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

Any person having inquiries concerning Mineral Area College’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990 is directed to contact the Personnel Assistant, (573) 518-2152, Title IX, Title IX, Section 504 and ADA Coordinator, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000, who has been designated to coordinate the college’s efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution’s compliance with regulations implementing Title VI, Title IX, or Section 504, or the Americans with Disabilities Act.

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

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

This catalog is effective beginning September 2006, for the 2006-2007 and 2007-2008 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance. The college reserves the right to change regulations, policies and fees or to revise certain curricula as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

ACCREDITATION
Mineral Area College and its outreach centers are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. 30 North LaSalle Street Suite 2400 Chicago, IL 60602 1-800-621-7440 or (312) 263-0546 FAX: (312) 263-7402

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

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

This publication is for information only and does not constitute a contract. The college reserves the right to change information, rules, regulations, and policies appearing in the general catalog as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice. The most accurate and updated Mineral Area College Catalog is available at the college's Web site, www.MineralArea.edu.

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

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

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

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

This general catalog is effective beginning August 1, 2006, for the 2006-2007 and 2007-2008 academic years and their respective summer sessions. Each student is responsible for compliance with the information, rules, regulations, and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for non-compliance.

Address of College and Outreach Centers

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

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

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

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

Winona Center
Winona R-III High School
Highway 19 North
Winona, MO 65588
(573) 325-8010 Ext. 302
Greetings

Dear Student,

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

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

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

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

Sincerely,

Dr. Steve Kurtz
Interim President
Mineral Area College
Trustees

Dr. Don VanHerck
Vice-Chairman

Sally Parker-Nash
Chairwoman

Helen Gordon
Secretary

Elvin Sikes
Treasurer Pro-Tem

Harvey Faircloth
Treasurer

Dr. James H. Bullis
Member

Administration

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

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

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

Fall Semester 2006
Semester Begins Monday, August 21
Labor Day – No Classes Monday, September 4
Fall Break – No Classes Friday, November 3
Thanksgiving Break – No Evening Classes Wednesday, November 22
Thanksgiving Break Thursday-Friday, November 23-24
Final Exams – Day Classes Monday-Saturday, December 11-16
Semester Ends Saturday, December 16
Grades Due Monday, December 18

Spring Semester 2007
Martin Luther King, Jr. Day – No Classes Monday, January 15
Semester Begins Tuesday, January 16
President's Day – No Classes Monday, February 19
Spring Break – No Classes Monday-Saturday, March 12-17
Spring Holiday – No Classes Friday, April 6
Commencement Saturday, May 5
Final Exams – Day Classes Saturday-Friday, May 12-18
Semester Ends Friday, May 18
Grades Due Monday, May 21

Summer Session 2007
Session Begins Monday, June 4
Independence Day – No Classes Wednesday, July 4
Final Exams – Day Classes Monday, July 30
Session Ends Monday, July 30
Grades Due Wednesday, August 1

Fall Semester 2007
Semester Begins Monday, August 20
Labor Day – No Classes Monday, September 3
Fall Break – No Classes Friday, November 9
Thanksgiving Break – No Evening Classes Wednesday, November 21
Thanksgiving Break Thursday-Friday, November 23-24
Final Exams – Day Classes Monday-Saturday, December 10-15
Semester Ends Saturday, December 15
Grades Due Monday, December 17

Spring Semester 2008
Semester Begins Monday, January 14
Martin Luther King, Jr. Day – No Classes Monday, January 21
President's Day – No Classes Monday, February 18
Spring Break – No Classes Monday-Saturday, March 10-15
Spring Holiday – No Classes Friday, March 21
Commencement Saturday, May 3
Final Exams – Day Classes Monday-Saturday, May 12-17
Semester Ends Saturday, May 17
Grades Due Monday, May 19

Summer Session 2008
Session Begins Monday, June 9
Independence Day – No Classes Friday, July 4
Final Exams – Day Classes Friday, August 1
Semester Ends Friday, August 1
Grades Due Monday, August 4

Telephone Numbers

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

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

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

Statement of Philosophy of Purpose

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

Mineral Area College is dedicated to the belief that learning beyond high school is essential for the full development of individuals’ interests and capacities and for the training of responsible citizens who will make a worthy contribution in a democratic society.

It further believes the public, two-year community college is in a unique position to contribute to the overall program of higher education by providing the first years of college at a reasonable cost.

Close to the community it serves, Mineral Area College meets the needs not only of those who will transfer to other institutions, but also of those who are preparing for careers through occupational programs and those who value learning for its own sake.

Through continuing education and cooperative programs, the college contributes to the economic development and general welfare of the region.

Mineral Area College believes in an open door policy that offers to everyone an opportunity to benefit from higher education.

The college will at all times strive for quality in its educational programs.

General Education Key Quality Indicators*

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

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

Mineral Area College has defined ten Key Quality Indicators in which students should be competent by the time of graduation from a comprehensive community college with an Associate of Arts degree. The 42-hour state-wide general education curriculum outlined in this general catalog (44 hours at Mineral Area College) is designed to help students become competent in these areas.

When all of these competencies are achieved, the college believes graduates will have a greater likelihood to be successful in the complex world of the 21st Century.

These indicators include:

1. Communications To thrive in the fast-changing technological environment of today, graduates must be able to communicate effectively by writing and speaking properly and persuasively. Therefore, Mineral Area College not only requires students to take courses in English Composition and in Public Speaking, but expects all students to write and speak extensively in most classes.
2. **Problem Solving** No single college in the 21st Century can prepare students with all of the information and all of the solutions to the problems and challenges encountered in typical professional career fields. However, in order to be better prepared for society, students will have to learn not just to memorize information, but know how to analyze problems and explore possible solutions. Courses at Mineral Area College are designed to apply problem solving skills and improve problem solving abilities.

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

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

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

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

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

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

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

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

*Adapted from Northwest Missouri State University

**College Core Values**

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

1. We are committed to honoring, respecting and caring for the worth of one another by being professional, fair, honest, and communicative.

2. The development of our teaching and learning environment is a responsibility we share.

3. Our students are entitled to excellence, opportunity, and encouragement so that they may reach their goals.

4. Our teaching shall accurately serve our communities' educational and training needs.
Vision
Mineral Area College’s Vision is a statement of how we see ourselves in the future. Through our vision we prioritize our goals and define our future.
Mineral Area College will be recognized as an innovative and significant educational institution and will
1. Encourage and support individuals, businesses, and organizations to meet their learning needs.
2. Serve as a resource for community enrichment and cultural enhancement.
3. Attract, develop, and retain experienced, caring, dedicated, and professional employees.
4. Recruit, develop, and retain a diverse student population by providing a nondiscriminatory, accessible, quality, convenient, and affordable education.
5. Provide staff, faculty, and students with state-of-the-art technology and tools in programs and services.

Statement of Mission
The Statement of Mission is designed to identify the current objectives of Mineral Area College and our goals for the future and to explain how we plan to fulfill that vision.
As an outstanding, tax-supported community college, Mineral Area College is committed to offering students a high quality, affordable education which will enable them to attain their career and other personal development goals. The college provides a quality teaching and learning environment and makes every effort to provide opportunities for life-changing educational, career, and cultural opportunities.

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

Corporate and Community Development
Community Services
Adult and Continuing Education courses, seminars, workshops, tours, and other educational activities are designed to meet specific needs of residents of the Mineral Area College service area. Individuals or groups wishing to upgrade skills, increase knowledge or improve understanding in such
educational program areas as arts, crafts, recreation, sports, physical education, vocational, governmental services, health professions, business education or other special interests may participate in ongoing programs or may request that courses or activities be organized if not already available.

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

Missouri Customized Training Program

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

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

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

New Jobs Training Program

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

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

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

History of Mineral Area College and Flat River Junior College

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

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

Mineral Area College was founded in April 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Washington and Ste. Genevieve counties, including North County, Central, West County, Bismarck, Farmington, and Fredericktown school districts. The college became a successor to Flat River Junior College, the third-oldest public junior college in Missouri, established in 1922 as part of the Flat River Public School System. In the last eight decades, at least 11,000 graduates have gone out into the world with the college's degrees or certificates.

While continuing the operation of the institution it replaced, Mineral Area College has become a comprehensive two-year community college. The academic transfer program almost doubled in size and scope within the first five years of the college's existence. In 1966, the vocational/technical division was added. The first vocationally-oriented programs were initiated in September 1966 and consisted of
secretarial practice, business management and two technology programs. In 1967, a certificate course in practical nursing was introduced; in 1968, an associate's degree in nursing program was added.

In February 1970, the young institution moved into its new facilities on a 226-acre campus located on the east side of U.S. Highway 67 near Leadington and entered a transitional period of gradual expansion. In 1985-86, the college completed significant, necessary additions to its facilities: a 350-seat Community Center, a remodeled learning resources center complete with second floor space that increases the facility’s usable area by 3,800 square feet, and the Career Center which houses existing, new and expanded vocational programs.

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

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

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

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

Today, Mineral Area College serves over 3,000 students each semester, and offers 35 vocational/technical education programs and required general education transfer courses that can be applied to almost all academic majors at universities. Mineral Area College is a leader in workforce development and customized training for businesses and industries in the area. Because of the foresight of college leaders and voters within the college’s district, Flat River Junior College and Mineral Area College have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. Mineral Area College will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the millennium.
POLICIES YOU NEED TO KNOW

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

Confidentiality of Financial Records
The General Education Provision of 1974, as amended by the Family Education Rights and Privacy Act of 1974, provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records, and personally identifiable information. (See page 31.)

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

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

Drug-Free Work Place

Equal Opportunity Statement
Mineral Area College is committed to equal opportunity in employment and admissions. Inquiries and concerns about discrimination on the basis of race, color religion, national origin, sex, age, disability, ancestry, or veteran status may be directed to Office of Human Resources, 5270 Flat River Road, Park Hills, MO 63601. (See page 1.)

Immunization Against Communicable Diseases
It is strongly recommended that all entering freshmen and transfer students be immunized for measles and rubella before they register for classes at Mineral Area College.

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

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

**Smoke-Free Buildings and Quadrangle**

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

**Student Responsibility for Catalog Information**

This catalog is effective beginning August 1, 2006, for the 2006-07 and 2007-08 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance. (See page 2.)

## GENERAL ADMISSIONS

**Requirements**

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

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

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

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

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

**Selective Admission Programs**

In addition to the general admission procedures, some programs have specific requirements. Some of the selected admission programs at Mineral Area College are:

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

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

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

**Campus Visits**

The college encourages and welcomes all prospective students to visit the campus. Those interested in scheduling a visit should call the Admissions Office 24 hours in advance at (573) 518-2228.

**Admissions Checklist**

1. **Application for Admission**

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

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

A one-time, non-refundable, $5 application fee must accompany the admission application. Students who have previously received Mineral Area College credit are exempt from the application fee but must complete an Application Update Form.

Students needing assistance with the admissions process should contact the Admissions Office at (573) 518-2228.

2. Financial Aid Application

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

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

3. Transcripts

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

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

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

4. Placement Tests

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

5. Confirmation of Admission

The Admissions Office will make every effort to inform applicants of incomplete files. However, applications received close to final registration usually do not allow sufficient time to inform the applicant of an incomplete admission file. The applicant is responsible for ensuring that all required documentation is on file in the Admissions Office.

6. Orientation

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

Students who are admitted late and/or cannot attend a CARDS program may not register until after the last scheduled CARDS program for the semester.

Exceptions to the above policy may be approved by the registrar or the dean of students.

Campus Housing

College Park student housing offers affordable, convenient, on-campus housing for up to 224 Mineral
ADMISSIONS & RECORDS

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

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

Student Classification

Full-Time/Part-Time Classification

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

First-Time Student

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

Transfer Student

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

Continuing Student

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

Returning Student

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

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

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

Non-Traditional Student

Non-Degree Seeking Student

Students admitted for credit course work may classify themselves as non-degree seeking if they are not seeking a degree, certificate, or financial aid at Mineral Area College. Students seeking any type of financial aid (Social Security, veteran benefits, federal grant scholarships, etc.) or international students on F-1 visas must be classified as degree-seeking students. Non-degree seeking students are ineligible for financial aid.

A non-degree seeking student must comply with all other college policies, including placement testing for English and math courses and must meet all course prerequisites.

Non-High School Graduate

Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. To be admitted, non-high school graduates must be at least 16 years of age, take the college’s assessment test or submit ACT scores, and submit a high school transcript from the last school attended.
Home Schools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools

Home schooled, non-accredited or correspondence high school students may attend Mineral Area College, but must submit to the Registrar’s Office documents required by Missouri State Statute 167.031 concerning home school graduates.

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

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

Dual Enrollment/Joint Enrollment

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

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

Concurrently Enrolled Student

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

Visiting Student

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

International Students

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

Complete (in English) Application for Admission. A $5 application fee in U.S. currency must accompany the application. A check or money order must be drawn on a U.S. bank and be made payable to Mineral Area College. Foreign money orders cannot be accepted. The applicant’s complete name and date of birth must be clearly indicated on all methods of payment. The application cannot be processed without the application fee and under no circumstances will the college waive or postpone this fee.

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

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

College and/or University Transcripts. Students must submit official transcript(s) from all colleges and universities attended. Such transcripts must be translated into English accompanied by the grading system used. All documents must be issued in the native language and be accompanied by the Certified
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English Translation. Records are considered official only when sent directly from the issuing institution and must bear the original seal of the institution or the original signature of the institution's record official.

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

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

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

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

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

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

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

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

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

Satisfactory Academic Progress

Once enrolled, a student on an F-1 visa must
- Complete a minimum of 12 credit hours per semester;
- Complete a certificate program in no more than four semesters or an associate's degree in not more than six semesters, excluding summer and interim session;
- Provide proof of health insurance.

Finances and Work

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

Resident Alien Admissions

Resident aliens may be admitted upon presenting a valid passport, Resident Alien card, Application for Admission, evidence of English proficiency (see above), and official transcripts of previous education.

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Advanced Placement

Mineral Area College accepts advanced placement scores of three or higher for credit. Students who successfully complete the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Test scores should be sent to the Registrar's Office. An evaluation fee of $25 is charged. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. There is no assurance that another institution of higher learning will accept AP credit.
Change Of Program and/or Advisor Change
Students can change programs and/or their advisor by filing a form with the Registrar’s Office. The form is also available on the web under Registrar’s Forms.

College Level Examination Program (CLEP)
A maximum of 30 semester hours of credit may be granted for educational experiences obtained through nontraditional college programs. Credit may be granted for successful scores on the General Exams of CLEP, selected subject matter exams, and educational experiences in business, industry and/or the armed services. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. Contact the Registrar’s Office for more information. An evaluation fee of $25 is charged.

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

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

Credit By Examination and For Educational Experiences
A maximum of 30 semester hours of credit may be granted for educational experiences obtained through nontraditional college programs. Credit may be granted for successful scores on the General Exams of CLEP, selected subject matter exams, and educational experiences in business, industry and/or the armed services. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. Contact the Registrar’s Office for more information. An evaluation fee of $25 is charged.

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

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

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

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

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

Military Experience Evaluation

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

Records On Hold

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

Registration

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

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

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

Release Of Transcripts And Diplomas

A student may not graduate or receive any diploma, certificates, grades, transcript, or letter of recommendation until all financial obligations have been satisfied. Any diplomas, certificates, grades, transcripts, or letters of recommendation shall be retained by Mineral Area College as a security interest until all such obligations are satisfied. Release of any such security interest prior or subsequent to any default by the debtors shall not be considered a binding precedent or modification of this policy.

Student Information System

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

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

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


Transcript Requests

A transcript of each student’s grades and credits at Mineral Area College is available through the Registrar’s Office. A transcript request form is available at www.MineralArea.edu. All transcript requests must be in writing addressed to the Registrar’s Office, Mineral Area College, P. O. Box 1000, Park Hills, MO 63601-1000, or faxed to (573) 518-2166 and must include the following information: student’s full legal name
and any former name, Social Security number or student identification number, birth date, current address including day telephone number, and address to which transcript is to be mailed. The students must give complete information as to the street address and location and office or agency to which the transcript is to be mailed, and the student must have his or her original signature to authorize the release of the transcript. A computer generated signature is not valid.

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

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

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

Transfer To Other Colleges

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

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

It is the student’s responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at Mineral Area College. Students planning to transfer should refer directly to the official college or web site of the institution they plan to attend and meet those requirements and recommendations for a selected area of concentration.

Verification Of Enrollment

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

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

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

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

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

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

Advisement System
The advisement system is faculty-based, in which students are assigned a faculty adviser based on their choice of major. An adviser and/or a major may be changed upon request to the Registrar’s Office. Academic advisement is an important responsibility of the faculty and Student Services advisers. Academic advisers explain the college’s requirements and help students plan a course of study.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**C.H. Cozean Library**
The college’s library is a combination of resources that support, extend, and enrich the academic curriculum formulated by the college. The library helps students grow in their ability to find, generate, evaluate, and apply information that lets them continue their education into lifelong learning.
The collection consists of approximately 33,000 volumes, 200 periodical subscriptions, 1,700 videos, 12 electronic databases, and a variety of many other resources.

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

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

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

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

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

**Patrons:** All students have library privileges. Non-students who are residents of the Mineral Area College taxing district may acquire a community borrower’s card entitling them to check out privileges. In-district residents may obtain a community borrower’s card by submitting a one-time $0 deposit. When the patron no longer wants to use the library facilities, he/she may relinquish the community borrower’s card and the deposit will be returned. Out-of-district residents may also acquire a community borrower’s card by making a one-time $10 refundable deposit, plus a nonrefundable fee.

**Health Services**

The college does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students who have disabilities and unique health concerns should contact the ACCESS Office, (573) 518-2152, for special services.

**Learning Center**

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

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

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

**New Traditions**

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

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

New Traditions also provides professional development seminars for area educators.

**Parking**

Free parking is provided on several large student parking lots. Parking regulations are distributed at registration and are available any time in the Student Services Office. Students have the responsibility of
familiarizing themselves with these regulations and abiding by the prescribed rules. Fines are assessed for violation of published parking and traffic regulations.

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

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

Regional Technical Education Council

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

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

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

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

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

TRIO Programs

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

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

Upward Bound started at Mineral Area College in November 1995. The program works with qualified high school students in the area to help them prepare for and be successful in college. Weekly meetings at the students’ schools help them with career choices, financial aid, and college information and provide use monthly Saturday programs to provide seminars and cultural experiences to prepare them for college. Students attend classes on campus for six weeks during the summer to simulate college living and to prepare for intense academic work.

EXCEL/Student Support Services (SSS) is the second TRIO program located at Mineral Area College. EXCEL was originally funded in 1997, and its third four year grant cycle began September 1, 2005. It provides services to 200 qualified students who need academic and other support to graduate from Mineral Area College and transfer to a four year institution. Tutoring, advising, workshops, and cultural activities are the primary components of EXCEL/SSS. Limited financial aid, subject to availability of funds, is available to students who meet federal and EXCEL/SSS eligibility criteria. EXCEL/SSS facilities include a computer lab for the exclusive use of its students. In addition, laptops, calculators, tape recorders, and other learning aids are available for short term loans to EXCEL/SSS students.

Educational Talent Search was the third TRIO program to be added to the MAC campus, effective October 2002. That first ETS program serves students in St. Francois and Madison Counties. A second ETS program was started September 1, 2006, to serve students in Washington and Iron Counties. Each Educational Talent Search is designed to serve 600 young people in grades six through 12. Participants receive information about college admission requirements, scholarships, and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options by providing academic and career advising, ACT preparation, test taking strategies, tutors, interest inventories, cultural field trips, and visits to college and technical school campuses.
TUITION & FINANCIAL ASSISTANCE

Tuition & Financial Assistance

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

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

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

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

TUITION AND FEES

Tuition for Credit Classes:

Effective Fall Semester 2006.

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

Classification for Tuition Purposes

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

Resident of the Taxing District of Mineral Area College

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

- Has continuously lived in the taxing district for 12 consecutive months or longer and can show a year’s worth of payroll receipts, rent receipts, or property tax payments;
- Has an in-taxing district mailing address (P.O. box unacceptable);
- Is a minor whose parents or legal guardian have an in-taxing district mailing address (P.O. box unacceptable);
- Is married to a spouse who has an in-taxing district mailing address (P.O. box unacceptable);
- Has attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at Mineral Area College.

Students from Outside the Taxing District of Mineral Area College

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

Out-of-State Student

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

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

65 Years of Age or Older
(Senior Scholar Program)

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

Penalty for False Information

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

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

Tuition and Course Fees Set by the Board of Trustees

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

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

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

Books and Materials

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

<table>
<thead>
<tr>
<th>Tuition &amp; Fees</th>
<th>In-District Resident Rate</th>
<th>$75 per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out-of-District Resident Rate</td>
<td>$99 per credit hour</td>
</tr>
<tr>
<td></td>
<td>Out-of-State Resident Rate</td>
<td>$118 per credit hour</td>
</tr>
</tbody>
</table>

NOTE: Tuition and fees are subject to change with notice.
programs require the purchase of special items such as tools or specialized equipment. A complete listing of special costs is available from the Business Office, College Bookstore, program coordinator, or specific instructor.

**Fees for Non-Credit Classes**

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

**Payment of Tuition and Fees**

Tuition and fees are payable before or on the deadlines published in the semester Course Schedule Booklet. Students should write their Social Security number on all payments to ensure that the proper account is credited. All checks and money orders should be made payable to:

*Mineral Area College*

*ATTN: Business Office*

*P.O. Box 1000*

*Park Hills, MO 63601-1000*

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

Tuition and fees may be paid by cash, check, money order, American Express, Visa, MasterCard, or Discover credit cards or debit cards. Payments can be made at the Cashier’s Office, by mail, or online at www.MineralArea.edu.

