>Policy and Politics</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Provides an examination of social welfare policy development. The examination will focus on historical factors, value assumptions, and social-political-economic systems. 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.</td>
</tr>
</tbody>
</table>

### Technology

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>TEC1080</td>
<td>Machine Shop I</td>
<td>(Arr) 6 cr. hrs.</td>
<td>An introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and an introduction to the use of machine tools.</td>
</tr>
<tr>
<td>TEC1020</td>
<td>Introduction to Technology</td>
<td>(1-0) 1 cr. hr.</td>
<td>A survey course designed to orient students to the various areas of specialization in the field of technology.</td>
</tr>
<tr>
<td>TEC1040</td>
<td>Technical Writing</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Prerequisite: ENG1330 or ENG0970 with a grade of &quot;C&quot; or better. Report writing for students majoring in technology. The primary purpose is to have each student learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables, and written material.</td>
</tr>
</tbody>
</table>
DESCRIPTION : TEC

**TEC1070 Unified Technical Concepts I**
Prerequisite: Enrollment in TEC1900.
A flexible, modular, integrated approach to teaching the traditional Technical or Applied Physics course. A central core emphasizes both the analogies between basic physical principles and the applications of these principles in modern technology. Emphasis is on mechanical, fluidal, electrical and thermal systems.

**TEC1080 Unified Technical Concepts II**
Prerequisites: TEC1900, TEC1070 or instructor consent.

**TEC1100 Technical Internship**
Arr. (3-0) 3 cr. hrs.
A self-paced course devoted to learning unified Technical Concepts I, using a flexible, modular approach to Technical Physics. Emphasis is on energy systems, wave vibration, and optics.

**TEC1200 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 Mechanical Design and Drafting**
Prerequisite: Enrollment in TEC1300 or instructor consent.
The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

**TEC1260 Topographic and Map Drafting**
Prerequisite: TEC1300.
The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into geographic form.

**TEC1300 Computer Aided Design/Drafting**
(3-0) 3 cr. hrs.
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 Advanced Computer Aided Design/Drafting**
Prerequisite: TEC1300 or instructor consent.
A continuation of TEC1300, with emphasis on development of complex drawings for different engineering specialties.

**TEC1330 CAD/D — Special Problems**
Prerequisite: TEC1300 or instructor consent.
A continuation of TEC1320, with emphasis on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.

**TEC1350 Introduction to Robotics**
A general course that provides an historical perspective of the use and development of robotics within the context of productivity, safety and emerging commercial applications. The experience and knowledge gained through study and participation in the field of robotics will give the student a basic background of the industrial robot which is essential in today’s industrial world of high technology.

**TEC1370 Basic Computer Programming for Technicians**
An introductory course to microcomputer applications for the student entering any of the Technology fields. Emphasis will be placed on using microcomputer programs to solve engineering problems.

**TEC1390 Machine Shop III**
Prerequisite: TEC1000 and TEC1160.
A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. This course is offered by Mineral Area College at UniTec Career Center.

**TEC1400 Machine Design**
Prerequisites: TEC1760.
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 Machine Shop IV**
Prerequisites: TEC1000, TEC1160, and TEC1390.
An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. This course is offered by Mineral Area College at UniTec Career Center.

**TEC1490 Survey Writing Skills and Legal Problems**
(1-0) 1 cr. hr.
Survey Writing Skills and Legal Problems
The course is designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized from the course will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

**TEC1500 Plant Layout**
(3-0) 3 cr. hrs.
A study of the techniques used to develop efficient arrangement of men, materials, and machines in industrial and commercial buildings. The course of study includes the nature of plant layout, factors influencing plant layout and how to plan the layout emphasis.

**TEC1520 Construction Methods and Estimating**
(3-0) 3 cr. hrs.
3-Dimensional Modeling-CAD/D
Prerequisite: TEC1000 and TEC 1320.
A self-paced course devoted to teaching Three-Dimensional drafting and design based on computer CAD/D system. Emphasis will be on wireframe and solid entity design.

**TEC1540**
(3-0) 3 cr. hrs.
Surveying I
An introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mathematically checking results, accuracy and appearance are stressed.