**Payment Deadlines**

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

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

**Account Balances**

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

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

**Third-Party Billing**

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

**Delinquent Accounts**

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

**Refunding Tuition and Fees**

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

A 100 percent refund of tuition and fees is given for complete withdrawal from all classes before the first
day of class for any semester or session. After the first day of classes and during the first 12.5 percent of a semester or session, a 90 percent refund of all tuition and fees owed will be given for complete withdrawal from all classes. For a 16-week semester, 12.5 percent of the session is the tenth day of classes.

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

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

Student Liability Insurance Program

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

FINANCIAL ASSISTANCE

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

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

2. The FAFSA form will allow the student to apply for federal and state sources of student financial aid and to receive a student aid report to be considered for any combination of the programs available. No fee is charged to apply.

3. The FAFSA should be submitted after Jan. 1 and before April 1 each year, for the student to be considered for the following academic year. Applications submitted at a later date will be processed, but limited funds may affect the amount of assistance available to later applicants for all programs except the Federal Pell Grant.


Return of Title IV Funds Policy

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

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

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

— Pell Grant
— Supplemental Educational Opportunity Grant (SEOG)
— Stafford Subsidized and Unsubsidized Loans
— Parent (PLUS) Loans
— EXCEL SSS Grant

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

Fall 2005 Semester: Oct. 21, 2005;
Students who remain in attendance through 60 percent of the period of the semester, but later withdraw from the college, will not be required to repay any portion of their federal financial aid.

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

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

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

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

Minimum Academic Standards For Financial Aid Eligibility

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>ENROLLMENT</th>
<th>MAXIMUM ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
<td>TIME FRAME</td>
</tr>
<tr>
<td>Full-Time</td>
<td>6 semesters (or 93 credit hours attempted)</td>
</tr>
<tr>
<td>3/4-Time</td>
<td>9 semesters</td>
</tr>
<tr>
<td>1/2-Time</td>
<td>12 semesters</td>
</tr>
</tbody>
</table>

A student pursuing a certificate requiring 30 or more credit hours for completion may attempt up to a maximum of 45 hours.

A student not meeting the above minimum academic standards or maximum timeframe is ineligible for Mineral Area College financial aid.

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

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

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

***The maximum timeframe includes all terms of enrollment and credit hours attempted, even those for which the student did not receive aid from the Federal Student Aid Programs.

Federally Funded Financial Aid Programs Federal Pell Grant

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

2. Federal Pell Grants cannot exceed the difference between the student’s family contribution and the actual cost of Mineral Area College attendance.

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

For less than full-time students, the Federal Pell Grant is proportionally reduced.

Full-time = 12 or more credit hours course load

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

1/2 time = 6, 7, 8 credit hours course load
Federal Supplemental Educational Opportunity Grant
A Federal Supplemental Educational Opportunity Grant will be awarded to those in greatest financial need with preference given to early date of application.

Federal College Work-Study Program
1. Work is scheduled on a part-time basis with a maximum schedule of 20 hours per week.
2. The job duties are varied and may involve assignment as a typist, maintenance worker, Learning Resources Center assistant, lab assistant, audio-visual equipment operator, etc.
3. Employment is on campus.

Federal Stafford Loan
1. Long-term Missouri Department of Higher Education guaranteed loans are available through some banks, savings and loan associations, credit unions, or other lending institutions.
2. Repayment is deferred for six months after the student leaves school or graduates. The government pays the interest before the repayment period for the Subsidized Stafford Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs
In addition to the federally funded programs, students may also apply for the Charles Gallagher Educational Grant Program. The Missouri Legislature in 1972 passed Senate Bill 63, which authorized funds to help Missouri-resident, undergraduate students in need of financial aid to attend qualified colleges in Missouri. Each eligible student may receive half the cost of tuition and fees if funds are available.

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

In order for eligible A+ graduates to continue to qualify and remain eligible for A+ financial incentives, each student must
- Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school;
- Maintain a minimum grade point average of 2.5 on a 4.0 scale; and
- Make good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

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

Bright Flight Scholarship (Missouri Higher Education Academic)
The Bright Flight Program provides scholarship awards of $2,000 per academic year. To be eligible, a student must
- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri post-secondary school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Interested students should contact their high school counselor’s office.
Marguerite Ross Barnett Memorial Scholarship
This was established for students employed while attending school part-time. To be eligible, a student must:
- Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- Work and be compensated for at least 20 hours per week;
- Be 18 years of age or older;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.
Award amounts vary based upon individual financial need but are limited to actual tuition charged at Mineral Area College.

Missouri College Guarantee Program
This scholarship is based on demonstrated financial need, as well as high school and college academic achievement. To be eligible, a student must:
- Have a high school GPA of 2.5 or higher on a 4.0 scale;
- Score 20 or higher on the ACT;
- Be enrolled full-time at a participating Missouri post-secondary school;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.
Award amounts vary based upon students’ eligibility for other federal and state need-based programs. Maximum scholarship award is based on tuition costs at University of Missouri. Students are selected from completion of the FAFSA prior to April 1 and information provided on their ACT/SAT application.

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

Veterans
Mineral Area College programs of study are approved for veterans’ educational benefits. The Financial Aid Office serves as the college’s veterans’ representative and provides services to persons who are eligible to receive educational assistance (G.I. Bill) as administered through the U.S. Department of Veterans’ Affairs.
Students who are veterans, dependents of veterans, or members of reserve and national guard units must contact the veterans representative to initiate their G.I. Bill.
The college certifies enrollment in terms of the veteran’s semester hour course load and subsequently reports changes in student course load. Veterans’ attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration and periodically until the expected completion date of the VA approved program or goal. Veteran students must promptly inform the Financial Aid Office of any changes in status which might affect benefits. Failure to report such changes can result in mispayments and other complications in receipt of benefits.
Veterans benefits are available according to the following course-load guidelines:

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

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

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

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

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

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

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

A booklet that lists the college and local community scholarships and provides pertinent information for applying can be obtained from the Financial Aid Office.

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

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

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

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

Copies of parents’ and students’ federal tax forms must be submitted to the Financial Aid Office if requested. Students selected for verification must complete all required procedures by the end of the academic year, end of their period of enrollment or June 30, whichever comes first, or aid funds will not be disbursed.
Selective Service Requirement
Selective Service Registration is required to receive Title IV federal aid funds.
On April 11, 1983, the Secretary of Education published regulations amending Subpart B of the Student Assistance General Provisions, 34 CFR Part 668 to implement section 1113 of the fiscal year 1983 Defense Department Authorization Act (Pub. L97-252) 48FR 155 78-84. Section 1113 provides that beginning with the 1983-84 award year, any student required to be registered with Selective Service but fails to register is ineligible for student financial assistance provided through programs established under Title IV of the Higher Education Act.

Financial Aid Confidentiality Policy
The following statements pertain to confidentiality of records held by the Financial Aid Office.
“Educational Records” are records, files, documents, and other materials containing information directly related to a student and are maintained by the college. Under this act, the financial aid records of a student may be inspected by that student with the following exception: In accordance with Public Law 93-380, as amended, the Office of Student Financial Aid will not release to a dependent student the financial records of the student’s parents without the written consent of the parents.
Other information contained in the student’s file may be reviewed, and if inaccurate information is included, the student may request the expunging of such information. The information will then be expunged upon authorization of the official responsible for the file.

Student Consumer Rights Information
Student Rights and Responsibilities
The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis.
The applicant has the right to seek and receive full information and counsel from the Director of Financial Aid in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Student Services Office: (a) withdrawal from college, (b) transfer to another college, (c) name change, or (d) address change or parent’s address change.
If student loans have been received, an exit interview must be arranged with the Financial Aid Office when graduating or withdrawing from the college. Failure on the aid recipient’s part to make satisfactory arrangements for the settlement of the college account by the due date will result in one or both of the following official actions: (1) a hold placed on the student’s records, (2) refusal of future financial aid awards.

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

Amounts of Awards
Student aid awards vary depending upon the student’s eligibility for one or more programs and the student’s evaluated financial need.
The process of combining or packaging the different forms of financial aid is the culmination of the total need analysis and aid determination cycle. The entire aid program has been developed to insure fair and equitable treatment of all aid applicants.

Payment of Awards
All college administered student loan and grant disbursements are made by check payable to the student. Payments are usually made during the sixth week of each semester. Federal College Work Study payroll checks are issued the tenth of each month, made payable to the student.
Student Activities

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

Student Organizations

Art Club
Students working toward a major or minor in art are eligible for membership. The club encourages creating art and strives to impress in the hearts and minds of its members and the public a more profound understanding of the meaning and nature of art. The organization lets students participate in art shows as well as take field trips to view work of other artists.

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

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

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

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

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

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

MoSALPN
Missouri State Association of Licensed Practical Nurses Inc. is open to all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain,
and elevate nursing’s professional standards. Membership benefits include receiving bimonthly newsletters from the association, being updated on legislative proposals and changes affecting the nursing profession, participating in Legislative Day at the Missouri State Capitol, and being given the opportunity to attend the annual MoSALPN convention. Other activities include attending numerous workshops and meetings regarding health promotion, maintenance, and new technology and treatment interventions. Graduate nurses are eligible to continue membership in this professional organization.

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

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

**Postsecondary Agricultural Student**
The Postsecondary Agricultural Student (PAS) organization provides an opportunity for leadership and career preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring the variety of agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in career program areas such as landscaping, floriculture, soil science, equine management, livestock, dairy, and crop production. Other competition areas include public speaking, employment interview, and career planning and progress.

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

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

**Student Activities Council**
Student Activities Council directs, administers and executes student activities and social events for the student body.
The council consists of representatives from all recognized student organizations. The council reports and answers to the Student Activities director.

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

**Student Nurses Association**

Students in the ADN Program are required to belong to a nationally-recognized nursing student organization.

Membership in a professional organization enhances leadership skills and continued awareness of professional issues.

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

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

**Departmental Activities**

**Art Department**

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

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

**Music Department**

The Music Department consists of a variety of performing ensembles that include the following:

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

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

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

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

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

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

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

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

- **Studio Orchestra** - This class is a performing ensemble focusing on the creation and production of a
large-scale musical-variety show. Open to all students by audition, who sing or play an instrument in any style of music.

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

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

Every spring, Mineral Area College hosts an annual Jazz Festival. This festival, organized and managed by the department, brings in high school and middle school jazz bands, combos and vocal ensembles from Missouri and Illinois for competition. The Jazz Festival has grown to be one of the largest of its type in the Midwest. At festival's end, a final concert is presented by the MAC Jazz Ensemble and the MAC Kicks Band, featuring jazz artists outstanding in their field.

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

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

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

The Guild produces a minimum of eight shows on campus, one “community-only” show and two Children’s Theatre touring shows each year. Students and community members may direct, design, perform or work backstage on any of the shows based on their level of interest. The plays range from world classics to contemporary, comedy, drama, and at least two musicals per season.

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

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

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

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

Mascot— “Kirby the Cardinal”
Mineral Area College is proud of its mascot— "Kirby the Cardinal"! A student is recruited in the spring semester to wear Kirby’s costume for the following school year. Kirby participates in many of Mineral Area
College's activities, both on and off campus, including some of the home and away sporting events, summer camps, parades and other events in the community. The student chosen to portray Kirby is awarded a Leadership and Services Scholarship.

**Men's Basketball**

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

**Men's Baseball**

The men's Cardinal Baseball teams have also enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The MCCAC Conference provides an excellent race every year as well. Scholarships are awarded.

**Women's Basketball**

With several Conference Championships and Sub-Regional Championships, the women's basketball program has displayed its prowess. They have had a great deal of success in the MCCAC Conference. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 11 Academic All-Americans. Scholarships are awarded on a merit basis.

**Women's Volleyball**

The women's volleyball program also carries a strong winning percentage. The team plays an excellent schedule and concentrates its recruiting on local athletes. Scholarships are awarded on a merit basis. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students.
Academic and General Policies

Students are responsible for keeping themselves informed on the policies that govern educational studies at Mineral Area College. In this section, there is information pertaining to earning credits, course loads, graduation, academic progress, and other policies. For additional information, please contact either the dean of career and technical education, or the dean of arts and sciences.

Administrative Withdrawal

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

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

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

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

Applying for Graduation

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

1. File an Application for Graduation Candidacy with the Registrar’s Office during the first two weeks of the fall or spring semester or during the first week of the 8-week summer term. Mineral Area College does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student's responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.

2. Attach a completed degree/certificate plan, signed by an advisor, to the Application for Graduation Candidacy.

3. Submit a one-time, non-refundable $40 processing fee which is due at the time of application.

4. Complete a separate application for each degree/certificate for which you are applying.

5. Complete the specific requirements of each degree/certificate program as outlined in the college catalog, with the last 15 semester hours earned at Mineral Area College.

6. Earn a cumulative grade point average of at least 2.0 or better.

7. Resolve all financial obligations to the college and return all library and college materials.

8. Spring candidates for graduation are required to be measured for a cap and gown. Measuring takes place in early March at the Mineral Area College Bookstore.

9. Spring candidates for graduation are required to complete an Outcomes Assessment (exit) exam. The exit exam is not required for fall and summer candidates for graduation. Spring candidates for graduation will be notified of exit exam dates by the director of assessment.
Auditing a Course
A student who is not concerned with earning college credit may register for a course as an audit. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Regular fees and enrollment procedures are required. However, the student will not be required to take examinations or complete homework assignments. No credit hours earned or any other level of performance will be indicated on the transcript. Once registered, changing from an audit to credit will not be permitted. Students receiving financial aid or veterans benefits cannot count audit courses to establish full- or part-time status. Audited courses do not count towards graduation requirements or to satisfy prerequisite requirements for other courses.

Change in Class Schedule
Adding a Class
This term refers to the short period of time at the beginning of any semester or session when students can add an open class with or without the instructor's signature. Restricted classes require a signature by the instructor in order for a student to register. Students may not add a course during the fall or spring terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first week of a 16-week term (3 days for a summer term).
A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class.
To add a class the student must:
1. Obtain a Request to Add Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of adding a class
5. Pay any additional fees required

Dropping a Class
This term refers to the time a student may drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing from a class. Unless otherwise indicate for specific programs, students may officially withdraw from a 16-week course up to the 13th week of the semester. From the beginning of the 14th week through the end of the 16th week semester, students will not be permitted to withdraw from a class and must accept the grade earned. The date of a drop will determine if there is a refund. Courses that are dropped during the first 1/8th of a term will not appear on an official academic transcript.
To officially drop or withdraw from a course, the student must:
1. Obtain a Request To Withdraw From Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of official withdrawal
5. If you are entitled to a refund, checks are processed weekly and mailed
Students may also drop or withdraw form a class on the Student Information System (SIS) at www.MineralArea.edu. The responsibility of dropping a course rests with the student. Any informal arrangements made with instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student cannot drop a course merely by not attending classes.

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

Commencement Exercises and Issuance of Diplomas
The commencement ceremony is the culmination of the student's program of study. Each May, Mineral Area College conducts a graduation exercise whereby faculty, staff, family and friends come together to recognize and honor academic achievements. Graduates from each term are encouraged to attend, but May graduates are required to participate in the ceremony unless excused by the appropriate dean.
Participation in the graduation ceremony is allowed prior to verification of completion of final courses. Diploma covers and certificates are distributed at the May graduation ceremony. The actual degree or certificate is posted to the official transcript and the certificate or diploma is released after final degree audits have been completed and all degree requirements have been verified by the registrar. Diplomas and certificates will be mailed to the address indicated on the Application for Graduation Candidacy.

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

**Class Schedule**

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

**Course Grade Appeal Procedures**

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

If the department is unable to remedy the situation, students may then appeal in writing to the respective dean. The dean will try to informally resolve the problem or refer the matter to a committee. Anonymous calls or unsigned letters will not be acknowledged.

Only concerns expressed by the individual student involved will be dealt with. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

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

**Correspondence Courses**

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

**Dean’s List**

The Dean's List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each semester. Students meeting the following requirements qualify for the Dean's List and receive an official letter from the college acknowledging their success:

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

**Degrees And Certificates**

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

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

**Associate of Arts Degree (AA)** The Associate of Arts degree is awarded to a student completing the requirements of the Liberal Arts/Academic Transfer program. This degree parallels the work done in the first two years of a four-year institution. Students are advised to contact their transfer institution or academic advisor for major and elective degree requirements.

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

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

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

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

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

### Degree and Certificate Time Limits

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

### Distance Education

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

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

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

### Dual Credit

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

Students must meet Missouri Department of Higher Education requirements and Mineral Area College course prerequisites. Interested students should contact their high school counselor or the dual credit coordinator for additional information.

Students are guaranteed the transfer of five dual-credit courses to institutions that have agreed to implement the Missouri Department of Higher Education dual credit policy. Students are recommended to contact the institutions in which they plan to transfer for its policy on the acceptance of dual credit.

### English As A Second Language

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

**Final Examinations**

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

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

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

**Grading System**

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

These letters having the following meaning:

- **A**—Superior. The student has demonstrated outstanding proficiency in mastering course objectives.
- **B**—Above average. The student has demonstrated above average proficiency in mastering course objectives.
- **C**—Average work. The student has demonstrated average proficiency in mastering course objectives.
- **D**—Below average. The student has demonstrated below average but proficiency in mastering course objectives. A grade of “D” may be considered unsatisfactory in some programs.
- **F**—Failing. Work done is undeserving of credit. The student has not demonstrated a minimum passing proficiency in mastering course objectives.
- **W**—Withdrew from course.
- **I**—Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances.
- **H**—Audit (no credit). Students who audit a class attend class meetings but do not receive credit or a grade for the course.
- **P**—Passing. This mark indicates the student has completed the coursework satisfactorily.

College credit is valued in grade points as follows:

- **A** = 4 grade points
- **B** = 3 grade points
- **C** = 2 grade points
- **D** = 1 grade point
- **F** = No grade points
- **W** = No grade points
- **I** = No grade points
- **H** = No grade points
- **P** = No grade points
Once a grade is recorded in the Registrar’s Office, it is a permanent grade. Changes cannot be made unless the instructor has made an error in calculating the grade. Any change must be approved by the dean of the respective division.

**Grade Point Average (GPA)**

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

For example:
- 1 credit hour of A = $1 \times 4.0 = 4$
- 4 credit hours of B = $4 \times 3.0 = 12$
- 6 credit hours of C = $6 \times 2.0 = 12$
- 2 credit hours of D = $2 \times 1.0 = 2$

13=Credit Hours, Grade Points= 30

30 divided by 13 = 2.308 GPA

**Graduation Requirements**

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

To graduate with honors, a student must earn a cumulative grade point average of 3.5 or above in his or her program of study.

There is a one-time, non-refundable, $40 processing fee due at the time of application. Annual deadlines to file a graduation application are as follows:
- Fall Semester....end of second week of 16-week term.
- Spring Semester....end of second week of 16-week term.
- Summer Session....end of first week of 8-week term.

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

**Honors Program**

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

First time students must meet any one of the requirements to qualify for the program:
- High School GPA of 2.75 or above on a 4.0 scale, or a 7.5 on a 11.0 scale.
- ACT composite score of 19 or above.
- GED score of 2900 or above.
- Letter of recommendation from a high school teacher or counselor.

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

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

**Incomplete Policy**

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

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

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

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

- 2.75 GPA – 19 hours (or 11 hours in the summer)
- 3.00 GPA – 20 hours (or 12 hours in the summer)
- 3.50 GPA – 21 hours (or 13 hours in the summer)

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

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

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

Teacher Education Core:
- EDU123 Introduction to Education
- EDU110 Psychology of Adolescence (Secondary Majors)
  or
- EDU130 Childhood Development (Early Childhood or Elementary Majors)
- EDU128 Technology for Teachers
- EDU260 Portfolio Assessment

Electives:
- Early Childhood:
  - EDU202 Children’s Literature
EDU240 Infant and Toddler Methods and Materials
EDU242 Organization and Management of Early Childhood Programs

**Elementary Education:**
EDU202 Children's Literature
EDU245 Classroom Strategies

**Secondary Education:**
EDU145 Classroom Strategies

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

**Withdrawing From College**
When a student must stop attendance in all classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar’s Office for processing. The day the completed form is received by the Registrar’s Office is the official date of withdrawal.

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

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

To withdraw from the college the student must:
1. Obtain a Withdrawal/Exit Form
2. Complete the form
3. Deliver the Withdrawal/Exit Form to the Registrar’s Office for processing
4. Wait for any refund due to be mailed by the Business Office, if entitled to a refund

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

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

**Refunds** The student will be allowed to withdraw without penalty from the college and a 100 percent tuition remission will be granted upon presenting an original copy of their orders to the Registrar’s Office. Should a student have financial aid, all financial aid will be cancelled by the Director of Financial Aid. Students should contact the Director of Financial Aid for more information. Students withdrawing VA education benefits should contact the VA Certifying Official of their withdrawal and orders to report to duty.

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

Student shall receive a full refund for textbooks purchased at the Mineral Area College Bookstore. The College Park housing refund will be prorated based on the actual number of days room and board was used.
Degrees & Certificates

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

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

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

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

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

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

General Education Key Quality Indicators/Competency Statements
Mineral Area College has defined 10 Key Quality Indicators in which students should be competent by the time of graduation from a comprehensive
DEGREES & CERTIFICATES

At Mineral Area College with an Associate of Arts degree. The 42-hour state-wide general education curriculum outlined in the General Catalog (44 hours at Mineral Area College) is designed to help students become competent in these areas. When all of these competencies are achieved, the College believes graduates will have a great likelihood to be successful in the complex world of the twenty-first century.

These indicators include:

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

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

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

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

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

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

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

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

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

10. **Wellness and Health** An educated successful person involves the whole person, including mental and physical health, well-being, and fitness. A Mineral Area College graduate should understand the value of a healthy diet, exercise, physical fitness, and a variety of activities to help a person understand and develop a pattern of life-long health and fitness.
General Education
State Level Skill Areas

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

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

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

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

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

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

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

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

**Associate of Arts**
**Fields of Study:**
- Art
- Biological Science
- Chemistry
- Computer Science
- English
- Family and Consumer Science
- Foreign Language
- Government
- History
- Human Services
- Information Systems
- Mass Communications
- Mathematics
- Music
- Physics
- Psychology
- Speech and Drama
- Teacher Education (Elementary and Secondary)

**Pre-Professional Areas:**
- Agriculture
- Architecture
- Business Administration
- Engineering
- Forestry
- Journalism
- Law
- Medicine
- Pharmacy
- Social Community Services
- Teacher Education (Elementary & Secondary)

**Secondary Education:**
- Agriculture
- Art
- Biology
- Business Education
- Chemistry
- English
- Family and Consumer Science
- Foreign Language
- Mathematics
- Music
- Physical Education
- Social Studies
- Speech
### Requirements for Associate of Arts Degree:

**Area:**

**COMMUNICATIONS (9 semester hours)**
- English Composition I (ENG133)
- English Composition II (ENG134)
- One (1) oral communication course required:
  - Public Speaking (ENG144)
  - Interpersonal Communications (ENG167)
  - Oral Interpretation of Literature (ENG200)

**HUMANITIES (9 semester hours)**
- Three (3) courses from at least two (2) disciplines; 3 hours of which must be a cultural diversity course (*denotes class fulfills cultural diversity requirement. Registrar maintains updated list.)
  - **Art:**
    - History of Art I (ART149)*
    - History of Art II (ART150)*
    - History of Art III (ART151)*
    - Intro to Humanities (ART153)
  - **Literature:**
    - Intro to Literature: Prose & Poetry (ENG157)
    - Literary Masterpieces I (ENG212)*
    - Literary Masterpieces II (ENG213)*
    - English Literature I (ENG233)
    - English Literature II (ENG234)
    - American Literature I (ENG243)
    - American Literature II (ENG244)
    - Readings in Short Fiction (ENG246)*
    - Multi-Cultural Literature (ENG250)*
    - Young Adult Literature (ENG253)*
  - **Theatre:**
    - Intro to Theatre (THE100)
    - Intro to Literature: Drama (THE120)
    - World Drama (THE212)*
  - **Mass Communications:**
    - Intro to Cinema (COM106)*
  - **Foreign Language:**
    - Any Modern Foreign Language Course (MFL prefix)*
  - **Music:**
    - (Studio & Ensemble Courses do not fulfill humanities requirement. However, up to 6 hours of ensemble courses may count toward the AA degree as elective credit.)
    - Music Theory I (MUS131)
    - Music Theory II (MUS132)
  - **Physics & Biological Sciences (8-10 Semester Hours)**
    - Two (2) courses, one from each discipline (Biology or Physical Sciences), including at least one (1) with its associated laboratory component.
    - **Biology:**
      - Introduction to Biological Sciences (BIO110)
      - General Biology (BIO115)
      - General Botany (BIO125)
      - Local Flora (BIO133)
      - Local Fauna (BIO134)
      - General Zoology (BIO135)
      - Environmental Science (BIO143)
      - Environmental Science Lab (BIZ143)
      - Field Biology (BIO224)
      - Survey of Genetics (BIO234)
      - Human Anatomy & Physiology (BIO254)
    - **Physical Science:**
      - Physical Science (PHS113)
      - Principles of Geology (PHS115)
      - Introductory Astronomy (PHS120)
      - Oceanography (PHS123)
      - Introductory Chemistry (PHS125)
      - General Chemistry I (PHS135)
      - Qualitative Analysis (PHS138)
      - General Chemistry II (PHS139)
      - College Physics I (PHS142)
      - College Physics II (PHS144)
      - General Physics I (PHS223)
      - General Physics II (PHS224)
      - Modern Physics (PHS225)

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

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

MATHEMATICS (3 semester hours) 3 hrs
One (1) course—College Algebra (MAT123), or an alternative that includes a significant component of College Algebra, or a course which has College Algebra as a prerequisite. Declared Elementary Education majors may graduate with Foundations of Math (MAT153).

HISTORY & POLITICAL SCIENCE (6 semester hours)
Select one group:
(A) American History I (HIS23) and American History II (HIS24)
(B) American National Government (POS3) and American State & Local Government (POS4)
(C) American History I (HIS23) and American National Government (POS113) or American State & Local Government (POS114)
(D) American National Government (POS113) and American History I (HIS23) or American History II (HIS24)

SOCIAL & BEHAVIORAL SCIENCES (3 semester hours)
Principles of Macroeconomics (BUS293)
Principles of Microeconomics (BUS294)
General Psychology I (PSY113)
General Psychology II (PSY114)
Applied Psychology (PSY116)
Human Growth & Development (PSY125)
Abnormal Psychology (PSY200)
General Sociology (SOC113)
Social Problems (SOC123)
Substance Abuse in Modern Society (SOC124)
Introduction to Cultural Anthropology (SOC154)
Ethnicity & Cultural Differences in America (SOC160)
Human Diversity (SOC162)

COMPUTER INFORMATION SYSTEMS (3 semester hours)
One (1) course with CIS or CSC prefix

GENERAL EDUCATION ELECTIVE (1-3 semester hours)
If necessary to fulfill 42 hour block

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

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

Requirements for Associate in General Studies Degree:

Area:
COMPOSITION (6 semester hours)
   English Composition I (ENG133)
   English Composition II (ENG134)

HISTORY & POLITICAL SCIENCE (6 semester hours)
Select one of the following:
(A) American History I (HIS123) and American History II (HIS124)
(B) American National Government (POS113) and American State & Local Government (POS114)
DEGREES & CERTIFICATES

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

MATH or SCIENCE (3 semester hours)
- ANY BIO or PHS class or Intermediate Algebra (MAT113) or higher

HUMANITIES (3 semester hours)
Select one class from the following:

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

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

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

Mass Communications:
- Intro to Cinema (COM106)

Foreign Language:
- Any Modern Foreign Language Course (MFL prefix)

Music:
(Studio & Ensemble Courses do not fulfill humanities requirement. However, ensemble courses may count toward the AGS degree as elective credit.)
- Music Theory I (MUS131)
- Music Theory II (MUS132)
- Music Theory III (MUS133)
- Music Theory IV (MUS134)
- Appreciation of Music (MUS163)
- Appreciation of Jazz (MUS165)
- History and Form of Rock Music (MUS168)
- Introduction to Music (MUS173)

PHYSICAL EDUCATION or HEALTH (2 semester hours)
- 2 credit hours in PED activity courses or School Health (PHY112)

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

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

This is accomplished in two ways.

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

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

In addition to the two broad categories discussed, it is essential that the courses and programs of career and technical education provide three basic opportunities:
1. to develop skills necessary in a chosen field;
2. to develop a background of related information, including both theory and practice, necessary for success; and
3. to develop personal and social traits necessary for employment and continuing success and advancement.

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

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

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

ASSOCIATE OF SCIENCE DEGREES

Allied Health Related:
Associate Degree Nursing (RN)
Medical Technology (Radiology, Respiratory Therapy)

ONE YEAR CERTIFICATES

Automotive Collision Technology*
Automotive Technology*
Business Computer Programming
Business Management
Child Development
Civil/Construction Technology
Computer Aided Design/Drafting Technology
Computer Networking
Construction/Building Technology*
Criminal Justice — Law Enforcement
Culinary Arts*
Electrical/Electronic Technology
Emergency Medical Technician (EMT)√
Fire Science
Floral Design/Flower Shop Management
Graphic Arts/Printing Technology*
Heating, Air Conditioning and Refrigeration Technology*
Horticulture Services Operations Technology
Industrial Maintenance
Machine Tool Technology*
Manufacturing Supervision Technology
Manufacturing Technology
Medical Coding
Office Systems Technology
Paramedic Technology
Police Officers Standards Training (POST)
Practical Nursing
Viticulture√
Welding Technology*

ASSOCIATE OF APPLIED SCIENCE DEGREES

Agribusiness
Automotive Collision Technology*
Automotive Technology*
Business Related:
Banking and Finance
Business Computer Programming
Business Management
Accounting
Microcomputers
Health Care
Office Systems Technology
Child Development
Civil/Construction Technology
Computer Aided Design/Drafting Technology
Allied Health Related
The Mineral Area College Allied Health Department offers nursing programs leading to an Associate Degree in Nursing and a Certificate in Practical Nursing. The nursing education programs are organized around three areas of learning: knowledge (theoretical concepts and ideas), skills, and attitudes. Faculty members for both programs are experienced Registered Nurses (RNs) with collegiate preparation. These instructors provide quality education for all nursing students within the Allied Health Department.

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

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

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

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

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

Entrance Requirements
1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
   a. A high school computer course,
   b. A college computer course, or
   c. Pass the CIS test-out exam given by Mineral Area College.
3. Prerequisite courses must be completed by end of Fall Semester with a grade of “C” or above:
DEGREES & CERTIFICATES

a. Elementary Algebra
b. English Composition I
c. Introductory Chemistry (Option B only)
d. Equivalent high school courses may be substituted if completed in the past five years with a “C” grade or above:
   1.) English Comp I — for college credit
   2.) Math — Algebra I and Algebra II
   3.) Chemistry

4. American College Test (ACT) or ACT Compass Test: Applicants must have taken the ACT within the past three years, be scheduled to take the test on or before the December test date, and have the minimum scores:
   A. ACT:
      1.) English — 18*  
      2.) Math — 19* (and a grade of “C” or above in Elementary Algebra)
      3.) Composite — 19
   B. ACT Compass:
      1.) Writing — 68
      2.) Algebra — 36

5. Have a GPA of 2.5 or above.

6. Evidence the personal qualification necessary for a nursing career as determined by Mineral Area College.

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

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

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

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

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

12. A personal interview may be required.

NOTE: Substitute courses must be approved. Certificate in Practical Nursing Curriculum (Side-by-side comparison)

<table>
<thead>
<tr>
<th>Option A PREREQUISITES</th>
<th>Option B PREREQUISITES</th>
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</thead>
<tbody>
<tr>
<td>MAT095 Elementary Algebra</td>
<td>MAT095 Elementary Algebra</td>
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<tr>
<td>ENG133 English Comp I 3</td>
<td>ENG133 English Comp I 3</td>
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<tr>
<td>PHS125 Intro Chemistry 5</td>
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<thead>
<tr>
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<th>FIRST SEMESTER</th>
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<tbody>
<tr>
<td>NUR129 Fundamentals of Nursing 6</td>
<td>NUR129 Fundamentals of Nursing 6</td>
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<tr>
<td>NUR130 Therapeutic Nutrition 3</td>
<td>NUR130 Therapeutic Nutrition 3</td>
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<td>NUR131 Personal &amp; Voc. Concepts 1</td>
<td>NUR131 Personal &amp; Voc. Concepts 1</td>
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<td>NUR137 Basic Pharmacy 2</td>
<td>NUR137 Basic Pharmacy 2</td>
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<td>BIO260 Human Anatomy 5</td>
<td>BIO260 Human Anatomy 5</td>
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<td>PSY125 Human Growth &amp; Development 3</td>
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<th>SECOND SEMESTER</th>
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<td>NUR135 Maternity Nsg. 4</td>
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<td>NUR143 Mental Health Nursing 4</td>
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<td>NUR142 Pediatric Nsg. 3</td>
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<td>NUR132 Geriatric Nsg. 2</td>
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<td>BIO262 Human Physiology 5</td>
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<td>NUR141 Applied Pharm. 1</td>
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<tr>
<td>NUR127 Body Function 2</td>
<td>ENG134 English Comp. II 3</td>
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<td><strong>Subtotal</strong> 18</td>
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</table>

Total Credit Hours:Total Credit Hours:

\[
6 + 54 = 60 \\
11 + 60 = 71
\]

Advanced Placement (LPN to RN) Program

The Advanced Placement (LPN to RN) Program lets PN students and LPNs, who wish to become RNs, further their education without repeating successfully completed courses. There are two separate entrance requirements: 1. The Mineral Area College Practical Nursing graduate from 1991 to present and 2. The Mineral Area College Practical Nursing graduate prior to 1991 or Practical...
Nursing graduates of another school. Mineral Area College graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (25 credit hours). Mineral Area College graduates prior to 1991 or graduates of another school may enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (38 credit hours).

**Entrance Requirements**

**For Advanced Placement**

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

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

7. American College Test (ACT) or ACT Compass

A. ACT - Applicants must have taken the ACT within the past 3 years, be scheduled to take the test on or before the December test date, and have the following minimum scores:
   1. English - 20*
   2. Math - 19* and a grade of C or better in Elementary Algebra
   3. Composite - 20

B. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
   1. Writing - 81
   2. Algebra - 36

8. Have a GPA of 3.0 or above.

9. LPN-GAP: A score at or above the national average percentile is required to be considered for placement in the ADN Program. Mineral Area College revised PN curriculum for 1997 graduates forward, exempt from GAP requirements.

10. A high school computer course with approved course substitution form, a college computer course, or pass the CIS test-out exam given by Mineral Area College.

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

12. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).

   A. Students articulating from the PN Program must have a grade of B or above in the Practical Nursing Program Medical Surgical Nursing (NUR-138) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular advanced placement adjusted fee rate.

   B. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

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

14. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department before selection. There is a $20 application fee.

   a. Application form
   b. High School transcripts or GED scores
   c. ACT or ACT Compass scores
   d. College or university transcripts
   e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
f. Handwritten autobiography (3-5 pages)

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

16. Persons who do not meet the above requirements should contact the Chairperson of the Allied Health Department or the Career and Technical counselor.

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

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

19. A personal interview may be required.

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Human Physiology</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
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</table>

PN or LPN Graduates of Mineral Area College since 1991

Fall Semester (Fourth Semester) Credit Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ADN149 Medical-Surgical Nursing*</td>
<td>5</td>
</tr>
<tr>
<td>BIO258 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>ADN151 Clinical Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
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</table>

*NOTE: 6 credit hours articulate from PN Program

Spring Semester (Fifth Semester) Credit Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ADN161 Nursing of Children</td>
<td>5</td>
</tr>
<tr>
<td>ADN150 Medical-Surgical Nursing II*</td>
<td>4</td>
</tr>
<tr>
<td>POS113 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC113 General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ADN148 Contemporary Nursing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

*NOTE: 2 credit hours articulate from PN Program

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

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

<table>
<thead>
<tr>
<th>Prerequisites*</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Algebra</td>
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</tr>
<tr>
<td>Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Human Physiology</td>
<td>5</td>
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<tr>
<td><strong>Subtotal</strong></td>
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</table>

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

Summer Semester (Third Semester) Credit Hours

<table>
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<tr>
<th>Courses</th>
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<tr>
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<tr>
<td>ADN142 Bridge Course</td>
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Fall Semester (Fourth Semester) Credit Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ADN149 Medical-Surgical Nursing I</td>
<td>10</td>
</tr>
<tr>
<td>BIO258 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>ADN151 Clinical Pharmacology</td>
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<tr>
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</table>

Fall Semester (Fourth Semester) Credit Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN161 Nursing of Children</td>
<td>5</td>
</tr>
<tr>
<td>ADN150 Medical-Surgical Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>POS113 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC113 General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ADN148 Contemporary Nursing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
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</tr>
</tbody>
</table>

**Associate Degree Nursing**

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

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

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

Career Opportunities

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
   a. A high school computer course with approved course substitution form.
   b. A college computer course, or
   c. Pass the CIS test-out exam given by Mineral Area College.
3. Prerequisite courses must be completed by end of Fall Semester in the following order.*
   a. Elementary Algebra (or above) with a grade of C or above.
   b. Followed by Introductory Chemistry (5 cr hr) with a grade of C or above.
   c. Equivalent high school courses may be substituted if completed in the past five years with a grade of C or above (substitution does not mean that college credit is granted. These courses for college credit will be required for a baccalaureate degree.)
   1. Chemistry
   2. Algebra I and Algebra II
4. American College Test (ACT) or ACT Compass
   A. ACT - Applicants must have taken the ACT within the past 3 years and have the following minimum scores:
      1. English - 22*
      2. Math - 21* and a grade of C or better in Elementary Algebra
      3. Composite - 21
   B. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
      1. Writing - 89
      2. Algebra - 49
      3. Have a GPA of 3.0 or above.
      4. Evidence the personal qualifications necessary for a nursing career as determined by Mineral Area College.
5. Applications will be accepted from Feb. 1 until Dec. 15 of each school year. Application deadline may be extended.

   The following credentials must be on file in the Allied Health Department prior to selection. It is the student’s responsibility to assure these documents are on file. There is a $20 application fee.
   a. Application form
   b. High school transcript or GED scores (official, not hand carried)
   c. ACT or Compass scores
   d. College or University transcripts (official, not hand carried)
   e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   f. Handwritten autobiography (3-5 pages)

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

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

Curriculum Plan for Associate Degree Nursing Program

<table>
<thead>
<tr>
<th>Prerequisites*</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAT095 Elementary Algebra</td>
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<tr>
<td>PHS125 Introductory Chemistry</td>
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</table>

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

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ENG33 English Comp I</td>
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<tr>
<td>BIO260 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>NUR145 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR157 Basic Pharmacology</td>
<td>1</td>
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<tr>
<td>PSY125 General Psychology</td>
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#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN46 Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN163 Mental Health Nursing</td>
<td>4</td>
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<tr>
<td>BIO262 Human Physiology</td>
<td>5</td>
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<td>ADN164 Therapeutic Nutrition</td>
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#### Summer Semester

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

### Second Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ADN149 Medical-Surgical Nursing I</td>
<td>10</td>
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<tr>
<td>BIO258 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>ADN151 Clinical Pharmacology</td>
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#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ADN161 Nursing of Children</td>
<td>5</td>
</tr>
<tr>
<td>ADN148 Contemporary Nursing</td>
<td>1</td>
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<td>ADN150 Medical-Surgical Nursing II</td>
<td>6</td>
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<tr>
<td>POS113 American National Government</td>
<td>3</td>
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<tr>
<td>SOC113 General Sociology</td>
<td>3</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

*Prerequisites - 8 credit hours*

### Paramedic Technology

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

### ENTRANCE REQUIREMENTS

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.

2. Applicants are required to have:
   a. EMT license for a period of one year or 100 documented patient contacts.
   b. Must be at least 18 years of age.

3. Prerequisites:
   a. Must hold current Missouri EMT license.
   b. Paramedic Anatomy & Physiology (PAR-210) or course substitution for equivalent A&P course.

4. American College Test (ACT) or ACT Compass
   a. ACT - Applicants must have taken the ACT within the past three years, or before the December test date, and have the following minimum scores:
      1. English - 18
      2. Math - 19
      3. Composite - 19
   b. ACT Compass - Applicants must have taken the ACT Compass within the past 3 years and have the following minimum scores:
      1. Writing - 68
      2. Algebra - 36

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

6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by Mineral Area College.

7. Applications for the 2006 Paramedic Program will be accepted from January 2 until April 5. Application deadline may be extended.

8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student’s responsibility to assure these documents are on file. There is a $20 application fee.
   a. Application form
   b. High school transcript or GED scores (official copies, not hand-carried)
   c. ACT or ACT Compass scores
   d. College or University transcripts (official copies, not hand-carried)
   e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   f. Handwritten autobiography (3-5 pages)
   g. Personal interview.

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

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

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

1. Program admission is based on a selection process. Applications will be accepted from Jan. 2 until April 15.

2. All courses must be completed with a grade of “C” or above.

3. Last 15 cr. hrs. must be earned at MAC.

4. An Application for Graduation form must be submitted during first two weeks of final semester.

5. An Exit Exam and Graduation Interview must be completed during final semester.

One-Year Certificate — Paramedic Technology

Prerequisites:

Must hold EMT Certification

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Sem/Yr</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR210 Prac of Paramedic Tech I</td>
<td>4</td>
<td>8</td>
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<tr>
<td>PAR214 Paramedic Laboratory I</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PAR220 Paramedic Clinical I</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PAR208 Pharmacology for Paramedics</td>
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<td>3</td>
</tr>
<tr>
<td>PAR230 Paramedic Internship I</td>
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<td>1</td>
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Semester 2

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<tr>
<td>PAR202 Prac of Paramedic Tech II</td>
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<tr>
<td>PAR204 Prac of Paramedic Tech III</td>
<td>3</td>
</tr>
<tr>
<td>PAR222 Paramedic Clinical II</td>
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<tr>
<td>PAR216 Paramedic Laboratory II</td>
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</tr>
<tr>
<td>PAR232 Paramedic Internship II</td>
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Semester 3

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<th>Credit Hours</th>
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</thead>
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<td>PAR206 Prac of Paramedic Tech IV</td>
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<tr>
<td>PAR224 Paramedic Clinical III</td>
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<td>PAR234 Paramedic Internship III</td>
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<td>Total Sem Cr Hrs</td>
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TOTAL CERTIFICATE CR HRS 42

Associate of Applied Science—Paramedic Technology

Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG133</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG134</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT095</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHS125</td>
<td>Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>BIO260</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIO262</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIO258</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>POS113</td>
<td>American Nat’l Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY113</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>Total Gen Ed Cr Hrs</td>
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<tr>
<td>Paramedic Tech Certificate Cr Hrs</td>
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<tr>
<td>TOTAL AAS CR HRS</td>
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</table>

Medical Technology

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

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG133</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG134</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HLT235</td>
<td>Medical Terminology/Intro Path</td>
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</tr>
<tr>
<td>MAT095</td>
<td>Elementary Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>PSY113</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POS113</td>
<td>American National Government</td>
<td>3</td>
</tr>
</tbody>
</table>

DEGREES & CERTIFICATES

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DEGREES & CERTIFICATES

- CIS105 Intro to Computers or higher .................. 3
- Total .................................................. 24

- Course has prerequisite(s). Refer to the College Catalog for prerequisite information.
- Required for admission into CGCTC Program.
- This requirement may be waived upon request to the Dean of Career and Technical Education, and documentation of adequate preparation and recommendation by the Director of the CGCATS Respiratory Therapy Program.
- This requirement will be waived if students have basic computer knowledge as evidenced by:
  1. High school computer course which has been approved through the use of a “Course Substitution” Form;
  2. Successful completion of a college computer course, or;
  3. Passage of a CIS test-out exam given by Mineral Area College.