**TEC1550**
(3-0) 3 cr. hrs.
Surveying II
Prerequisite: TEC1540 or instructor consent.
A continuation of TEC1540 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

**TEC1560**
(3-0) 3 cr. hrs.
Manufacturing Process and Estimating
A study to emphasize the principles of manufacturing processes and their efficient utilization as applied to engineering products. Course content includes: metals, foundry processes, plastics, metalworking processes, measurement and inspection, welding and economics of process planning.

**TEC1570**
(2-0) 2 cr. hrs.
Legal Aspects of Surveying and Land Boundaries
Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and review of real estate property law pertaining to surveying in general.

**TEC1580**
(3-0) 3 cr. hrs.
Quality Control and Testing Fundamentals
A study of the principles involved in producing a good quality product and an introduction to basic laboratory equipment procedures. Course content includes: simple quality control and inspection tests, types of quality control systems, sampling plans, organizations aspects and reliability study.

**TEC1590**
(2-0) 2 cr. hrs.
Legal Principles and Roles in Surveying
This course is designed to enhance knowledge of a surveyor’s role in court and a legal update on applicable boundaries property law. The benefits realized from the course will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

**TEC1600**
(3-0) 3 cr. hrs.
Materials Analysis
The study of the properties of engineering materials and the means to obtain measures of those properties by analysis and testing. Materials tested include: steel, aluminum, plastic, concrete, and wood.

**TEC1620**
(3-0) 3 cr. hrs.
Soils Analysis
A study of soils as an engineering material, including problem solving in the effects of moisture content, density, water flow, and adjacent soil pressures.

**TEC1640**
(3-0) 3 cr. hrs.
Environmental Analysis
The course is designed primarily for the Civil Technician who is interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper
design of equipment used (both preventive and corrective), and methods of laboratory testing.

**TEC1670**  
Design & Development I  
(2-0) 2 cr. hrs.

This course introduces students to design and development of a product needed to solve a problem. The student working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test to the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

**TEC1690**  
Introduction to Geographic Information Systems  
(3-0) 3 cr. hrs.

Prerequisite: CIS1050 or higher  
This course introduces students to the tools and techniques of GIS including spatial data capture, management and analysis, as well as Geographic output through hands-on experience using GIS software. Emphasis is placed on training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS.

**TEC1720**  
Mechanisms  
(3-0) 3 cr. hrs.

Prerequisite: TEC1900 or instructor consent.  
A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**TEC1730**  
Problem Analysis  
(1-0) 1 cr. hr.

A comprehensive study of the use and capabilities of the scientific calculator. Areas of emphasis will be to introduce the student to new concepts or techniques followed by examples in problem solving.

**TEC1740**  
Mechanical and Electrical Systems  
(3-0) 3 cr. hrs.

A course providing the necessary theory for designing piping, plumbing, heating, ventilating, air-conditioning, and electrical systems. Various code requirements, as well as engineering and industrial standards, are presented. Conventional equipment, fixtures, materials, controls and workmanship are discussed in relation to costing and specifications.

**TEC1760**  
Mechanics and Strength of Materials  
(5-0) 5 cr. hrs.

A study of structural engineering bodies that have external applied loads and determining the internal load distribution. Problem solving will be in the areas of loads, internal force, internal deformations and sizing of structures.

**TEC1770**  
Computer Numerical Control (CNC)  
(3-0) 3 cr. hrs.

Prerequisite: TEC1160 or instructor consent.  
An introductory course in CNC programming. The student will learn to create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

**TEC1780**  
Blueprint Reading  
(3-0) 3 cr. hrs.

A first year core course for all Technology students. Students will learn to interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

**TEC1790**  
Basic Numerical Control Programming  
(3-0) 3 cr. hrs.

The course will cover good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, using the APT language, enabling the student to prepare simple 3 axis N/C part programs.

**TEC1800**  
Advanced Numerical Control Programming  
(3-0) 3 cr. hrs.

Prerequisite: TEC 1770 and TEC1790.  
The course will build on material learned in TEC1791 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in the APT language for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

**TEC1810**  
N/C Planning and Tooling  
(2-0) 2 cr. hrs.

Prerequisites: TEC1000 and TEC1790 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. In addition the student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

**TEC1900**  
Technical Mathematics I  
(3-0) 3 cr. hrs.

Prerequisites: ACT Math score of at least 13, A Compass Algebra score of 16-30. A grade of “C” or better in MAT0900 or Learning Center Modules MAT0200, MAT0300, MAT0400.  
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.