Radiology

Cooperating Institution: Mineral Area Regional Medical Center

General Education Courses Credit Hours
- ENG133 English Composition I ......................... 3
- ENG134 English Composition II ....................... 3
- HLT 235 Medical Terminology/Intro Path ............ 3
- MAT 113 Intermediate Algebra or higher level mathematics course ........................................... 3
- PSY113 General Psychology I .......................... 3
- POS113 American National Government ............. 3
- SOC112 Human Diversity ............................... 3
- HLT240 Intravenous Therapy ........................... 3
- CIS105 Intro to Computers or higher level computer application course .................................. 3
- BIO254 Human Anatomy/Physiology (spring semester only) ................................................. 5
Subtotal .................................................... 32

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

Tech Prep Education

Southeast Missouri Regional Tech Prep Consortium

Articulated Associate of Applied Science Degree Programs

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

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

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

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

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

Students planning to pursue a baccalaureate degree upon completion of a Mineral Area College associate of applied science degree should contact appropriate college/university officials upon high school graduation to outline a course of study which meets the student’s individual needs and best provides for future course transfer.

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

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

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

Automotive Collision Technology
Automotive Technology
Business Management
Business Management - Microcomputers
Civil Construction
DEGREES & CERTIFICATES

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

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

Associate of Applied Science Degrees & Certificates

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

Associate of Applied Science Degrees and Certificates

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

Associate of applied science degrees require a general education component which generally consist of college-level (non-remedial) coursework or its equivalent, including all relevant prerequisites, in each of the following curricular areas:

COMMUNICATIONS 6 HOURS
Choose two courses, from English and Communications.
Choose one written and one oral communication course.
Choose from the following communications courses:
ENG132 Applied Communications* (written)
ENG133 English Composition I+ (written)
ENG144 Public Speaking+ (oral)
ENG167 Interpersonal Communication (oral)
TEC104 Technical Writing* (written)

HUMAN DEVELOPMENT 3 HOURS
Choose from the following human development courses:
SOC113 General Sociology
SOC140 Human Relations*
PSY113 General Psychology I+
PSY116 Applied Psychology

EMPLOYMENT 2 HOURS
The following two courses must be completed for most AAS degrees:
PAW106 Preparation for Employment
MGT194 Management Seminar, Work Place and Life Skills

HISTORY and POLITICAL SCIENCE 3 HOURS
Choose from the following history and political science courses:
HIS123 American History I
HIS124 American History II
POS113 American National Government
POS114 American State & Local Government
POS133 International Relations

MATHMATICS 6-7 HOURS
Choose two from the following mathematics courses:
MAT113 Intermediate Algebra*
MAT114 Applied Mathematics*
MAT123 College Algebra+*
MAT133 Trigonometry+*
MAT160 Calculus for Business/Soc. Sciences+*
MAT165 Analytic Geometry and Calculus I+
MAT215 Analytic Geometry and Calculus II+
TEC190 Technical Math I+
TEC191 Technical Math II+

PHYSICAL SCIENCE 3-5 HOURS
Choose from the following science courses:
PHS105 Applied Science
PHS110 Introduction to Physics
PHS125 Introductory Chemistry*
PHS142 College Physics*
PHS135 General Chemistry I*
PHS223 General Physics I+
PHS240 Earth Science
PHS242 Earth Science I
PHS243 Earth Science II
TEC107 Unified Technical Concepts I+
TEC108 Unified Technical Concepts II+

COMPUTER LITERACY 3 HOURS

TOTAL GENERAL EDUCATION FOR MOST AAS DEGREES 23-25 HOURS

RECOMMENDED MAJOR COURSES AND ELECTIVES 44-51 HOURS

TOTAL COURSE HOURS FOR DEGREES MOST AAS DEGREES 67-70 HOURS

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

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

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

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

Total Cr. Hrs. ....................................................... 65-73
*Designates recommended courses for transfer students.
+Designates courses with prerequisites.

Business Related

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

Banking and Finance

The objectives of this curriculum are to provide men and women with the knowledge that will lead to a career in banking and to update the knowledge and skills of present banking employees. The courses are AIB approved and designed to meet the educational needs of all levels of banking from entry-level to chief executive officer. Banking courses stress up-to-date developments and regulations in the changing financial environment.

One-Year Certificate or First Year A.A.S. Degree
First Year
Fall Semester
ENG133 English Comp I* ......................................... 3
Human Dev Elective ............................................. 3
MG180 Business Math ........................................ 3
Accounting Elective ............................................... 3
Computer Elective ................................................ 3
OST140 Business Communication I* .................. 3
Subtotal ............................................................... 18

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

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

Spring Semester
MGT171 Human Resource Mgmt .......................... 3
MG184 Finance ................................................... 3
Banking Elective .................................................. 3
MGT220 Business Internship ................................ 3
Science Elective ................................................... 3
PAW106 Prep for Employment ............................ 1
MG194 Mgmt. Seminar ........................................... 1
Subtotal ............................................................... 17-19

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

Business Computer Programming

Employers in the area have indicated an increasing demand for employees with skills including office technology, communications, computer skills, computer networking skills, and telecommunications. These are all directly or
indirectly related to the skills that will be gained in the Business and Computer Programming degree. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>CIS105 Intro to Computers or</td>
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<tr>
<td>CIS175 MicroApplications</td>
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<tr>
<td>Math Elective</td>
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<tr>
<td>Pol Sc/History Elective</td>
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<td>CSC150 Basic Programming</td>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG134 English Comp II*</td>
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<tr>
<td>Math Elective</td>
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<td>CIS200 Micro Oper Systems</td>
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<tr>
<td>CSC240 C++ Programming</td>
<td>3</td>
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<tr>
<td>Human Dev Elective</td>
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</tr>
<tr>
<td>MGT194 Mgmt. Seminar</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG167 Interpersonal Comm. or ENG144 Public</td>
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<tr>
<td>Speaking</td>
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<tr>
<td>CIS210 Micro Database Mgt.</td>
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<tr>
<td>CSC242 Java Script Prog.</td>
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</tr>
<tr>
<td>CIS185 Internetworking I*</td>
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</tr>
<tr>
<td>CSC244 Perl/CGI/Linux</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS211 Adv. Database Mgt.*</td>
<td>3</td>
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<tr>
<td>CIS190 Fund. Of Unix*</td>
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<tr>
<td>CIS240 Web Page Develop.</td>
<td>3</td>
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<tr>
<td>PAW106 Prep for Employ.</td>
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<tr>
<td>Science Elective</td>
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<td>Elective</td>
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<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>General Education Cr Hrs</th>
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<tbody>
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<td>24-30</td>
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<tr>
<td>Major &amp; Elective Cr Hrs</td>
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<tr>
<td><strong>TOTAL PROGRAM CR HRS</strong></td>
<td><strong>64-70</strong></td>
</tr>
</tbody>
</table>

*Designates courses with prerequisites.

**Business Management**

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

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>Human Dev Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT180 Business Math</td>
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</tr>
<tr>
<td>Accounting Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST140 Business Communication I*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG144 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST220 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MGT Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS210 Fund of Mgmt or</td>
<td></td>
</tr>
<tr>
<td>MGT266 Super Mid Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MGT Elective</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td>Pol Sc/History Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MGT Elective</td>
<td>3</td>
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<td><strong>Subtotal</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGT171 Human Res Mgmt</td>
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</tr>
<tr>
<td>BUS/MGT Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUS/MGT Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT220 Business Internship*</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>PAW106 Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>MGT194 Mgmt. Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>17-19</strong></td>
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</table>

<table>
<thead>
<tr>
<th>General Education Cr Hrs</th>
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<tbody>
<tr>
<td>18-20</td>
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<tr>
<td>Major &amp; Elective Cr Hrs</td>
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<tr>
<td><strong>TOTAL PROGRAM CR HRS</strong></td>
<td><strong>71-73</strong></td>
</tr>
</tbody>
</table>

*Designates courses with prerequisites.

**One-Year Certificate in Business Management**

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

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

First Year
Fall Semester
ENG133 English Comp I* ...................................... 3
Human Dev Elective............................................... 3
MGT180 Business Math ........................................ 3
BUS200 Principles Acct. I* .................................. 3
Computer Elective ............................................... 3
OST140 Business Communication I* ..................... 3
Subtotal .................................................................. 18

Spring Semester
ENG144 Public Speaking ....................................... 3
Math Elective ....................................................... 3
BUS205 Principles Acct. II* ................................ 3
OST 220 Intro to Business .................................... 3
BUS/MGT Elective ............................................... 3
Computer Elective ............................................... 3
Subtotal .................................................................. 18

Second Year
Fall Semester
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt .................. 3
BUS/MGT Elective ............................................... 3
Pol Sc/History Elective ......................................... 3
CIS165 Accounting on Microcomputers* ................... 3
BUS/MGT Elective............................................... 3
**Tax Accounting .................................................. 3
Subtotal .................................................................. 18

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

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

Business Management—Health Care

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

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

Spring Semester
ENG134 English Comp II* ................................... 3
Math Elective ....................................................... 3
Accounting Elective ............................................. 3
HLT235 Med Term/Pathology .................................. 3
OST220 Intro to Business .................................... 3
Computer Elective ............................................... 3
Subtotal .................................................................. 18

Second Year
Fall Semester
BUS210 Fund of Mgmt or MGT266 Super Mid Mgmt .................. 3

### Business Management—Microcomputers

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

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Human Dev Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGT180 Business Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accounting Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OST140 Business Comm</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td><strong>Subtotal</strong></td>
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</table>

#### Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>BUS210 Fund of Mgmt</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGT266 Super Mld Mgmt</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS/MGT Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Computer Networking

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

#### First Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>CIS185 Internetworking I*</td>
<td>5</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS105 Intro to Computers or CIS175 Micro Applications</td>
<td>3</td>
</tr>
<tr>
<td>Pol Sc/History Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>17</strong></td>
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</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS184 Microsoft Network Admin*</td>
<td>3</td>
</tr>
<tr>
<td>CIS186 Internetworking II*</td>
<td>5</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>Management Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS200 Micro Operating Systems*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>17</strong></td>
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</table>

#### Second Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS267 Internetworking III*</td>
<td>3</td>
</tr>
<tr>
<td>ENG144 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS183 Novell Network Admin*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td><strong>Subtotal</strong></td>
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</tr>
</tbody>
</table>
### DEGREES & CERTIFICATES

**Computer Networking Certificate**

**First Year**

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>CIS185 Internetworking I*</td>
<td>5</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS175 Micro Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS162 A+ Computer Repair</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................. 17

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG144 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MGT180 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OST152 Applied Acct. II*</td>
<td>3</td>
</tr>
<tr>
<td>OST220 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST132 Office Procedures II*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................. 18

**Second Year**

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST140 Business Comm. I*</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST108 Ten Key</td>
<td>1</td>
</tr>
<tr>
<td>OST110 Filing Systems/Records Mgmt*</td>
<td>2</td>
</tr>
<tr>
<td>Pol Sc/History Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT171 Human Res. Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................. 18

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

There are two options in this degree plan:

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

### Office Systems Technology

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

The Office Systems Technology program has been designed to train workers in this exciting field. After extensive consultation with business people and business educators from many institutions, a degree plan was devised that allows students to gain expertise in the skills required of today’s secretaries and administrative assistants. This plan is open to all entering Mineral Area College students. Also, this plan may begin while the student is enrolled in area vo-tech schools (2 + 2 TECH PREP Program).

<table>
<thead>
<tr>
<th><strong>First Year</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>ENG133 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>Human Dev Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST130 Office Procedures I*</td>
<td>3</td>
</tr>
<tr>
<td>OST150 Applied Acct. I*</td>
<td>3</td>
</tr>
<tr>
<td>OST120 Beginning Notehand*</td>
<td>3</td>
</tr>
<tr>
<td>OST102 Keyboarding II*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................. 18

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG144 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MGT180 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OST152 Applied Acct. II*</td>
<td>3</td>
</tr>
<tr>
<td>OST220 Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST132 Office Procedures II*</td>
<td>3</td>
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</table>

**Subtotal** .................................................. 18

<table>
<thead>
<tr>
<th><strong>Second Year</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>OST140 Business Comm. I*</td>
<td>3</td>
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<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>OST108 Ten Key</td>
<td>1</td>
</tr>
<tr>
<td>OST110 Filing Systems/Records Mgmt*</td>
<td>2</td>
</tr>
<tr>
<td>Pol Sc/History Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT171 Human Res. Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>Computer Elective</td>
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</table>

**Subtotal** .................................................. 18

<table>
<thead>
<tr>
<th><strong>Spring Semester</strong></th>
<th><strong>Credit Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>OST200 Transcription Skills*</td>
<td>3</td>
</tr>
<tr>
<td>OST208 Business Applications*</td>
<td>3</td>
</tr>
<tr>
<td>OST230 Business Comm. II*</td>
<td>3</td>
</tr>
<tr>
<td>OST240 Business Internship*</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-5</td>
</tr>
<tr>
<td>PAW106 Prep for Employment</td>
<td>1</td>
</tr>
<tr>
<td>MGT194 Mgmt. Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

**Subtotal** .................................................. 17-19

| **General Education Cr Hrs** | **18-20** |
| **Major & Elective Cr Hrs** | **53** |
| **TOTAL PROGRAM CR HRS** | **71-73** |

*Designates courses with prerequisites.
Office Systems Technology

Testing-Out Policy

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

OST100 Keyboarding I — 3 credit hours
1. Key 40 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of typing ability with mailable copy.

OST102 Keyboarding II — 3 credit hours
1. Key 50 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of typing ability with mailable copy.

OST110 Filing Systems and Records Mgt — 2 credit hours
1. Pass a comprehensive objective exam with 80 percent accuracy.
2. Pass a practical filing exam with 80 percent accuracy.

OST120 Beginning Notehand — 3 credit hours
1. Pass three minutes of dictation at 60 wpm with 95 percent accuracy.
2. Pass a comprehensive theory, punctuation, and spelling exam with 80 percent accuracy.

OST50 Applied Accounting I — 3 credit hours
Score 80 percent on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

OST200 Transcription Skills — 3 credit hours
Pass a comprehensive exam with 80 percent accuracy.

Office Technology Certificate

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

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

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

TOTAL HOURS................................. 31

Medical Coding Certificate

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

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

Elective Classes:
Communications (Choose 1 course)................ 3
ENG133 English Composition I*
ENG144 Public Speaking
ENG167 Interpersonal Communications I
Computers (Choose 1 course)...................... 3
CIS105 Introduction to Computers
CIS175 Microcomputer Applications*

TOTAL HOURS........................................ 33
* Designates courses with prerequisites.

Child Development

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

Civil technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. Others are specialists who concentrate on a single activity such as soil testing or wastewater treatment. Construction technicians also work with architects and engineers doing design and drafting work, preparing cost estimates, working as on-site project managers, conducting materials testing and either working for or becoming independent contractors. Job opportunities include, but are not limited to:

- Soil conservation technician — field surveys, lab testing
- State Highway Department — soil and material testing, maintenance
- Manufacturing — factory built modular housing construction
- Lumber yards — estimating materials, sales
- Municipal — water and wastewater plant operators, road and bridge construction and maintenance crews
- Surveyor's Assistant — mine and land boundary

Architectural Design/Drafting/Estimating
- Structural Design/Drafting/Estimating
- Project Manager
- Supervisor — lumber yards, construction sites
- Environmental Supervisor — utility companies
- Wastewater Plant Supervisor/Operator
- Independent Test Laboratory — materials, products
- Highway Design and Planning

MAJOR AND ELECTIVES:

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

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

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

Director’s Certificate

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

Associate of Applied Science

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

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

* Designates courses with prerequisites.
< Core Course
Computer Aided Design/Drafting Technology

Computer usage in design/drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in computer-aided design/drafting (CADD) may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics, and structural among others. Job opportunities include, but are not limited to:

- Soil Conservation Technician — field surveys, lab testing
- State Highway Department — draftsperson
- Manufacturing — drafting
- Lumber yards — preparation of drawings/estimating
- Municipal — facilities drafting
- Surveyor’s Office — map preparation/drafting
- Architectural Design/Drafting/Estimating
- Structural
- Design/Drafting/Estimating
- Aerospace Design/Drafting/Estimating
- Heating/Air Conditioning Design/Drafting
- Map and Topographic Drafting
- Electrical Utilities — drafting
- Highway Design and Planning
- Product Development

MAJOR AND ELECTIVES:

- TEC102 Introduction to Technology ........................................ 1
- TEC110 Technical Internship.................................................. 3
- TEC120 Architectural Design & Drafting .................................. 3
- TEC122 Mechanical Design & Drafting .................................... 3
- TEC126 Topographic & Map Drafting ...................................... 3
- TEC130 Computer Aided Design / Drafting ............................ 3
- TEC132 Advanced Computer Aided Design ............................. 3
- TEC133 CAD/D-Special Problems ......................................... 3
- TEC153 Three-Dimensional Modeling CAD/D ....................... 3
- TEC167 Design & Development I ......................................... 2
- TEC173 Problem Analysis..................................................... 1
- TEC178 Blueprint Reading .................................................... 3
- EEE150 Basic Electronics ..................................................... 3
- EEE155 Electrical Systems .................................................... 3
- PAW106 Preparation for Employment ...................................... 1
- TEC/EEE Elective ............................................................. 3

GENERAL EDUCATION:

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

Criminal Justice — Law Enforcement

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

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

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

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

The Associate of Applied Science Degree is as follows:

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

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

Electronics Technology

One of the biggest reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many of the new industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition, electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe, efficient installations in accordance with the National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at Mineral Area College gain practical “hands-on” experience along with a solid background of theory. Job opportunities include, but are not limited to:

- Electrical Estimating
- Hospital Instrumentation Maintenance
- Manufacturing — automobile electronics
- Municipal — facilities maintenance
- Small Appliance Repair
- Aerospace Applications
- Biomedical Instrumentation
- Computer Maintenance

Electronics Drafting
- Process Instrumentation
- Robotics
- Telecommunications

Fire Science Technology

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

Associate of Applied Science Course Outline for Fire Science

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

Spring Semester (Freshman)
- FST108 Self-Contained Breathing Apparatus ............. 1
- FST133 Ropes and Rappelling ................................ 1
- FST134 Foam Applications ..................................... 1
- FST139 Natural Cover Fires .................................... 1
Concern has further been expressed regarding the lack of local educational services and training in this field. Mineral Area College is now offering the Horticulture Services Operation Technology AAS degree with options for specialized training and certificates to aid in developing employees for this field.

**Associate of Applied Science with Options**

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

**Total Core Hours** ........................................... 31

**General Education Requirements**
- Communications.............................................. 6
- History/Political Science ..................................... 3
- Mathematics .................................................... 3
- Physical Science (BIO125 Gen Botany) ..................... 5

**Total Gen Ed Hours** ........................................... 20

**Horticulture Electives**

(Select desired option below):

**Landscape Design/Greenhouse Nursery Management Option –**
- HRT105 Herbaceous Landscape Plants ................... 3
- HRT109 Woody Plant I ........................................ 3
- HRT111 Woody Plants II ...................................... 3
- HRT209 Landscape Design I ................................. 3
- HRT211 Landscape Design II ................................. 3
- HRT221 Greenhouse/Nursery Management ............... 3

**Total Elective Hours** ........................................... 18

**Turfgrass Management Option –**
- HRTxxx Horticulture Spanish ................................ 3
- HRT121 Intro to Turfgrass Management .................... 3
- HRT231 Golf Course Management ........................... 3
- HRT233 Turfgrass Pathology ................................ 3
- HRT235 Turfgrass Equipment ................................ 3
- HRT/BUS Elective .............................................. 3

**Total Elective Hours** ........................................... 18

**Viticulture Option –**
- HRT141 Introduction to Viticulture ......................... 3

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**Horticulture Services Operations Technology**

The need for horticulture operations technicians has been indicated by employers within the region.
HRT143 Wine Appreciation ........................................... 3
HRT241 Fundamentals of Enology .................................. 3
HRT243 Vineyard Maintenance ....................................... 3
HRTxxx Horticulture Spanish ......................................... 3
HRTxxx Viticulture Elective .......................................... 3
Total Elective Hours .................................................. 18
Total Program Hours ................................................ 69

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

TOTAL CERTIFICATE HOURS ........................................ 34
*Designates courses with prerequisites.

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

AGR180 Ag Leadership & Employment ......................... 1
AGR210 Ag Industry Seminar ....................................... 1
CIS175 Micro Applications* ...................................... 3
HRT101 Introduction to Horticulture ............................ 5
HRT103 Math for Horticulture ..................................... 3
HRT105 Herbaceous Landscape Plants ......................... 3
HRT131 Floral Design I .............................................. 3
HRT133 Plants for Interior Design ............................... 3
HRT201 Floral Design II* .......................................... 3
MG1203 Advertising & Sales Promotion ..................... 3
Business Elective (Choose 1 course) ......................... 3
  OST140 Business Communications I
  OST150 Applied Accounting I
  OST220 Introduction to Business
Communications (Choose 1 course) ............................ 3

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

Mechanical .............................................................. 9
(This is only a selection of possible courses. Other mechanical courses will be accepted as
meeting the 9-hour requirement.)
  Choose nine hours from the mechanical area.
    TEC130 Computer Aided Design/Drafting .................. 3
    TEC178 Blueprint Reading* .................................. 3
    TEC100 Machine Shop I ...................................... 6
    TEC116 Machine Shop II .................................... 6
    TEC156 Manufacturing Processes & Estimating .......... 3
    TEC152 Construction Methods and Estimating ........... 3

Electrical .............................................................. 9
(This is only a selection of possible courses. Other electrical courses will be accepted as
meeting the nine-hour requirement.)
  Choose nine hours from the electrical area.
    EEE150 Basic Electronics .................................... 3
    EEE155 Electrical Systems ................................... 3
    EEE158 Practical Electronics I, Motors and
      Generators* .................................................. 3

Electronics ......................................................... 9-11
(This is only a selection of possible courses. Other electronics courses will be accepted as
meeting the nine-hour requirement.)
  Choose nine hours from the electronics area.
    EEE181 Solid State Electronics* ............................ 5
    EEE194 Digital Computer Electronics* ................... 4
    EEE197 Programmable Logic Controllers* ............... 3
    TEC177 Computer Numeric Controls* ..................... 3

Power ................................................................. 7-8
(This is only a selection of possible courses. Other power courses will be accepted as meeting
the six-hour requirement.)
  Choose six hours from the power area.
    TEC203 Basic Fluid Power ................................. 3
    TEC107 Unified Technical Concepts I* ................. 4
    TEC108 Unified Technical Concepts II* ............... 4
Manufacturing 6 HOURS
(This is only a selection of possible courses.
Other manufacturing courses will be accepted as meeting the six-hour requirement.)
Choose six hours from the manufacturing area.
TEC156 Manufacturing Processes and Estimating ........................... 3
TEC164 Environmental Analysis ........................................... 3
MGT173 Safety Management .............................................. 3
MGT131 Project Management* ........................................... 3
MFG105 Supply Chain Management and Distribution .................. 3
MFG103 Introduction to Quality Theory .................................. 3
TEC158 Quality Control and Testing Fundamentals .................... 3
MFG100 Principles of Maintenance ..................................... 3

Electives 4-6 HOURS
Choose four hours from the following list or other courses as appropriate for individual program plans.
TEC173 Problem Analysis ......................................................... 1
EEE160 Practical Electronics II* ............................................. 3
EEE171 National Electric Code* ............................................. 3
TEC110 Technical Internship* .............................................. 3
Work Experience
GENERAL EDUCATION ......................................................... 24-30
MAJOR AND ELECTIVES .................................................... 45-50
TOTAL HOURS ................................................................. 69-80
*Designates prerequisites for the course.

Industrial Maintenance Certificate Option
Program Core
PAW106 Prep for Employment .................................................. 1
Electronics Electives ............................................................... 6-8
Choose from the following:
EEE181 Solid State Electronics (5)
EEE194 Digital Computer Electronics* (4)
EEE197 Programmable Logic Controllers* (3)
TEC177 Computer Numerical Controls* (3)

Manufacturing Electives ......................................................... 6
Choose from the following:
MFG100 Principles of Maintenance (3)
MFG103 Introduction to Quality Theory (3)
MFG105 Supply Chain Management and Distribution (3)
MGT131 Project Management* (3)
MGT173 Safety Management (3)
TEC156 Manufacturing Processes and Estimating (3)
TEC158 Quality Control and Testing Fundamentals (3)
TEC164 Environmental Analysis (3)

Power Electives ................................................................. 7-8
Choose from the following:
TEC107 Unified Technical Concepts I* (4)
TEC108 Unified Technical Concepts II* (4)
TEC203 Basic Fluid Power (3)

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

PROGRAM CORE ............................................................ 20-23
GENERAL EDUCATION ....................................................... 12-14
TOTAL CR HRS ................................................................ 32-37

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

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

Major and Support Areas for AAS Degree ....................... 43
General Education for AAS Degree ................................ 24-30
Total Hours for AAS Degree ........................................... 67-73

Machine Tool Technology Certificate
TEC100 Machine Shop I ....................................................... 6
TEC116 Machine Shop II* .................................................... 6
TEC130 Computer Aided Design/Drafting* ......................... 3
TEC132 Adv Computer Aided Design/Drafting* ................. 3
TEC179 Basic Numerical Control Programming .................. 3

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

Manufacturing Supervision Technology
Regional employers have expressed an increasing need for employees who have the skills necessary to become competent supervisors. Employers in all industries express this need for employees with excellent communication and
interpersonal skills, supervision and management skills, as well as a good technical foundation.

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

### BUSINESS/MANAGEMENT ELECTIVES  15

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

### MANUFACTURING ELECTIVES  15

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

### TECHNOLOGY ELECTIVES  2

Choose from the following:
- CIS62 A+ Computer Maintenance (3)
- EEE 50 Basic Electronics (3)
- EEE150 Electrical Systems (3)
- TEC30 Computer Aided Design/Drafting (3)
- TEC132 Advanced CADD* (3)
- TEC153 3-D Modeling* (3)

### EMPLOYMENT COURSES*  2

- MGT194 Management Seminar (1)
- PAW106 Preparation for Employment (1)

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

### GENERAL EDUCATION:

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<td>Physical Science</td>
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**MAJOR AND ELECTIVES**

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</table>

### MANUFACTURING Supervision Technology Certificate

**MAJOR AND ELECTIVES:**

- MGT194 Management Seminar............... 1
- CIS105 Intro to Computers or
  CIS175 Microcomputer Applications*........ 3

**ORGANIZATIONAL BEHAVIOR AND MGT**  6

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

### MANUFACTURING  6

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

### TECHNOLOGY  3

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

**GENERAL EDUCATION:**

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**MAJOR AND ELECTIVES**

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**GENERAL EDUCATION**

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**TOTAL CR HRS**

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<td>70-76</td>
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</table>

*Designates courses with prerequisites.*
**Manufacturing Technology**

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production, and personnel. Management is concerned with the planning, organization, and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement, and, particularly today, the retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production, and estimating costs. In addition, new advances in robotics, computer aided manufacturing, and process control systems are integrated into both “hands-on” and theory classes. Job opportunities include, but are not limited to:

- Quality Control Technician
- Safety Specialist
- Time Measure Analyst
- Plant Layout Technician
- Industrial Maintenance
- Robotic Programmer
- Production Supervisor
- Plant Engineering Technician
- Methods Analyst
- Process Instrumentation
- Product Development
- CADD/CAM

**MAJOR AND ELECTIVES:**

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

**GENERAL EDUCATION:**

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

**Total Credit Hours** .................................. 67-75

*Designates courses with prerequisites.

**Nursing**

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

**Occupational Education**

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

**GENERAL EDUCATION REQUIREMENTS** ................. 22 HOURS

- Communications ..................................... 6
- Human Development .................................. 3
- History/Political Science ........................... 6
- Mathematics .......................................... 3
- Physical Science ...................................... 4-5

**TECHNICAL EDUCATION REQUIREMENTS** ............. 24 HOURS

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

**PROFESSIONAL EDUCATION REQUIREMENTS** ........ 9 HOURS

- New Teacher Institute ................................ 3
- Development and Assessment of Career & Technical Curriculum or related course ........ 3
- Technology and Industry Education Methods or related course ............................. 3

**EDUCATIONAL SUPPORT REQUIREMENTS** ............ 9 HOURS ++

Choose nine credit hours from the following:
- Occupational Analysis ................................ 3
- Coordination of Cooperative Education .......... 3
- Career and Technical Educ for Students with Disabilities ........................................... 3
- Philosophy of Career and Technical Education .... 3
Skilled Trades Technology 37 Hours

Career and Technical Guidance .......................... 3
Educational Psychology ..................................... 3

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

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

TOTAL HOURS: .............................................. 64

Up to 37 hours of credit can be earned through completion of different Department of Labor and Bureau of Apprenticeship and Training programs. The apprenticeship programs must consist of at least the equivalent of 37 credit hours total. These 37 total credit hours can be made up of a combination of classroom and on-the-job training. Each credit hour of classroom credit must consist of at least 750 minutes of instruction; each credit hour of on-the-job or laboratory training must consist of at least 1500 minutes of training.

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17 college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 57 hours of credit at the college level. Mineral Area College agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant Mineral Area College credit for other DOL approved trade apprenticeship programs.

Occupational Safety, Health and Environmental Technology

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

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

Skilled Trades

The Associate of Applied Science in Skilled Trades Technology is specifically designed for the student already in the workforce, accepted into an approved DOL apprenticeship program, and making progress toward earning a journeyman’s license. This degree provides an important link in assisting employers in the technician preparation delivery system.

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

Skilled Trades Technology 37 Hours

Career Center Partnerships: Associate Of Applied Science Degrees & Certificates

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

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

### Academic Transfer Courses

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<th>Abbreviations</th>
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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

- **001-099** — Remedial/developmental courses
- **100-299** — Freshman/Sophomore level courses
Lecture/Laboratory Hours
Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

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

ASSOCIATE DEGREE NURSING

ADN142 (Arr.) (Arr.) 3 cr. hrs.
LPN-ADN Transition (Bridge)
Prerequisite: Valid LPN license and acceptance into Advanced Placement Program.
This course is offered in the summer semester and addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients.
Other topics addressed in the course include therapeutic communication, nursing process, nutrition assessment, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment. Some components require independent study.

ADN145 (Arr.) 6 cr. hrs.
Fundamentals of Nursing
Prerequisite: Acceptance into the ADN Program.
This course is constructed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Six lecture/lab and eight clinical hours are provided each week.

ADN146 (Arr.) 4 cr. hrs.
Maternity Nursing
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
The course provides instruction and clinical practice in meeting the physiologic, psychologic, and adaptational needs of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, community centers and obstetricians offices are utilized. Eight lecture/lab and eight clinical hours are provided each week.

ADN148 (1-0) 1 cr. hrs.
Contemporary Nursing
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
A course designed to study modern nursing. Emphasis is placed on levels of current nursing practices, concepts, organization, literature, legal and ethical aspects.

ADN149 (Arr.) 10 cr. hrs.
Medical-Surgical Nursing I
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This course provides the nursing student opportunity to learn how to observe and assess signs, symptoms, reactions, and behaviors of hospitalized patients and the use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN150 (Arr.) 6 cr. hrs.
Medical-Surgical Nursing II
Prerequisite: Grade of "C" or above in sequential nursing and science classes.
This is a continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. This course also integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN151 (1-0) 1 cr. hr.
Clinical Pharmacology
Prerequisite: Grade of "C" or above in sequential nursing and science courses.
This course is designed to introduce the student to common characteristics of each drug classification and each prototype drug within the group. This class presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, respiratory system, and the central nervous system.

ADN157 (1-0) 1 cr. hr.
Basic Pharmacology
Prerequisite: Acceptance into the ADN Program.
This course is an introduction to the administration of medicine. Basic information concerning the various pharmaceutical names and preparations, their administration techniques, and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. This must be taken concurrently with Fundamentals of Nursing.

ADN160 (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 provides the student with the basic foundation of nutrition and adaptation of the mother and family to pregnancy. 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.

ADN161 (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 framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ADN164. (3-0) 3 cr. hrs.
Therapeutic Nutrition
Prerequisite: Grade of "C" or above in sequential nursing and science courses.
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.

AGRICULTURE

AGN112 (5-2) 5 cr. hrs.
Animal Science (fall)
An overview of the biological principles of animal science including reproduction, genetics, nutrition, lactation, consumer products, and others.
Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of animal diseases and public health along with current issues in animal science is covered.

AGR123 (5-2) 5 cr. hrs.
Plant Science (spring)
A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants.
Manipulation of plants by various techniques of propagation, both sexual and asexual, including new methods in areas such as tissue culture in plant cloning and hydroponics are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

AGR130 (3-0) 3 cr. hrs.
Vegetable Gardening
A basic course for gardeners interested in learning more about the whys and hows of vegetable production for either commercial or home consumption.

AGR142 (5-2) 5 cr. hrs.
Soy Science (fall)
Prerequisite: PHS125 or above chemistry (for transfer students only)
A scientific approach to the concepts of soil formation, classification, and soil characteristics such as biological and reactive properties. Essential macro and micro nutrients and their management are covered. Issues such as soil erosion and chemical pollution are explored and geographic information about soils are presented.

AGR143 (3-0) 3 cr. hrs.
Introduction to Soils (fall)
Prerequisite: Grade of "C" or above in sequential nursing and science courses.
A course designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.
<table>
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<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
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<tr>
<td>AGR145</td>
<td>Farrier Science and Limb Anatomy</td>
<td>(2-0) 2 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR146</td>
<td>Equine Science and Management (spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>An introductory course to equine science and management designed to provide a basic core of information necessary for success in equine-related occupations. 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.</td>
</tr>
<tr>
<td>AGR155</td>
<td>Livestock Production (fall)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR165</td>
<td>Agriculture Credit &amp; Finance (spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR170</td>
<td>Farm Management (spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR172</td>
<td>Agriculture Chemicals (spring)</td>
<td>(3-0) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR175</td>
<td>Farm Record Keeping</td>
<td>(3-0) 3 cr. hrs.</td>
<td>This course will be designed to help farm families learn to set up a good farm record-keeping system.</td>
</tr>
<tr>
<td>AGR177</td>
<td>Contemporary Agriculture Issues I</td>
<td>(1-0) 1 cr. hr.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR179</td>
<td>Contemporary Agriculture Issues II</td>
<td>(1-0) 1 cr. hr.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR180</td>
<td>Agriculture Leadership and Employment (fall)</td>
<td>(1-0) 1 cr. hr.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR210</td>
<td>Agriculture Industry Seminar (fall)</td>
<td>(1-0) 1 cr. hr.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR220</td>
<td>Agriculture Internship I</td>
<td>(Arr.) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>AGR225</td>
<td>Agriculture Internship II</td>
<td>(Arr.) 3 cr. hrs.</td>
<td>Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer. This is a continuation of AGR220.</td>
</tr>
<tr>
<td>ART113</td>
<td>Drawing I (fall, spring)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. Various media are introduced so that the student gains an awareness of the potential of each.</td>
</tr>
<tr>
<td>ART114</td>
<td>Drawing II (spring, summer)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>ART116</td>
<td>Painting I (fall, spring)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>ART120</td>
<td>Sketching</td>
<td>(2-1) 2 cr. hrs.</td>
<td>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 offering will vary depending on the country to be visited.</td>
</tr>
<tr>
<td>ART123</td>
<td>Ceramics (spring or summer)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>An introductory course which explores and emphasizes the basic elements of ceramics and the techniques of ceramics. The course will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.</td>
</tr>
<tr>
<td>ART140</td>
<td>History of Western Art</td>
<td>(2-0) 2 cr. hrs.</td>
<td>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.</td>
</tr>
<tr>
<td>ART149</td>
<td>History of Art I</td>
<td>(3-0) 3 cr. hrs.</td>
<td>History of ancient art from prehistoric to medieval time. (Cultural diversity course.)</td>
</tr>
<tr>
<td>ART150</td>
<td>History of Art II</td>
<td>(3-0) 3 cr. hrs.</td>
<td>The study of Renaissance and Baroque art. (Cultural diversity course.)</td>
</tr>
<tr>
<td>ART151</td>
<td>History of Art III</td>
<td>(3-0) 3 cr. hrs.</td>
<td>History of the major developments in the art of the 19th and 20th Centuries. (Cultural diversity course.)</td>
</tr>
<tr>
<td>ART153</td>
<td>Introduction to Humanities</td>
<td>(3-0) 3 cr. hrs.</td>
<td>An introduction into the nature of the humanities. Dominant themes of human self expression and the key ideas and values of western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film.</td>
</tr>
<tr>
<td>ART155</td>
<td>Beginning Photography</td>
<td>(2-4) 3 cr. hrs.</td>
<td>An elective course introducing the basics of photography, concentrating on an understanding of camera systems and the techniques of black and white film developing and printing.</td>
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<tr>
<td>ART162</td>
<td>Printmaking</td>
<td>(1-3) 2 cr. hrs.</td>
<td>Prerequisite: ART113 or consent of instructor.</td>
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<tr>
<td>ART172</td>
<td>Watercolor</td>
<td>(1-3) 2 cr. hrs.</td>
<td>Prerequisite: ART113 or consent of instructor.</td>
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<tr>
<td>ART183</td>
<td>Two-Dimensional Design (fall)</td>
<td>(2-4) 3 cr. hrs.</td>
<td>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.</td>
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</table>
ART185  Color Theory  (1-3) 2 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.

ART193  Sculpture I (spring)  (1-3) 3 cr. hrs.
Prerequisite: ART113 or consent of instructor.
An investigation and employment of various materials and methods of sculpting including modeling head and figure, and elementary processes of casting, carving, and construction.

ART195  Contemporary Metalsmithing  (2-4) 3 cr. hrs.
Students will explore a variety of techniques relating to the forming of steel into sculptural forms. Students will learn the basics of operating forge and welding equipment with an emphasis on non-functional three-dimensional forms.

ART216  Painting II  (2-4) 3 cr. hrs.
Prerequisite: ART116 or consent of instructor.
This course is an expansion of Painting I, with an emphasis on developing painting techniques to a more advanced state. The student's own ideas become important in this class. Landscape painting, Still Life, Abstract, and Expression become important factors. More attention is placed on painting materials and mediums.

BIOLOGICAL SCIENCE
BI0001  Introduction to General Science I  (Arr.) 1 cr. hr.
Emphasis is placed on the Biological Sciences. Self-paced instruction offered in the Learning Center. Does not apply toward the AA degree.

BI010  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 examines the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. This class is designed to meet general education requirements and is intended for the non-science major.

BI015  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.

BI025  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.

BI013  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.

BI014  Local Fauna (On Demand)  (Arr.) 3 cr. hrs.
Prerequisite: Consent of instructor.
This independent study course involves exploration of some vertebrate group or topic chosen by the student and instructor. Information may come from literature review, interviews with experts, field work and/or field trips. Information gathered will then be compiled in a research paper of appropriate length.

BI015  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.

BI014  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.

BI024  Field Biology (alternate spring)  (2-4) 4 cr. hrs.
Prerequisite: Either BIO115, BIO125, BIO135, or consent of instructor.
This course is designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local animals and plants will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

BI023  Survey of Genetics (even-year spring)  (3-0) 3 cr. hrs.
Prerequisite: BIO115, BIO125, or BIO135.
A survey of the basic principles of genetics with an emphasis on human application and basics of plant genetics. This course is designed to meet general education requirements. It is intended for both the non-science major and the science major.

BI025  Human Anatomy and Physiology (spring)  (3-4) 5 cr. hrs.
Prerequisite: BIO115, BIO 125, BIO135, or PH102 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.
DESCRIPTION : BUS-CIS

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

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

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

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

An introductory course in accounting principles. The course covers the accounting process for a sole proprietorship (service and merchandising organization) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets, and payroll.

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

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

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

BUS210 (3-0) 3 cr. hrs.
Fundamentals of Management

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

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

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

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

Prerequisite: MAT113 or consent of instructor.

An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions; and analyzing simple experiments using hypothesis testing techniques.

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

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

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

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

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

A continuation of BUS293 with an emphasis on the following topics: market structures, resource allocation and current economic problems. This course is primarily a study of market systems. Micro topics include pricing, costs and efficiencies in each of the market models. Consumer behavior and a modern view of technological advance will also be discussed.

COMPUTER INFORMATION SYSTEMS

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

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

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

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

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

An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and applications of computers. Students will use microcomputers to learn the basic concepts of the most popular microcomputer applications such as word processing, spreadsheets, graphics, database management, e-mail, Internet and Windows interface.

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

Prerequisite: CIS105 or CIS175.

A course designed to provide the student practical experience with microcomputer graphics, including manipulation of graphic units and text, multiple screen image transfer, diagram size and shape modification, business chart customization, freehand drawing, etc.

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

This course will allow the student to show that they have a solid competence in computers and office programs, plus the know how to surf the Internet and send an e-mail message. This class will help the student prepare for the Certport IC² Certification.

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

Prerequisite: CIS105, CIS175 or consent of instructor.

This course is a study of the computer from its beginnings through the present day Pentium machines. This course is the foundation for entry-level computer technicians. Through lectures, discussions and lab exercises, students will learn the skills and gain the knowledge necessary for A+ certification. This class provides the necessary focus to prepare students to meet the objectives of the A+ exams.

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

Prerequisite: BUS 205 or OST152.

A course on computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

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

Prerequisite: CIS161 or consent of instructor.

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

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

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

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

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

Prerequisite: CIS105 or CIS175.

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

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

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

Gaining proficiency in the most commonly used applications of microcomputers in business: word processing, electronic spreadsheets, graphics, presentations and database management using an integrated Windows-based software suite that performs all these applications.

CIS180 (2) 2 cr. hrs.
Introduction to Networking

Prerequisite: CIS105 or CIS175.

Gives a high level overview of network concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base to build on for future courses and helps prepare the student for the Microsoft Networking Essentials Exam.

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

Prerequisite: CIS200.

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

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

Prerequisite: CIS200.

This course enables the student to perform day-to-day administration tasks on a Microsoft Windows network.
CIS158 5 cr. hrs.  
InterNetworking I  
Prerequisite: CIS105, CIS175 or A+ certification.  
First of four semesters (CIS185, CIS186, CIS285, CIS286) in the Cisco™ Networking Academy curriculum. Satisfactory completion of all four semesters prepares you to sit for the Cisco™ Certified Network Associate (CCNA) exam. Semester I topics include: OSI model and industry standards, Network topologies, IP addressing, including subnet masks, Networking components, Basic network design.  