**TEC1910**  
Technical Mathematics II  
(3-0) 3 cr. hrs.

Prerequisite: TEC1900.  
A continuation of TEC1900. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

**TEC2030**  
Basic Fluid Power  
(3-0) 3 cr. hrs.

A study of methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theatre games, improvisations, and short dramatic scenes are emphasized.

**TEC2120**  
Technical Internship II  
(Arr.) 1 cr. hr.

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. This course is required for all Associate of Applied Science degrees with respect to the following majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology, and Welding Technology.

**THE1000**  
Introduction to Theatre  
(3-0) 3 cr. hrs.

A course designed to give a comprehensive introduction to the art of theatre by examining the roles and contributions of theatre artists including the actor, the director, the designers, the playwright, and the critic. Students will develop projects in these areas and attend theatre productions.

**THE1040**  
Beginning Acting  
(3-0) 3 cr. hrs.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**THE1080**  
Children's Theatre (Creative Drama)  
(3-0) 3 cr. hrs.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**THE1100**  
Directed Studies in Theatre Arts  
(1-0) 1 cr. hr.

Prerequisite: TEC1000 and TEC1790 or instructor consent.  
A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**THE1120**  
Stagecraft  
(3-0) 3 cr. hrs.

Prerequisite: TEC1000 and TEC1790 or instructor consent.  
A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**THE1200**  
Introduction to Literature: Drama  
(3-0) 3 cr. hrs.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

**THE1300**  
Directing  
(3-0) 3 cr. hrs.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.
THE2000 ______________ (3-0) 3 cr. hrs.
Voice and Diction
Students will be instructed in proper articulation, projection, breath control and emotional voice manipulation. Students will be instructed in techniques for the stage, radio, television, and film. The classroom and lecture hall. Dialect use and correction will be part of the class as well. Lecture class presentations. Open to all students.

THE2040 ______________ (3-0) 3 cr. hrs.
Acting II
Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film. Open to all students.

THE2060 ______________ (3-0) 3 cr. hrs.
Playwriting
A writing intensive course designed to enhance a student’s ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other’s work. The 10-minute play and one-act formats will be used.

THE2120 ______________ (3-0) 3 cr. hrs.
World Drama
The primary purpose of this course is to help the student understand and appreciate the dramatic form through the study of representative plays through historical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion oriented and the play script is emphasized as a means to dramatic productions. This is a reading intensive course. (Cultural diversity course.)

THE2140 ______________ (3-0) 3 cr. hrs.
Theatre History I
This course will include study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre.

THE2200 ______________ (3-0) 3 cr. hrs.
Theatre History II
This course will include 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.

Learning Center Courses
Mineral Area College has Learning Centers located on the Park Hills, Fredericktown, Perryville, and Potosi campuses. These centers offer one-hour courses for students who need to brush up on their English, reading, and math skills before enrolling in college-level courses. In addition, introductory classes in medical terminology, accounting, and various areas of English are offered. Students are placed in these classes based on their placement scores (ACT, Compass, etc.) in English, math, and reading. These courses are offered in spring, fall, and summer semesters.

Learning Center courses are self-paced with instructors available as needed by the student. Students are expected to follow the attendance policy outlined in each course syllabus. For information on which classes are offered at MAC Learning Centers, call the individual Learning Center.

NOTE: Learning Center courses whose course numbers begin with 0 (as in "ENG0210") will not be counted toward AA or AAT degrees.

BIOL0010 ______________ (3-0) 3 cr. hrs.
Introduction to General Science I
Emphasis is placed on the biological sciences.

BUS0010 ______________ (3-0) 3 cr. hrs.
Introductory Accounting I
This course is for the student with no prior knowledge of accounting. It introduces basic accounting terms and offers the student a quick preparation for college level accounting.

BUS0020 ______________ (3-0) 3 cr. hrs.
Introductory Accounting II
This course offers further preparation prior to enrolling in college level accounting.

ENGL0100 ______________ (3-0) 3 cr. hrs.
Personalized Reading
ACT score of 0-10 or Compass score of 1-52. Personalized reading is designed to improve a student's reading level in preparation for college level reading.

ENGL0200 ______________ (3-0) 3 cr. hrs.
Personalized Vocabulary Skills
ACT score of 0-10 or Compass score of 1-52. Personalized Vocabulary Skills is designed to improve a student's vocabulary in preparation for college level reading.