CIS185 5 cr. hrs.  
InterNetworking II  
Prerequisite: CIS185.  
Continuation of the Cisco™ Network Academy. Introduction to routing configuration; Routes and routing protocols. (See CIS255, CIS286).  

CIS190 3 cr. hrs.  
Fundamentals of UNIX  
Prerequisite: CIS200.  
This course will enable the student to perform basic, entry-level UNIX operator skills and use the UNIX operating system commands. Students will also learn fundamental command-line features of the UNIX operating environment including file system navigation, file permissions, the vi text editor, command shells and basic network use.  

CIS193 3 cr. hrs.  
Computer Ethics  
A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer use has created new opportunities for exploitation in technology, management, the market and education. Content includes legal issues regarding piracy, hacking, intellectual property, acceptable use, privacy and freedom of speech.  

CIS200 3 cr. hrs.  
Microcomputer Operating Systems  
Prerequisite: CIS105 or CIS175.  
An introduction to operating system principles and functions. Special emphasis is given to fundamentals and advanced skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.  

CIS210 3 cr. hrs.  
Microcomputer Database Management  
Prerequisite: CIS105 or CIS175.  
A practical course utilizing a microcomputer software package to acquaint the student with database management tasks of moderate complexity. Topics of study include: file design and creation, table manipulation, record editing and display, queries, report generation, using multiple files.  

CIS211 3 cr. hrs.  
Advanced Microcomputer Database Management  
Prerequisite: CIS210.  
This course is a continuation of CIS210 in which students will design database systems and create the programs with which to manage them. Topics of study include: principles of database design, linking files, design/coding/debugging of database programs, and customized report and label generation. Offered on demand.  

CIS220 3 cr. hrs.  
Microcomputer Spreadsheet Applications  
Prerequisite: CIS105 or CIS175.  
A practical course utilizing a computer software package to acquaint the student with spreadsheet applications of moderate complexity. Topics of study include: file creation/management, cell editing, ranges, functions, sorting, formulas, graphs, printer control, and database functions, and multiple worksheets.  

CIS221 3 cr. hrs.  
Advanced Microcomputer Spreadsheet Applications  
Prerequisite: CIS220.  
A continuation of Micro Spreadsheet Applications. Advanced formatting techniques, advanced functions, Lists, Analysis Tools, Auditing worksheets, workgroup collaboration and file-sharing techniques, importing and exporting data.  

CIS233 3 cr. hrs.  
Word Processing—WordPerfect for Windows I  
Prerequisite: CIS105 or CIS175.  
A practical course using WordPerfect for Windows to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, block functions, text enhancement, print control, etc.  

CIS240 3 cr. hrs.  
Web Page Development  
Prerequisite: CIS105 or CIS175.  
Introduces web page design and development using a variety of tools including HTML and popular application development tools. Helps prepare for Certified Web Designer Apprentice exam. Includes Cisco™ Supported Curriculum and Adobe development suite.  

CIS267 3 cr. hrs.  
Internetworking III  
Prerequisite: CIS186.  
Continuation of the Cisco™ Networking Academy. Advanced router configurations; LAN switching theory and VLANs; Advanced LAN and LAN switched design; Novell IPX; Threaded case study. (See CIS185, CIS186).  

CIS269 3 cr. hrs.  
Internetworking IV  
Prerequisite: CIS267.  
Final semester in the Cisco™ Networking Academy. WAN theory and design; WAN technology, PPP, Frame Relay, and ISDN; Network troubleshooting; National SCANS Skills; Threaded case study.  

CIS293 3 cr. hrs.  
Advanced Microcomputer Applications  
Variable content course which closely examines a microcomputer application for the purpose of expanding the student’s practical knowledge in that area. Offered on demand. Previous computer experience necessary.  

CIS294 3 cr. hrs.  
Advanced Desktop Publishing  
Prerequisite: CIS170.  
A continuation of CIS170 Desktop Publishing expanding to the student’s proficiency in developing quality publications.  

CIS296 3 cr. hrs.  
Computer Networking Internship  
Prerequisite: Sophomore standing in Computer Networking and instructor approval.  
This course is intended for computer networking majors. The Internship class features supervised work experience in the computer networking/information technology field. This will provide the student with the opportunity to make practical application of the knowledge and skills they have attained.  

MASS COMMUNICATIONS  
COM100 3 cr. hrs.  
Introduction to Mass Media  
Survey course covering all forms of mass media from print to recording to movies and electronic media including new media and the Internet. The course will also cover the impact of advertising and public relations on the media industries as well as focus on the effects of the media and associated regulation.  

COM102 3 cr. hrs.  
Introduction to Broadcasting  
Survey course covering the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects regulation, including constitutional issues.  

COM106 3 cr. hrs.  
Introduction to Cinema  
Covers the techniques involved in creating good cinema including: photography, Mise en Scene (elements in visual composition), the moving camera and special effects, editing, sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. This course meets the Cultural Diversity requirement. (Cultural diversity course.)  

COM110 3 cr. hrs.  
Journalism I  
Course is intended as an introduction to journalism. The student is introduced to the journalistic style of writing, terms used in newspaper work, editing copy, newspaper layout and design.  

COM112 3 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 also include practice in reading the news, study of headlines and make-up, and practical experience writing and editing copy.  

COM200 3 cr. hrs.  
Introduction to Public Relations  
Prerequisites: COM100, ENG133 and ENG134 with a grade of “C” or better.  
Course in an overview survey of today’s public relations field, its functions, vocabularies and various applications related to the media communications area. Students will also get practical experience functioning as a PR “agency.”  

Program Description:  
CIS-COM
COM204  (3-0) 3 cr. hrs.  
Journalism I: News Writing II  
Prerequisites: COM112 with a grade of “C” or better.  
A continuation of practical work in writing and editing copy. The student will be exposed to the practical and theoretical techniques of editing and designing a newspaper. Students are required to write, rewrite and edit copy on a regular basis.

COM206  (3-0) 3 cr. hrs.  
Journalism Copy-Editing and Layout  
Prerequisites: COM110 or COM112 with a grade of “C” or better.  
Designed to teach the techniques of producing a small newspaper. Subjects include: the newspaper staff, content, editing, typography, paste-up, deadlines and page layout. Students also receive instruction on the principles of good design in newspapers.

COM220  (3-0) 3 cr. hrs.  
T.V. Production  
Prerequisites: COM102 with a grade of “C” or better, or instructor’s permission.  
Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM226  (Arr.)  3 cr. hrs.  
T.V. Production Practicum  
Prerequisite: COM102 with a grade of “C” or better.  
Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

CRJ101  (Arr.) 3 cr. hrs.  
Internship  
This course is intended for criminal justice majors only who have completed a minimum of fifteen (15) hours of criminal justice courses with a grade of “C” or higher. Students are placed with a criminal justice agency in a participant/observer capacity by the department coordinator for a period of not less than 96 contact hours.

CRJ103  (1-0) 1 cr. hr.  
Computer Application for Law Enforcement  
This course will provide computer training for students to specific needs of law enforcement personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The basic needs of police work by computer will be achieved in this course.

CRJ104  (3-0) 3 cr. hrs.  
Computer Application for Law Enforcement  
Provides computer training for specific needs of public safety personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The course will prepare students for certification in Emergency Medical Dispatch (EMD) and Basic Telecommunication. The objectives will also closely follow requirements of public safety professionals including state statutes, local ordinances and/or agency requirements.

CRJ120  (3-0) 3 cr. hrs.  
Criminal Investigation I  
Prerequisites: CRJ110.  
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.

CRJ121  (3-0) 3 cr. hrs.  
Criminal Investigation II  
The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ140  (3-0) 3 cr. hrs.  
Criminal Law  
Prerequisite: A grade of “C” or higher in CRJ110 or consent of the instructor.  
The study of constitutional, criminal, common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ150  (3-0) 3 cr. hrs.  
Criminal Evidence  
The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

CRJ160  (3-0) 3 cr. hrs.  
Juvenile Justice System  
The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

CRJ170  (3-0) 3 cr. hrs.  
Patrol and Traffic Law  
The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

CRJ171  (3-0) 3 cr. hrs.  
Community Policing & Problem Solving  
The study of police agencies response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, themes, and programs advocated at the national level—by federal agencies, academics, and practitioners—are implemented with widely varying degrees of understanding.

CRJ172  (3-0) 3 cr. hrs.  
Comparative Criminal Justice Studies  
Prerequisite: CRJ110.  
This course is a study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first hand basis, view the interworkings of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. The course will include several hours of orientation and lecture at Mineral Area College, several days of travel and participation, and a written course synthesis.

CRJ173  (2-0) 2 cr. hrs.  
Comparative Criminal Justice Studies  
Same as CRJ172 except for variable credit.

CRJ180  (3-0) 3 cr. hrs.  
Introduction to Corrections  
An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other correctional institutions.

CRJ182  (3-0) 3 cr. hrs.  
Corrections in America  
This course will review various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ190  (3-0) 3 cr. hrs.  
Police Administration  
Prerequisite: CRJ110.  
A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments. The most popular and prevalent ideals, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman’s functioning.

CRJ200  (3-0) 3 cr. hrs.  
Criminal Justice Report Writing  
Prerequisites: A grade of “C” or higher in all of the following courses: CRJ110, CRJ120, and ENG133 or consent of instructor.  
The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques requisites for the admissibility of evidence in a criminal adjudication.

CRJ212  (3-0) 3 cr. hrs.  
Photography  
Basic fundamental photography will be taught with an emphasis on manual and auto functions of the camera. The student will use these skills to photograph objectives detailing most situations occurring in real life crime-scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and composition. Court room qualifications will be the final determination of the students work and performance. This course helps prepare the student for CRJ214.

CRJ214  (3-0) 3 cr. hrs.  
Forensic Crime Scene Investigation  
Introduces the student to the fundamentals of on-site crime-scene investigations. Specific objectives will be combined with actual crime scene reconstruction. The student will perform practicals using photography skills, fingerprint identification and comparison, sketching, microscopy, dental stond, 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 a submitting the mock prepared evidence in trial.
CRJ230  (1-0) 1 cr. hr.
Criminal Justice Career Preparation
The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practicals, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

COMPUTER SCIENCE
CSC 130  (3-0) 3 cr. hrs.
Video Game Design & Development (spring)
Prerequisite: CSC105 or CSC175, or consent of instructor.
Course examines the video game industry using an interdisciplinary approach to create PC-based games. Specialize in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design. Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities. Students may construct and animate 2D and 3D objects and creative game environments. The course culminates in the production of PC video games. (spring)

CSC 150  (3-0) 3 cr. hrs.
BASIC Programming
Corequisite: CSC105 or CSC175, or consent of instructor.
A course in programming using the Visual BASIC language to develop the student's abilities and knowledge in solving problems using computers. Students will learn how to code and debug, and execute Visual BASIC algorithms using an object-oriented approach.

CSC 240  (3-3) 3 cr. hrs.
Computer Programming in C++
Prerequisite: High school or higher level Algebra with a grade of "C" or better, or consent of the instructor. A previous computer course such as CSC105, Introduction to Computers or higher.
The study of program design and development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. This course is intended as a first course in programming for students interested in computer programming.

CSC 242  3 cr. hrs.
JavaScript Script Programming
Prerequisite: CSC105 or CSC175
An introduction to programming in the JavaScript object scripting language. Basic commands and structures; variables; operators; inputs; conditions. 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.

CSC 244  (3-0) 3 cr. hrs.
Web Programming with Perl/CGI/Linux
Prerequisite: CIS200 or a programming language such as Visual BASIC, Fortran, or C++.
Introduction to the Unix/Linux operating system with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC 250  3 cr. hrs.
Advanced BASIC Programming (spring)
Prerequisite: CSC150.
Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulation, etc. This course builds on the information presented in CSC150. Offered on demand.

DEAF COMMUNICATION STUDIES
DCS100  3 cr. hrs.
Sign Language I
This is a beginning course in sign language and communication with the deaf, offered for anyone who is interested in gaining knowledge about deafness and the sign systems used by the deaf. With an emphasis on conversational signing, students will learn fingerspelling, numbers, a basic sign vocabulary, and an understanding of deafness.

DCS101  3 cr. hrs.
Sign Language II
This course is a continuation of conversational signing emphasizing American Sign Language. The student will become more proficient in fingerspelling, increase sign vocabulary by approximately 800 signs, improve sign-to-voiced skills and become aware of the ethics of interpreting.

EARLY CHILDHOOD EDUCATION
ECE100  (3-0) 3 cr. hrs.
Intro to Early Childhood Education
The course is designed to introduce the student to the current theories and practices based on current research of theories in early childhood, birth to eight years. Curriculum choices will be identified as a result of studying current practices. The developmental ages and stages of development in all domains will be studied to identify developmentally appropriate practices and environments. An introductory method of observation and record keeping techniques will be identified in order to assess the child's growth and development in the learning environment.

ECE102  (3-0) 3 cr. hrs.
Guiding Alternatives for Young Children
The use of positive child guidance techniques is identified to reflect the child's behavior. The child's healthy social and emotional development is applied in all areas of discussion and planning activities concerning the child's self-esteem and concept. The provision of social development of the child is developed through planning of activities and the child's environment. Childcare stresses will also be identified in order to provide support and understanding for the child and family.

ECE104  (3-0) 3 cr. hrs.
Early Childhood Health, Safety and Nutrition
The child's health and safety concerns in the early care and education environments will be carefully examined through daily observation and planning. Early childhood illnesses, diseases, and the need for immunizations will be diagnosed in order to plan for a safe and healthy environment. The importance of establishing early health attitudes, values and habits in young children will be examined through planning of appropriate learning activities.

ECE120  (3-0) 3 cr. hrs.
Caring for School Age Children
This course will focus on the development stages of children 5-12 years of age. The course will identify the development needs of children in an after-school program. A developmentally appropriate schedule of events and activities will also be identified and implemented.

ECE200  (3-0) 3 cr. hrs.
PRACTICUM CLASSROOM EXPERIENCES
Prerequisite: ECE100
Theories and practices learned in ECE100 will be applied to the practicum experiences while planning for developmentally appropriate practice in the early childhood care and education setting. Activities and lesson plans will be used weekly in the practicum classroom experiences. Observation and assessment of the child's development will be recorded weekly to complete a final assessment of the child's growth and development. Student teacher experiences will be supervised in an accredited early childhood school setting.

ECE202  (3-0) 3 cr. hrs.
Emerging Language and Literacy
The course will explore the oral and written development of language, birth to age eight. The emerging language and literacy skills of the young child will be identified through the careful examination of research and theory of language development. Early intervention methods of possible speech and hearing problems will be addressed. Selection of developmentally appropriate reading materials will be explored through planning for the early language experiences. Family literacy will be established through a careful selection of reading materials.

ECE204  (3-0) 3 cr. hrs.
Home, School, and Family
The course will help to define the role of the family and community in the early care and education setting. The study of sociological trends in today's family will be explored through current research of the family dynamics. The diversity of families will be determined in order to study the affects of the family in the early care and education setting. Communication techniques between the family and child care and education setting will be identified in order to provide a two-way communication system that will benefit the family, child, and teacher in the child's early learning experiences. The interrelationship of family, school and community will provide the teacher with the knowledge of planning a successful program.

ECE212  (3-0) 3 cr. hrs.
Intro to Young Children with Special Needs
The course is intended to provide the early childhood development provider/teacher with the early signs and indicators of learning behavior, and/or physical disabilities of young children. Early intervention is stressed as part of recognizing the possible indicators of children with special needs. The course also discusses the elements of the inclusive environment. Modification of learning activities is explored through writing of lesson plans.

EDUCATION
EDU110  (3-0) 3 cr. hrs.
Psychology of Adolescence
Prerequisite: Sophomore level or consent of instructor; an ACT composite of 20 or higher recommended.
An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis on conditions leading to optimal development.
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.

**Portfolio Assessment**
Prerequisite: 45 cr. hrs. or last semester of attendance.
This class is the capstone course in the education department’s sequence of pre-professional teacher education courses. The portfolio is a required component of each DESE-approved teacher education program in the state, and students are accountable for successful completion of their portfolios. Course content will include a systematic analysis and review of each student’s portfolio.

**ELECTRICAL/ELECTRONIC TECHNOLOGY**

**EEE150**
(3-0) 3 cr. hrs.
**Basic Electronics**
A study of basic electronic theory. OHM’s Law as applied to D. C. and A. C. series and parallel resistance, inductance, inductance and capacitance circuits.

**EEE155**
(3-0) 3 cr. hrs.
**Electrical Systems**
An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power, and network analysis.

**EEE158**
(3-1) 3 cr. hrs.
**Practical Electronics I, Motors and Generators**
Prerequisite: EEE150 or consent of instructor.
A combination lecture/laboratory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. The course includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

**EEE160**
(3-2) 3 cr. hrs.
**Practical Electronics II**
Prerequisite: EEE150 or consent of instructor.
A continuation of EEE158, the course covers more complex circuits and applications of solid state devices including transistors, integrated circuit, OP-AMP’s, SCR’s, multivibrators, timing circuits and logic circuits.

**EEE171**
(3-0) 3 cr. hrs.
**National Electrical Code**
Prerequisite: Consent of instructor.
A course designed to update electrical workers and electricians with the ever changing National Electrical Code.

**EEE183**
(3-0) 3 cr. hrs.
**Schematic Reading**
Instruction and lab experience leading to student being able to read and use electronic diagrams. These skills can be utilized in the process of maintenance and troubleshooting of electronic circuits equipment.

**EEE186**
(3-0) 3 cr. hrs.
**Digital Electronics and Applications**
Prerequisite: EEE150 or consent of instructor.
This course covers the four basic logic gate systems and flip-flops, binary and octal number systems, large scale memory circuits, ECH, MOS, and FTL circuits.

**EEE191**
(3-0) 3 cr. hrs.
**Electronic Servicing**
Prerequisite: MAT095.
Teach the basic principles of process automation and demonstrate the application of these principles in modern industrial practice. This is an introductory or first level course. The course is intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

**EEE194**
(4-0) 4 cr. hrs.
**Digital Computer Electronics**
Prerequisite: EEE200.
Introduction to microprocessors and microcomputers. The emphasis will be on internal architecture and communication between processors and the outside world.

**EEE197**
(3-0) 3 cr. hrs.
**Programmable Logic Controllers**
Prerequisites: EEE194 and EEE200.
This course offers a learning opportunity that covers a wide range of the applications of electronics in the fields of automation and fluid power control. Programmable logic controllers are the brains controlling the majority of current automation.

**EEE200**
(3-0) 3 cr. hrs.
**Solid State Electronics**
Prerequisites: EEE160 or consent of instructor.
A study of semiconductor diodes and bipolar transistors. The course includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

**EEE202**
(2-0) 2 cr. hrs.
**Basic Soldering Techniques**
Students will receive instruction and training in electronic soldering and wire wrapping techniques and in applying these skills in the repair of printed circuits, hard wired circuits.

**EEE204**
(3-0) 3 cr. hrs.
**Digital Electronics I**
Prerequisites: EEE150, EEE186, or consent of instructor.
An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

**EEE206**
(3-0) 3 cr. hrs.
**Digital Instrumentation Electronics**
Prerequisite: EEE200.
A continuation of EEE204. More advanced computer circuits are bread boarded and the use of logic probes are used for troubleshooting bread board circuits, interfacing of OP-AMPS with A/D Converters to computer circuits and the testing of these circuits.

**ENGINEERING**

**EGN213**
(3-0) 3 cr. hrs.
**Engineering Mechanics—Statics (fall)**
Prerequisites: PHS223 and MAT215.
This course covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of...
vectors, force systems, friction, centroids and moment of inertia.

**EGN222** (2-0) 2 cr. hrs.
Engineering Mechanics-Dynamics(spring)
Prerequisite: Should be preceded by EGN213.
Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

**EGN223** (3-0) 3 cr. hrs.
Engineering Mechanics-Dynamics(spring)
Prerequisite: Should be preceded by EGN213.
Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

**EGN234** (4-0) 4 cr. hrs.
Introduction to Electrical Engineering (spring)
Prerequisites: PHS224 and preceded or accompanied by MAT225.
Circuit elements, signals, Kirchoff's laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

**ENGLISH/COMMUNICATIONS**
Results from the American College Testing (ACT) program, a Diagnostic Reading Test, and an evaluation of high school transcripts will determine those students subject to placement in the basic language skills courses.
Courses numbered ENG001—ENG027 are offered as one-hour modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses.
These courses will only be counted toward an Associate in General Studies degree. They do not meet any requirements in the English area for an AGS or an AA degree.

**ENG001** (Arr.) 1 cr. hr.
Personalized Reading (Reading Improvement)
Prerequisites: ACT score of 1-10 or Compass score of 1-52.
The Personalized Reading Module is designed to help the individual special needs student improve reading and study skills.
Students are assigned work in needed areas which are determined by placement testing.

**ENG002** (Arr.) 1 cr. hr.
Personalized Reading II
Prerequisite: "C" or better in ENG001.
Course is designed to further improve students' reading skills.

**ENG006** (Arr.) 1 cr. hr.
Writing for Life Skills and Work
Instruction in effective communications in various kinds of writing used in everyday life, both on the job and in managing personal affairs.

**ENG007** (Arr.) 1 cr. hr.
College Reading
Prerequisites: ACT score of 11-16 or Compass score of 53-70.
One of three one-hour modules designed to help the student achieve proficiency in reading, study skills, and vocabulary. This course covers reading comprehension, reading interpretation, and improvement of reading speed. Open to all students.

**ENG008** (Arr.) 1 cr. hr.
Vocabulary Development I
Prerequisites: ACT score of 11-16 or Compass score of 53-70.
This course is designed to help students increase proficiency in recognition and meaning of words.

**ENG009** (Arr.) 1 cr. hr.
Study Skills
Prerequisites: ACT score of 11-16 or Compass score of 53-70.
Course stresses development of good study habits, awareness of study aids, note-taking, how to take examinations, and use of the library.

**ENG010** (Arr.) 1 cr. hr.
Spelling Improvement
A correlated individualized instruction program in spelling designed to teach students how to spell the thousands of words whose spelling is governed by common spelling rules. In addition, it teaches the student how and where to find information on how to spell troublesome words. Open to all students.

**ENG013** (Arr.) 1 cr. hr.
The Writing Process III — Content Areas
Students will be exposed to the various modes of writing as needed to be successful in courses related to science, history, literature, etc. This course will prepare students to write about different subjects on tests, in-class exercises, or for homework, emphasizing the variety of writing modes: short answers, paragraphs, summaries, and essays.

**ENG014** (Arr.) 1 cr. hr.
Reading and Critical Thinking I
This course prepares the students to read and think critically. It emphasizes critical thinking skills associated with reading and is designed for the student needing reinforcement in understanding the relationship between thought and reading.

**ENG015** (Arr.) 1 cr. hr.
Reading and Critical Thinking II
A continuation of Reading and Critical Thinking modules. This course is designed to teach students more advanced critical thinking skills associated with reading. It is for students needing additional reinforcement in understanding the relationship between thought and reading.

**ENG016** (Arr.) 1 cr. hr.
Vocabulary Development II
This course is a continuation of ENG008, if needed. It is designed to help students increase proficiency in recognition and meaning of words.

**ENG017** (Arr.) 1 cr. hr.
Cultural Literacy
This course is designed to introduce students to topics across the curriculum in cultural literacy. Subjects ranging from common English idioms and proverbs to major topics in literature, science, history, biography, and the arts are emphasized.

**ENG018** (Arr.) 1 cr. hr.
Focus on Literature
Teaches the transition between ordinary reading and the reading of literature with an emphasis on the skills needed to enjoy reading great works of literature.

**ENG021** (Arr.) 1 cr. hr.
Sentence Skills
Prerequisite: ACT English score 13 or below or Compass score of 1-30.
First of three modules in Learning Center's Basic Writing I course. Students learn the basics of grammar, parts of speech, sentence patterns and proper usage of punctuation.

**ENG022** (Arr.) 1 cr. hr.
Parallel Structure in Writing
Prerequisite: Grade of "C" or better in ENG021.
Second of three modules in Learning Center's Basic Writing I course. This module emphasizes steps writers take to create a document: choosing a topic, organizing ideas, etc.

**ENG023** (Arr.) 1 cr. hr.
Punctuation and Clarity in Writing
Prerequisite: Grade of "C" or better in ENG022.
Third of three modules in Learning Center's Basic Writing I course. Students work on improving punctuation skills and their ability to write clear concise sentences.

**ENG024** (Arr.) 1 cr. hr.
Basic Principles of Effective Writing
Prerequisite: ACT English score 14 to 18, Compass score of 31-65, or a grade of "C" or better in ENG096 or ENG021, ENG022, and ENG023.
First module in Learning Center's Basic Writing II course. Students learn about pre-writing, outlining, revising, editing and proofreading their work. Includes review of sentence skills.

**ENG025** (Arr.) 1 cr. hr.
Paragraph Development
Prerequisite: Grade of "C" or better in ENG024.
Second module in Learning Center's Basic Writing II course. Reviews the patterns of paragraph development and places emphasis on purpose and audience of paragraphs. Also continues review of sentence skills.

**ENG026** (Arr.) 1 cr. hr.
Essay Development
Prerequisite: Grade of "C" or better in ENG025.
Third module in Learning Center's Basic Writing II course. Reviews important points in essay writing, how to plan an essay, and how to write exam essays. Continues the review of sentence skills.

**ENG027** (Arr.) 1 cr. hr.
English Grammar
Instructs students in proper usage of grammar.

**ENG080** (3-0) 3 cr. hrs.
English as a Second Language I
Prerequisite: TOEFL score of or below 550 (paper-based), 213 (computer-based), or 79 (internet-based).
An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills. This course is not applicable toward an Associate Degree.

**ENG082** (3-0) 3 cr. hrs.
English as a Second Language II
Prerequisite: TOEFL score above 550 (paper-based) or ESL I.
This course offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills including sentence, paragraph and essay-writing. This course is not applicable toward an Associate Degree.
### ENG090 3 cr. hrs. Reading Improvement
Prerequisite: ACT score 0-10 or Compass Reading score of 1-52.
This course provides an opportunity to improve reading comprehension, reading speed and vocabulary skills. Designed for students reading below high school level.

### ENG091 3 cr. hrs. Introduction to Reading and Critical Thinking
Designed to help students develop higher level reading and thinking skills needed for success in school, the workplace, and in their everyday lives. Emphasis is placed on cognitive levels of comprehension, interpretation, application, analysis, and evaluation.

### ENG096 3 cr. hrs. Basic Writing Skills I
Prerequisite: ACT English score 0-13 or Compass Writing score of 1-30.
Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. The course concentrates on mechanics, e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward AA degree.

### ENG097 3 cr. hrs. Basic Writing Skills II
Prerequisite: ACT English score 14-18, Compass English/Writing score of 31-65, or a grade of "C" or higher in ENG096 or Learning Center Modules ENG021, ENG022 and ENG023.
Basic Writing Skills II primarily emphasizes efficiency in paragraph writing and diction. It includes a review of sentence structure, grammar, and punctuation. Does not apply toward AA degree.

### ENG099 3 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 degree.

### ENG100 1 cr. hr. Writing a Research Paper
Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

### ENG105 1 cr. hr. Use of Library Resources
Designed to help students use the Learning Resources Center more effectively. Open to all students.

### ENG133 3 cr. hrs. English Composition I
Prerequisite: ACT 19, Compass 66 or completion of ENG097 or modules with a "C" or above.
Designed to help the student write clearly and effectively. Emphasis is placed on mastery of writing skills necessary to the student's education and career. Subject matter includes library study, grammar, punctuation, usage, sentence structure, and various patterns of organizing and developing paragraphs and essays.

### ENG134 3 cr. hrs. English Composition II
Prerequisite: ENG133 with a grade of "C" or better.
A continuation of ENG133, with emphasis on longer papers and different types of writing, including argument and persuasion. Study is devoted to documentation and preparation of the research paper as well as an introduction to critical writing.

### ENG135 3 cr. hrs. English Composition II (Honors)
Prerequisite: ENG133 with a grade of "B" or better and consent of the instructor.
A continuation of ENG133 for students demonstrating above-average ability in English composition. Emphasis is on longer papers, individual research, independent study, and critical and creative thinking.

### ENG136 3 cr. hrs. Creative Writing
Prerequisite: ENG133 with a grade of "C" or better.
A course in which the student will practice the rudiments of creative writing. Units studied will focus on writing original poetry, prose, and drama.

### ENG143 3 cr. hrs. Exposition
Prerequisite: ENG133 with a grade of "C" or better.
A course in critical, analytical, and expository writing. Short writing assignments focus on particular problems in expository writing, such as description, casual analysis, and classification. Other assignments include a critical analysis of a short literary work, a review of a film or play, and a research project.

### ENG144 3 cr. hrs. Public Speaking
A course that emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

### ENG146 3 cr. hrs. Argumentation and Debate
A course which covers the principles and ethics of persuasion, persuasive speaking, parliamentary procedure, and debate. Includes experience in a mock senate session and court trial.

### ENG157 3 cr. hrs. Introduction to Literature: Prose, Poetry and Drama
An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. This is a reading intensive course.

### ENG167 3 cr. hrs. Interpersonal Communications I
A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

### ENG200 3 cr. hrs. Interpretation of Literature
Prerequisite: ENG133 with a grade of "C" or better.
Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and adaptation. This is a reading intensive course.

### ENG212 3 cr. hrs. Literary Masterpieces I
Prerequisite: ENG133 with a grade of "C" or better.
A study of selected masterpieces of Western literature from ancient Greece and Rome through the Renaissance. Emphasis is placed on ideas and themes of interest to cultures of various ages, past and present. This is a reading intensive course. (Cultural diversity course.)

### ENG225 3 cr. hrs. Leadership Development
Prerequisite: ENG133.
This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills.

### ENG223 3 cr. hrs. English Literature I
Prerequisite: ENG133 with a grade of "C" or better.
A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. Requirements include three or four examinations over the major time periods and one critical paper. This is a reading intensive course.

### ENG234 3 cr. hrs. English Literature II
Prerequisite: ENG133 with a grade of "C" or better.
A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. Requirements include tests on each period and one literary analysis. This is a reading intensive course.

### ENG243 3 cr. hrs. American Literature I
Prerequisite: ENG133 with a grade of "C" or better.
The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

### ENG244 3 cr. hrs. American Literature II
Prerequisite: ENG133 with a grade of "C" or better.
The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology...
peculiar to particular periods and genres. This is a reading intensive course.

**ENG246**
Readings in Short Fiction
- Prerequisite: ENG133 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.

**ENG250**
Multicultural Literature
- This course is designed to give students an introduction and appreciation to other cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. Short papers will be required. This is a reading intensive course and meets the cultural diversity requirement. (Cultural diversity course.)

**ENG253**
Young Adult Literature
- A course engineered for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for understanding and appreciating literature. The course satisfies one of the college’s cultural diversity humanities requirements. (Cultural diversity course.)

**FIRE SCIENCE**

**FST101**
Fire Fighter I
- Fire Fighter I develops the knowledge and skills expected of firefighters. Twenty-five units cover topics often encountered at fire incidents. Combined with Fire Fighter II (FST102), the participant will meet the requirements for Missouri Division of Fire Safety certification testing.

**FST103**
Fire Science Technology
- Fire Fighter I and II (combined) are designed to prepare the student in the first phase of classroom instruction for fire fighter certification through the Missouri Fire Marshal’s Office. The required disciplines for a state license are instructed. Student must pass classroom instruction and must pass practicals with 80% proficiency.

**FST108**
Self-Contained Breathing Apparatus
- This course is designed by demonstration of the use of SCBA functions for all purposes of safe fire fighting and the importance of personal safety to retrieve of fires and smoke.

**FST111**
Vehicle Fire-Fighting
- This course covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

**FST115**
Pump Operations
- Prerequisite: Fire Fighter II, Math and Unified Technical Concepts I are recommended.
- Pump Operations traces the history of fire service pumps, develops the theory of operations and develops practical skills in the operation of fire service pumps.

**FST120**
Fire Prevention
- Prerequisite: Fire Fighter I and II
- Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

**FST131**
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.

**FST132**
Ropes and Rappelling
- Ropes and Rappelling develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope rescue systems and caring for rope equipment. This course is a component of Rescue Technician skills.

**FST134**
Foam Applications
- Foam Applications expands on the participant’s knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

**FST135**
Salvage and Overhaul
- The salvage component of this course expands the participant’s ability to protect property before or during a fire. The overhaul component increases the skills used in locating hidden sources of ignition.

**FST137**
Ventilation
- Ventilation will develop the participant’s ability to change the atmospheric conditions within a structure or area using the concepts of positive, negative, and hydraulic theory of ventilation.

**FST138**
Water Supply
- Sources of water, supply systems and moving water increases the participant’s ability to provide water at the fire scene.

**FST139**
Natural Cover Fires
- Natural Cover Fires covers the concepts of weather and geographic factors, equipment, tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

**FST140**
Industrial Fire Brigade
- Industrial Fire Brigade is designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

**FST142**
Hazardous Mat/Receiv/ing Handling
- This course will provide the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

**FST150**
Vehicle Extrication - Special
- Vehicle Extrication addresses the specialized topics of removing victims from special vehicles. This course will cover the specifics of the methods of extricating victims from all types of special vehicles and the nomenclature to act quickly in an emergency.

**FST151**
Vehicle Extrication – Big Rig
- This course will instruct and demonstrate continuation of the extrication course involving big rigs. Those vehicles are larger than passenger and may cover commercial, oversized work vehicles, dump trucks, construction, busses, trailers, and 18 wheelers.

**FST152**
Vehicle Extrication – Passenger
- Vehicle Extrication addresses the specialized topics of removing victims from passenger vehicles. This course will cover the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the directions of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

**FST160**
Training Operations in Small Departments
- This course is designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

**FST162**
Managing Company Tactical Operations
- The course provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural fire fighting operations.

**FST163**
Principles of Building Construction/Non-Combustible
- This course addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

**FST164**
Shaping the Future
- This course provides students with an understanding of concepts, functions, and responsibilities at the intermediate level, as well as issues affecting mid-level management personnel in the fire service.

**FST201**
Fire Fighter II
- Fire Fighter II further develops the knowledge and skills expected of firefighters leading teams on assigned tasks. Combined with Fire Fighter I (FST101), the participant will meet the requirements for Missouri Division of Fire Safety certification testing.

**FST203**
Search and Rescue
- Search and Rescue develops knowledge and skills necessary in locating and assisting individuals in non-structural settings. Outdoor, water and ice rescues are included. This course is a component in becoming a Rescue Technician.
FST205 (Arr.) (2 cr. hrs.) Vehicle Extrication
Vehicle Extrication addresses the specialized topics of removing victims from vehicles other than those used for private purposes. Bus, road tractors and farm equipment are included in the course.

FST207 (Arr.) (1 cr. hr.) Fire Service Hydraulics
Prerequisite: Fire Fighter II, and math credit. Principles of Technology is highly recommended. Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fireground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.

FST209 (Arr.) (1 cr. hr.) Vertical Rescue
Prerequisite: FST133 This course is designed to advance the knowledge and skills introduced in Ropes and Repelling. Organizational procedures, self rescue, and victim rescue skills will enable the participant to work safely and effectively as a member of a vertical rescue team.

FST211 (Arr.) (1 cr. hr.) Advanced Vertical Rescue
Prerequisite: FST209 Using advanced vertical rescue developing additional technical skills necessary to participate in a rope and technical rescue team. Skills include load distributing systems, high line systems, ropes based raising systems, and litter attendant.

FST213 (Arr.) (2 cr. hrs.) Introduction to Fire Inspections, Principles and Practices
This course helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

FST214 (Arr.) (3 cr. hrs.) Technical Principles and Practices of Fire Prevention
This course provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspector to understand the scope of knowledge required and to identify the various steps in the inspection process.

FST215 (Arr.) (1 cr. hr.) Principles of Building Construction/Combustible
This course is designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

FST216 (Arr.) (1 cr. hr.) Introduction to Wilderness Search and Rescue
This course will introduce students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

FST217 (Arr.) (1 cr. hr.) Wilderness Search and Rescue
A continuation of FST216 with the exception of advanced course instruction. Pracicals may be added to this course section as a method of instruction.

FST218 (Arr.) (1 cr. hr.) Advanced Wilderness Search and Rescue
Again, a continuation from FST 216 and FST217. Advanced, difficult, and stressors are added to the instructional practicals to realistically give true situations to objectively solve.

FST222 (Arr.) (1 cr. hr.) Managing in a Changing Environment
This course will focus on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

FST230 (Arr.) (3 cr. hrs.) Fire Investigation
Fire Investigation addresses the information necessary to determine the cause and origin of a fire. Successful completion of the course may prepare the participant to take the Division of Fire Safety certification examination.

FST232 (Arr.) (1 cr. hr.) Incident Command System: Basic
This course is designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. The course will be conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

FST233 (Arr.) (1 cr. hr.) Incident command System: Intermediate
The course provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

FST234 (Arr.) (1 cr. hr.) Incident Response to Terrorism
Within the fire fighter instruction is introduced the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Instruction will include the prepared terrorism response methods supplied by the Homeland Security Office from the Federal and Missouri State Governments.

FST235 (Arr.) (1 cr. hr.) Incident Command System: Advanced
This course is intended to train personnel who maybe assigned to large incidents in the critical aspects of major incident management and area command.

FST236 (Arr.) (1 cr. hr.) Drug Lab Awareness Operations
This course presents the physical conditions, human activities and hazardous materials commonly found at clandestine drug labs in a variety of locations. The awareness section of this course will focus on discovering the presence of the illegal lab, applicable laws and regulations, and actions to reduce risk to emergency responders. Operations will focus on actions available to or mandated for operations level responders which review awareness level response. Defining and recognizing high risk and low risk work zones, actions plan development for command centers, isolation, decontamination, triage, mitigation, and documentation will also be exercised.

FST238 (Arr.) (1 cr. hr.) Rapid Intervention Teams
This course will address various techniques including, how to skill a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

FST240 (Arr.) (2 cr. hrs.) Hazardous Materials Operations
This course meets the objectives of NFPA 472 and OSHA 20CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

FST242 (Arr.) (1 cr. hr.) Hazardous Materials Awareness
A continuation of FST240 with the exception of applied classroom instruction onto a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.

FST250 (Arr.) (3 cr. hrs.) Fire Instructor I
Prerequisite: Fire Fighter I and II and a computer technology course.
Course introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST252 (Arr.) (3 cr. hrs.) Fire Officer I
Course introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included in the course.

GEOGRAPHY
GEO001 (Arr.) (1 cr. hr.) Introduction to Geography
An introductory survey of the physical, cultural, economic, and political geography of the world’s developed (Anglo-America, Europe, former USSR, Japan, Australia, New Zealand) regions.

GEO115 (3-0) 3 cr. hrs. Regional World Geography I
An introductory survey of the physical, cultural, economic, and political geography of the world’s developing (Latin America, Middle East, Asia, Subsaharan Africa) regions.

GUIDANCE
GUi100 (3 cr. hrs.) Principles of College Success
A course designed to make entering college comfortable and successful for first-time college students. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

HISTORY
For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours in the following combinations:
1. American History I & II (HIS123 and HIS124 or Honors Section HIS137 and HIS138).
3. American History I and American National Government or American State and Local Government (HIS123, and POS113 or POS114).
4. American National Government and American History I or II (POS113 and HIS123 or HIS124).

**HIS001** (Arr.) 1 cr. hr.
Introduction to American History I
This is an independent study preparatory module for academic level HIS123. Does not apply toward an AA degree.

**HIS002** (Arr.) 1 cr. hr.
Introduction to American History II
This is an independent study preparatory module for academic level HIS124. Does not apply toward an AA degree.

**HIS110** (3-0) 3 cr. hrs.
World Civilization I
A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. (Cultural diversity course.)

**HIS113** (3-0) 3 cr. hrs.
Western Civilization I
A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. (Cultural diversity course.)

**HIS114** (3-0) 3 cr. hrs.
Western Civilization II
A study of the main problems of the western world from the Age of Absolutism to the present time. (Cultural diversity course.)

**HIS115** (3-6) 3 hrs.
Western Civilization III
A seminar in the cultures of the countries of Europe and/or the British Isles and/or the "cradles" of Western Civilization. Offered on demand.

**HIS118** (3-0) 3 cr. hrs.
Introduction to Church History
An introductory survey of the early development of the Christian Church during antiquity and the early Middle Ages.

**HIS119** (3-0) 3 cr. hrs.
History of Christianity
A study of the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

**HIS123** (3-0) 3 cr. hrs.
American History I
A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

**HIS124** (3-0) 3 cr. hrs.
American History II
A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

**HIS130** (3-0) 3 cr. hrs.
History of Missouri
A survey of the history of Missouri from the earliest times to the contemporary period.

**HIS135** (Arr.) 1 cr. hr.
Directed Studies in History (Honors)
Prerequisite: Consent of the department chairperson/instructor.
The student enrolled for directed studies will investigate a specific topic or area within the field of history.

**HIS136** (3-0) 3 cr. hrs.
Introduction to Latin American History
A survey of economic, political and social developments in Latin America 19th Century to the present. (Cultural diversity course.)

**HIS137** (3-0) 3 cr. hrs.
American History I (Honors)
Prerequisite: Consent of the chairperson of the department.
An analysis of the important events in American history from the discovery of America through the Era of Reconstruction. Emphasis is on individual research, independent study, classroom discussion and oral reports.

**HIS138** (3-0) 3 cr. hrs.
American History II (Honors)
Prerequisite: Consent of the chairperson of the department.
An analysis of the important events in American history from the Era of Reconstruction until the present. Emphasis is on individual research, independent study, classroom discussion and oral reports.

**HIS150** (3-0) 3 cr. hrs.
Modern Latin America
A study of the cultures of the nations of Middle America, South America and the Caribbean. (Cultural diversity course.)

**HIS152** (3-0) 3 cr. hrs.
World Civilization II
A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. (Cultural diversity course.)

**HEALTH**

**HLT003** (Arr.) 1 cr. hr.
Orientation to Medical Terminology
Designed to teach the fundamental structure of many medical words and their pronunciation and spellings. Independent and/or self-paced instruction offered through the Learning Center. Does not apply toward an AA degree.

**HLT007** (Arr.) 1 cr. hr.
Orientation to Medical Terminology II
Continues instruction in fundamental structure of many medical words, a supplement to professional nursing programs. Independent and/or self-paced instruction offered through the learning center. Does not apply toward an AA degree.

**HLT010** (Arr.) 1 cr. hr.
Long-Term Nurse Aide
Prerequisite: ACT reading score of 13 or Compass reading score of 60.
Prepare the student for employment in a long-term care facility. This is a 180-hour course that consists of 75 hrs. cr. hrs. theory and 105 on-the-job training hrs.
The course is designed to teach skills in patient care which will qualify the student to assist the Licensed Practical Nurse or the Registered Professional Nurse in direct patient care.
The student will be given instruction on how to perform uncomplicated nursing procedures. Must pass state approved exam to practice.