ENGL0600 ______________ (3-0) 3 cr. hrs.
Writing for Life Skills and Work
Provides instruction in effective communication in various ways of viewing used both on the job and in daily life.

ENGL0700 ______________ (3-0) 3 cr. hrs.
College Reading
ACT score of 11-16 or Compass reading score of 53-70. Designed to improve a student's reading level in preparation for college level reading.

ENGL0800 ______________ (3-0) 3 cr. hrs.
Vocabulary Development
ACT score of 11-16 or Compass reading score of 53-70. Designed to improve a student's reading level in preparation for college level reading.

ENGL0900 ______________ (3-0) 3 cr. hrs.
Study Skills
Course stresses the development of good study habits, awareness of study aids, note-taking skills, how to take tests, and use of the library.

ENGL1000 ______________ (3-0) 3 cr. hrs.
Spelling Improvement
Teaches how to spell words governed by common spelling rules. It also teaches how and where to find information on spelling troublesome words.

ENGL1300 ______________ (3-0) 3 cr. hrs.
The Writing Process III – Content areas
Exposes student to various modes of writing whether for essays, tests, or homework in the areas of science, history, literature, etc. ENP.

ENG0140 ______________ (Arr.) 1 cr. hr.
Reading and Critical Thinking I
Prepares students to read and think critically with an emphasis in ten critical thinking skills associated with reading and reinforces the relationship between thought and reading.

ENG0150 ______________ (Arr.) 1 cr. hr.
Reading and Critical Thinking II
This is a continuation of ENG0140.

ENG0160 ______________ (Arr.) 1 cr. hr.
Vocabulary Development II
A continuation of ENG0080.

ENG0170 ______________ (Arr.) 1 cr. hr.
Cultural Literacy
Introduces students to topics ranging from common English idioms and proverbs to major topics in literature, science, history, biography, and the arts.

ENG0180 ______________ (Arr.) 1 cr. hr.
Focus on Literature
Introduces students to reading literature with an emphasis on the skills needed to enjoy reading great works.

ENG2010 ______________ (Arr.) 1 cr. hr.
Sentence Skills
Prerequisite: ACT English score of 0-15 or Compass writing score of 1-30.
First of three modules in the Learning Center’s Basic Writing I course. Students learn the basics of grammar, parts of speech, sentence patterns, and proper usage of punctuation.

ENG2020 ______________ (Arr.) 1 cr. hr.
Parallel Structure in Writing
Prerequisite: Grade of “C” or better in ENG2010.
Second of three modules in Learning Center’s Basic Writing I. Module emphasizes the steps writers take to create a document.

ENG2030 ______________ (Arr.) 1 cr. hr.
Punctuation and Clarity in Writing
Prerequisite: Grade of “C” or better in ENG2020.
Third of three modules in Learning Center’s Basic Writing I course. Students work on improving punctuation skills and their ability to write clear, concise sentences.

ENG2040 ______________ (Arr.) 1 cr. hr.
Basic Principles of Effective Writing
Prerequisite: ACT English score of 14-19, Compass English/writing score of 31-65, or a grade of “C” or better in ENG0960 or ENG2030.
First of three modules in Learning Center’s Basic Writing II course. Students learn about pre-writing, outlining, revising, editing, and proofreading their work. Includes a review of sentence skills.

ENG2050 ______________ (Arr.) 1 cr. hr.
Paragraph Development
Prerequisite: Grade of “C” or better in ENG2040.
Second of three modules in Learning Center’s Basic Writing II course. Reviews the patterns of paragraph development, emphasizes writing with purpose, and targeting an audience. Continues the review of sentence skills.

ENG2060 ______________ (Arr.) 1 cr. hr.
Essay Development
Prerequisite: Grade of “C” or better in ENG2050.
Third of three modules in Learning Center’s Basic Writing II course. Reviews important points in how to plan and write essays.
ENG0270 ___________________(Arr.) 1 cr. hr.  
English Grammar  
Instructs students in proper usage of grammar.

ENG0910 ___________________(Arr.) 1 cr. hr.  
Introduction to Reading and Critical Thinking  
Helps students develop higher level reading and thinking skills needed to succeed in school, the workplace, and every day life. Emphasis is placed on cognitive levels of comprehension, interpretation, application, analysis, and evaluation.

GEOGRAPHY  
GEO0010 ___________________(Arr.) 1 cr. hr.  
Introduction to Geography  
Prepares students for college level geography courses. Offered as a self-paced, independent study module.

HISTORY  
HIS0010 ___________________(Arr.) 1 cr. hr.  
Introduction to American History I  
Independent study preparatory module for academic level HIS1230.

HIS0020 ___________________(Arr.) 1 cr. hr.  
Introduction to American History II  
Independent study preparatory module for academic level HIS1240.

HEALTH  
HLT0030 ___________________(Arr.) 1 cr. hr.  
Orientation to Medical Terminology  
Teaches the structure of many medical words, their pronunciation, and spelling.

HLT0070 ___________________(Arr.) 1 cr. hr.  
Orientation to Medical Terminology II  
Continuation of HLT0030.

MATHEMATICS  
Enrollment in any mathematics course is contingent upon the successful completion with a grade of "C" or better in all prerequisites or ACT/Compass scores as listed below.

MAT0010 ________________(Arr.) 1 cr. hr.  
General Math  
For students with little or no math experience.

MAT0020 ________________(Arr.) 1 cr. hr.  
Arithmetic Skills I  
Prerequisite: ACT score of 0-12 or Compass algebra score of 0-15.  
First of three modules in Learning Center’s Arithmetic Skills course. Covers basic arithmetic concepts including whole numbers, prime factors, multiplication and division of fractions.

MAT0030 ________________(Arr.) 1 cr. hr.  
Arithmetic Skills II  
Prerequisite: Grade of “C” or better in MAT0020.  
Second of three modules in Learning Center’s Arithmetic Skills course. Covers addition and subtraction of fractions, decimals, ratios, and proportion.

MAT0040 ________________(Arr.) 1 cr. hr.  
Arithmetic Skills III  
Prerequisite: Grade of “C” or better in MAT0030.  
Third of three modules in Learning Center’s Arithmetic Skills course. Covers percent, simple interest, geometry, operations with signed numbers, and simple equations.

MAT0110 ________________(Arr.) 1 cr. hr.  
Elementary Algebra I  
Prerequisite: ACT score of 13; Compass Algebra score of 16-25, or “C” or better in MAT0020, MAT0030, and MAT0040.  
First of three modules designed to help students achieve proficiency in basic mathematics. Covers operations with real numbers, properties of real numbers, solving linear equations and inequalities, and applied problems.

MAT0120 __________________(Arr.) 1 cr. hr.  
Elementary Algebra II  
Prerequisite: “C” or better in MAT0110.  
Second of three modules in Learning Center’s Elementary Algebra course. Covers exponents, multiplication and division of rational expressions.

MAT0130 __________________(Arr.) 1 cr. hr.  
Elementary Algebra III  
Prerequisite: “C” or better in MAT0120.  
Third of three modules in Learning Center’s Elementary Algebra course. Covers equations in two variables, finding roots, multiplication, division, addition, and subtraction of radicals, solving quadratic equations by square root property and quadratic formula.

MANAGEMENT  
MGT0010 ________________(Arr.) 1 cr. hr.  
Basic Consumer Law  
Basic legal terms, legal proceedings, and essential legal topics of interest to consumers are covered.

MGT0040 ________________(Arr.) 1 cr. hr.  
Introduction to Business Math I  
First of two introductory courses in mathematics for business.

MGT0050 __________________(Arr.) 1 cr. hr.  
Introduction to Business Math II  
Second of two introductory modules in business math. Teaches computational skills for situations encountered in business.

PHYSICAL SCIENCE  
PHS0010 ________________(Arr.) 1 cr. hr.  
Preparation for Chemistry I  
Designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

PHS0020 __________________(Arr.) 1 cr. hr.  
Preparation for Chemistry II  
Prerequisite: PHS0010.  
Second of two courses designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

PHS0030 ________________(Arr.) 1 cr. hr.  
Introduction to General Science II  
Emphasis is placed on the physical sciences.

PSYCHOLOGY  
PSY0010 __________________(Arr.) 1 cr. hr.  
Introductory Psychology I  
Recommended as preparation for college level psychology classes.

PSY0020 __________________(Arr.) 1 cr. hr.  
Introductory Psychology II  
Continuation of psychology modules.

PSY0030 __________________(Arr.) 1 cr. hr.  
Introductory Psychology III  
Continuation of psychology modules.