**HLT162** (Arr.) 3 cr. hrs.
Long-Term Care Administration: Internship
Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.
To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe management methods used in each department of the short-term health care facility.

**HLT164** (Arr.) 3 cr. hrs.
Short-Term Health Care Administration: Internship
Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.
To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe the management methods utilized in each department of the short-term health care facility.

**HLT166** (Arr.) 3 cr. hrs.
Supervision and Management in Short-Term Care
This course is designed to present a "micro" view of hospitals as the major entity in the health care system.

**HLT168** (Arr.) 3 cr. hrs.
Long-Term Care Administration
Emphasis is on the long-term care facility. Patient care orientation is specifically covered in addition to the social, medical, and psychological aspects of long-term care.

**HLT171** (Arr.) 3 cr. hrs.
Emergency Medical Refresher Course
Prerequisites: Completed a state approved E.M.T. program.
A refresher/recertification course to enhance the knowledge and experience of the certifying 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.

**HLT175** (Arr.) 8 hours
Emergency Medical Technician-Basic
Prerequisite: ACT reading score of 13 or Compass reading score of 60.
Provides the basic instruction for persons responsible for the delivery of emergency medical services. In addition to the 110 hours of classroom instruction, two 12-hour emergency department rotations, and three-12-hour ambulance rotations are required. Successful completion of a practical exam and a written exam will allow the student to be enrolled in the National Registry of EMT's and apply for a Missouri State EMT license.

**HLT195** (Arr.) 1 cr. hr.
Level 1 Medication Aide
Prerequisite: Employed in a Residential Care Facility I or II.
This course follows the requirements of Missouri Rule 13 CSR 15-13.030. The
course will prepare individuals with the skills in medication administration of non-para-
ter medications in order for the student to qualify to perform medication procedures in
Residential Care Facilities I or II with the State of Missouri.

HLT201  Insulin Administration
Prerequisite: Must be a Certified Medication Technician.
This class contains basic information about diabetes, its symptoms, treatment and
complications. The unit also contains a lesson on insulin and a demonstration lesson on
insulin injection.

HLT202  Medication Technician
Prerequisite: Must be Certified Nurse Aide and have a high school diploma or GED.
This is a course intended to increase the skills of a Nurse Aide and enable them to
administer medications in a nursing home. The student is taught all aspects of medication
administration except the parenteral route. The course covers 60 hours of theory and the
student must have 8 hours supervised administration of medications in a nursing home.

HLT235  Medical Terminology and Introduction to Pathology
This course is concerned with work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

HLT236  Medical Terminology II
Prerequisite: HLT235.
This course is a continuation of HLT235. It is a course of individualized instruction to increase the working knowledge of medical terminology.

HLT240  Intravenous Therapy
Prerequisites: LPN with current license in Missouri, Practical Nursing student, or radiology student.
Prepare students to perform I. V. therapy. The course is designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

HUMAN SERVICES

HMS100  Introduction to Human Services (3-0) 3 cr. hrs.*
A survey course to introduce students to human and community needs and to the
concepts, skills and values common to the helping profession. It is designed for the
student who wants to explore a possible major in the human services field. Students will be exposed to historical perspectives, ethics, community resources, and service delivery as well as the role of the paraprofessional in various agencies and specific areas of human services employment. (Transferrable as the first Social Work course to most area colleges).

HMS101  Theories and Skills in Helping (3-0) 3 cr. hrs.*
Introduction to the methodology used in the helping profession with emphasis on effective
interpersonal communication, interviewing, and development of basic helping skills.
A process-oriented approach to solving

individual, family, and community problems will be employed.

HMS102  Policy and Politics (3-0) 3 cr. hrs.*
Provides an examination of social welfare policy development. The examination will
focus on historical factors, value assumptions, and social-political-economic contexts.
Specific social issues in the field of human services will be explored and related to
policy development. The processes and skills necessary for examination and evaluation of
programs/policies (i.e., federal, state, local) will be emphasized.

HMS103  Assessment and Documentation Practices (3-0) 3 cr. hrs.*
Prerequisites: ENGL133 or consent of instructor.
An introduction to the techniques of behavioral observation and documentation used in both professional and paraprofessional settings. Students will maintain and manage a case file, demonstrate different types of recording, examine and discuss guidelines for confidentiality of documents and information, and become familiar with inventory objectives and identifying intervention strategies.

HMS111  Group Practice in Human Services (3-0) 3 cr. hrs.*
Prerequisites: HMS100 and HMS101 recommended.
An introductory course in the theory and practice of group work in Human Service
settings. A study of the various types of groups, ethical issues, group leadership and the
process/dynamics of forming and working with groups will be covered. Participation in a
growth group as both member and facilitator is required.

HMS201  Human Services: Practicum I (3-0) 3 cr. hrs.*
Prerequisites: A grade of "C" or better in HMS100 and HMS101, and permission of practicum coordinator are required. A practicum liability insurance fee is also required for enrollment in this course.

HMS202  Human Services: Practicum II (3-0) 3 cr. hrs.*
Prerequisites: A grade of "C" or better in HMS201 and permission of practicum coordinator are required. A practicum liability insurance fee is also required for enrollment in this course.

HORTICULTURE

HRT101  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 & development are presented in a comprehensive yet understandable manner.
Includes land and greenhouse applications.

HRT103  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.

HRT105  Herbaceous Landscape Plants (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.

HRT107  Woody Plants I (fall) (3-0) 3 cr hrs.
A study of trees with regard to their identification, scientific name, culture, growth habit and landscape value. Major emphasis is given to the development of a functional use concept in planting.

HRT111  Woody Plants II (spring) (3-0) 3 cr hrs.
A study of shrubs, vines and ground covers with regard to their identification, scientific
name, culture, growth habit and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.

HRT115  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 the agriculture/horticulture industry of Eastern Missouri
will be the major topic. Plant diseases commonly encountered in the horticulture
industry will also be discussed.

HRT121  Introduction to Turfgrass Mgt (fall) (3-0) 3 cr hrs.
A course in principles and practices of turfgrass propagation and management. Special-
zation practices relative to home lawn, golf courses, athletic fields, highway roadsides and
seed and sod production will be presented. The biology and control of turfgrass pests will
be discussed.

HRT 131  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 includes lectures, design projects
and extensive hands-on experience with fresh and silk floral materials.
### HRT 133
Plants for Interior Design (Web)

A course pursuing the increasingly popular interior landscaping where interior design skills are developed along with cultural management of tropical plants. The course stresses identification, scientific name, culture, and functional use of indoor tropical plants.

### HRT 141
Introduction to Viticulture (fall)

A course in the basic principles and practices of viticulture. Discussions will include the current status and the future of the grape industry in Missouri; vineyard site selection; cultivar selection; trellis systems; training and pruning of grape plants; irrigation; fertility management; disease management; and IPM.

### HRT 143
Wine Appreciation (fall)

An introductory course taught to heighten the student's awareness of wines. Discussions will include the role of wine in history, religion, art, culture and society from pre-history to present day. Labs will include sensory evaluation of representative wines.

### HRT 201
Floral Design II (spring)

Prerequisite: HRT 131

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.

### HRT 209
Landscape Design I (fall)

Prerequisite: HRT 109 and HRT 111.

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.

### HRT 211
Landscape Design II (spring)

Prerequisite: HRT 209

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.

### HRT 217
Horticulture Maintenance (spring)

Prerequisites: HRT 101, HRT 103, HRT 107, HRT 115, and AGR 143.

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.

### HRT 221
Greenhouse and Nursery Management (spring)

Prerequisites include: HRT 105, HRT 109 and HRT 111.

A course with a greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

### HRT 233
Turfgrass Pathology (fall)

Prerequisite: HRT 121

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.

### HRT 235
Turfgrass Equipment (spring)

Prerequisite: HRT 231

A course in which equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

### HRT 241
Fundamentals of Enology (spring)

Prerequisite: HRT 143 Wine Appreciation.

An introduction to the process and science of wine making, including the 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.

### HRT 243
Vineyard Maintenance (spring)

Prerequisite: HRT 241.

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.

### HRT 251
Horticulture Internship I

Prerequisite: Sophomore standing. Open to Horticulture majors only.

A course designed to give the students actual experience in the day-to-day operation of a horticulture business.

### HRT 253
Horticulture Internship II

Prerequisite: HRT 251.

A continuation of HRT 251. Students may choose to work in a different business or in a different employment position at the same business as they worked in HRT 251.

### IDS 105
Interdisciplinary Studies

Prerequisite: Instructor permission.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

### MATHEMATICS

Enrollment in any mathematics course is contingent upon successful completion with a grade of "C" or better in all prerequisite courses. It is recommended that students who plan to study mathematics present themselves for the mathematics placement examination before the first semester of attendance. MAT 001 - MAT 013 are offered as one-hour math refresher modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses. These courses will not apply toward the Associate of Arts degree.

### IDS 105
Interdisciplinary Studies

Prerequisite: Instructor permission.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

### IDS 105
Interdisciplinary Studies

Prerequisite: Instructor permission.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.
### MAT121 Intermediate Algebra
Prerequisite: A minimum ACT score of 24; Compass College Algebra score of 52-58; Compass Trigonometry score of 44-49; or a grade of “C” or better in MAT113. This course is designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts along with a more in-depth study of linear and quadratic equations, graphing linear equations, polynomials, radicals, and roots. New topics include the Quadratic Formula, rational expressions, systems of linear equations, and functions.

### MAT215 Analytical Geometry and Calculus II (spring)
Prerequisite: A grade of “C” or better in MAT165.

### MAT225 Elementary French (fall)
Prerequisite: MAT215.

### MAT233 Differential Equations (spring)
Prerequisite: MAT225.

### MFG103 Introduction to Quality Theory
Quality assurance and processes of continuous improvement are explored in this course. Philosophy and historical concepts related to the development and evolution of quality are covered. Special emphasis will be placed on scientific and statistical procedures available to industry that aid in the development of quality products and processes.

### MFL117 Elementary French
Prerequisite: Must meet same requirements necessary to take ENG133 to enroll.

### MFL127 Intermediate French
Prerequisite: Elementary French or high school equivalent (1-2 years of recent study). A continuation of Elementary French (MFL117). By the end of this second semester
all major language structures will have been introduced. (Cultural diversity course.)

**MFL129** (Arr.) 3 cr. hrs.

**Culture of French Speaking World**

Aspects of French life and culture will be covered. These include art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. (Cultural diversity course.)

**MFL137** (3-0) 3 cr. hrs.

**Elementary Spanish**

Prerequisite: Must meet same requirements necessary to take ENG133 to enroll.

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. (Cultural diversity course.)

**MFL147** (3-0) 3 cr. hrs.

**Intermediate Spanish**

Prerequisite: Elementary Spanish or high school equivalent (1-2 years of recent study).

A continuation of Elementary Spanish (MFL137). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

**MFL150** (3-0) 3 cr. hrs.

**Elementary German**

Prerequisite: Must meet same requirements necessary to take ENG133 to enroll.

Acquisition of an appreciation of the German culture and an introduction to speaking, reading, writing, and understanding the language. Special emphasis will be on conversation. (Cultural diversity course.)

**MFL151** (3-0) 3 cr. hrs.

**Intermediate German**

Prerequisite: Elementary German or high school equivalent (1-2 years).

A continuation of Elementary German (MFL150). By the end of this course all major language structures will have been introduced. (Cultural diversity course.)

**MFL156** (3-1) 4 cr. hrs.

**German Language & Culture I**

This course provides students with the opportunity to learn the basic elements of the German language. Speaking skills are an integral part of classroom activities. Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

**MFL158** 1 cr. hrs.

**German Language & Culture I—Lab**

The student will participate in one hour of web-based learning activities for an acquisition of an appreciation of the German culture and reinforcement of speaking, reading, writing and understanding German.

**MFL170** (3-0) 3 cr. hrs.

**American Sign Language I**

Prerequisites: DCST100 or consent of instructor. Must meet same requirements necessary to take ENG133 to enroll.

An in-depth study of American Sign Language (ASL). Linguistic cultural features are presented in context of learning experiences.

**MFL213** (3-0) 3 cr. hrs.

**French Composition and Conversation**

Prerequisites: Elementary and Intermediate French or the equivalent (4 years of high school study).

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

**MFL214** (3-0) 3 cr. hrs.

**French Reading**

Prerequisites: Elementary and Intermediate French or the equivalent (four years of high school study).

A course designed to increase reading comprehension and vocabulary development. (Cultural diversity course.)

**MFL223** (3-0) 3 cr. hrs.

**Spanish Composition and Conversation**

Prerequisites: Elementary and Intermediate Spanish or the equivalent (four years of high school study).

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.)

**MFL225** (3-0) 3 cr. hrs.

**Spanish Reading**

Prerequisites: Elementary and Intermediate Spanish or the equivalent (four years of high school study).

A course designed to acquaint the students with a selection of major Hispanic authors and to develop their ability to read Hispanic literary texts. Additional emphasis on conversation through class discussions in Spanish. (Cultural diversity course.)

**MFL233** (3-0) 3 cr. hrs.

**Elementary Italian**

Prerequisite: Must meet the same requirements necessary to take ENG133 to enroll.

Survey of the Italian culture and language. Acquisition of the basic skills of speaking, understanding, reading, and writing Italian. (Cultural diversity course.)

**MFL234** (3-0) 3 cr. hrs.

**Intermediate Italian**

Prerequisite: Elementary Italian or the equivalent.

A continuation of Elementary Italian, further developing the four basic language skills. (Cultural diversity course.)

**MFL235** 3 cr. hrs.

**Advanced German Grammar & Reading**

Prerequisite: MFL151.

This course is designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. (Cultural diversity course.)

**MFL236** (3-0) 3 cr. hrs.

**Advanced Italian Grammar and Conversation**

Prerequisites: MFL233 and MFL234

Students will study more advanced grammar with emphasis on its practical application in conversation. (Cultural diversity course.)

**MFL238** (Arr.) 1 cr. hr.

**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

**MFL239** (Arr.) 3 cr. hrs.

**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

**MFL240** (Arr.) 5 cr. hrs.

**European/Latin American Culture**

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

**MFL246** (3-1) 4 cr. hrs.

**German Language & Culture II**

This course provides students with the opportunity to continue beyond the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

**MANAGEMENT**

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

**MGT001** (Arr.) 1 cr. hr.

**Basic Consumer Law**

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

**MGT004** (Arr.) 1 cr. hr.

**Introduction to Business Math I**

First of two introductory courses in mathematics for business.

**MGT005** (Arr.) 1 cr. hr.

**Introduction to Business Math II**

Second module in the business math area. Teaches computational skills for situations that are encountered in business.

**MGT113** (3-0) 3 cr. hrs.

**Managerial Accounting**

Prerequisite: BUS205 or the equivalent.

An introduction to managerial accounting. This course includes interpretations of data and the use of accounting in planning and controlling business activities.

**MGT114** (3-0) 3 cr. hrs.

**Cost Accounting**

Interpretations and managerial implications of material, labor, and overhead for job order, process and standard cost systems, cost-volume-profit relationships, direct production flows, joint and by-products, spoilage and scrap, responsibility accounting and reporting.

**MGT119** (3-0) 3 cr. hrs.

**Financial Accounting**

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

**MGT130** (3-0) 3 cr. hrs.

**Organizational Analysis and Management**

This is an introductory course studying and analyzing all aspects of organizations. Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

**MGT131** (3-0) 3 cr. hrs.

**Project Management**

Prerequisite: TEC156 Manufacturing Processes and Estimating.

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

MG112

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 license requirements.

MG113

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.

MG116

Statistics
An elementary course in 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.

MG119

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.

MG121

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, incentives, rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MG122

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

MG123

Safety Management
Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

MG120

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.

MG124

Finance
Prerequisite: BUS205 or the equivalent. The general study of methods of financing business enterprises and their relationship to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

MG191

Occupational Education Special Study
Same as MG193 except for variable credit.

MG192

Occupational Education Special Study
Same as MG193 except for variable credit.

MG193

Occupational Education Special Study
Prerequisite: Consent of instructor.
Independent study of specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MG194

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.

MG202

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

MG203

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.

MG204

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.

MG220

Business Internship
Prerequisite: Sophomore standing, consent of instructor.
Supervised occupational experience in local business establishments.

MG221

Salesmanship
Prerequisite: BUS233 or consent of instructor.
Salesmanship is a course designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated into the course and applied through simulations in various stages of the sales process.

MG247

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, money and policy and its impact on financial markets and banks, alternative theories of money’s role in the economy, fiscal policy, and trends in banking.

MG252

Consumer Lending
Prerequisite: MGT275 or consent of instructor.
A modular course which emphasizes the pragmatic “how to” details of consumer lending. Topics covered are: principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

MG255

Bank Accounting
Prerequisite: BUS200 or Bank experience.
An attempt to provide the industry with an accounting course designed specifically to acquaint students with the peculiarities of bank accounting, to address more effectively the uniqueness of those peculiarities, and to foster continued student interest in potential career and development opportunities.

MG261

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

MG265

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.

MG266

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.

MG269

Supervision: Middle Management
Same as MG266 except for variable credit.

MG272

Law and Banking Applications
Prerequisite: MGT275 or consent of instructor.
This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

MG273

Marketing for Bankers
Prerequisite: MGT275 or consent of instructor.
This course familiarizes students with the application of marketing philosophy and principles as they relate to the banking
industry. Provides the necessary background for understanding and practicing marketing.

MGT274  Law and Banking Principles (2-0) 2 cr. hrs.

An introductory college level course with emphasis on an overview of legal principles affecting and governing banking in the United States.

MGT275  Principles of Banking (2-0) 2 cr. hrs.

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

MGT276  Analyzing Financial Statements (3-0) 3 cr. hrs.

Prerequisite: BUS200.

This course will develop skills to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

MGT277  Deposit Operations (3-0) 3 cr. hrs.

Prerequisite: MGT275 or consent of instructor.

This course will provide an overview of the U.S. payments system, banking law and regulation, and current industry practices. It will examine bank deposit-taking activities, consider how banks manage funds and explore the interbank EFT systems.

MGT278  Teller Training: Basic (1-0) 1 cr. hr.

Course focuses on the concepts and practices of a teller’s job. Practical applications for prospective new and experienced bank tellers.

MGT290  E-Commerce (3-0) 3 cr. hrs.

Prerequisite: CIS105 or consent of instructor.

This course explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.

MUSIC  

MUS101  Band 1 cr. hr.

This class is a performing ensemble focusing on music from the concert band & wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument. Repeatable for three semesters.

MUS103  Jazz Ensemble 1 cr. hr.

This class is a performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, latin, ballad, rock, bossa nova, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz. Repeatable for three semesters.

MUS105  Mineral Area College Singers 1 cr. hr.

Prerequisite: MUS132

This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano, Tenor, Bass). Open to all students with the consent of the instructor. Repeatable for three semesters.

MUS115  Steel Drum Ensemble 1 cr. hr.

This class is a performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion. Repeatable for three semesters.

MUS113  Introduction to Music Theory (summer) 3 cr. hrs.

Prerequisite: MUS133

A presentation of the basic fundamentals of music theory including rhythm, meter, intervals, scale construction and triad construction. This course is recommended for music majors who have not had music theory in high school.

MUS131  Music Theory I (fall) 3 cr. hrs.

Prerequisite: MUS138

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

MUS132  Music Theory II (spring) 3 cr. hrs.

Prerequisite: MUS138

A continuation of MUS131 extending into the areas of seventh chords and non-harmonic tones.

MUS133  Music Theory III (fall) 3 cr. hrs.

Prerequisite: MUS132

Corequisite: MUS139

A continuation of MUS131 extending into the areas of chromaticism, syncopation, modulations and medieval modes.

MUS134  Music Theory IV (spring) 3 cr. hrs.

Prerequisite: MUS133

Corequisite: MUS140

Extension of materials of MUS132 to include a more complex chordal vocabulary, secondary dominants, altered chords, continuation and expansion of the modal processes.

MUS137  Sightsinging/Ear Training I (fall) 2 cr. hrs.

Corequisite: MUS131

A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor scales, rhythm, and simple and compound time will also be included.

MUS138  Sightsinging/Ear Training II (spring) 2 cr. hrs.

Corequisite: MUS137

A continuation of MUS137, extending studies into the areas of the Dominant 7th, chord implications outside of the I and V chords, and the tritone.

MUS139  Sightsinging/Ear Training III (fall) 2 cr. hrs.

Corequisite: MUS138

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

MUS140  Sightsinging/Ear Training IV (spring) 2 cr. hrs.

Corequisite: MUS139

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

MUS142  Class Piano I (fall) 2 cr. hrs.

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

MUS143  Class Piano II (spring) 2 cr. hrs.

Prerequisite: MUS142 or comparable ability

A continuation of MUS142.

MUS163  Appreciation of Music 3 cr. hrs.

A study of the development of music to provide a basis for the understanding and appreciation of music.

MUS165  Appreciation of Jazz 3 cr. hrs.

Prerequisite: MUS142 or comparable ability

A continuation of MUS142.

MUS168  History and Form of Rock Music 3 cr. hrs.

This course studies the history of Rock/Pop music from the beginning of the Blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone. (Cultural diversity course.)

MUS173  Introduction to Music 3 cr. hrs.

The study and practice of the basic rudiments of music. This course is specifically designed for the non-music major. An emphasis for acquiring these fundamentals are placed on the student’s ability to learn basic piano skills.

MUS175  Beginning Guitar 3 cr. hrs.

An introductory course dealing with the fundamental playing techniques and basic music reading skills for the guitar. Course is designed to teach the student how to continue the learning process beyond the class. Open to all students and people of the community.

MUS180  Studio Music 1 cr. hr.

This class is a performing ensemble focusing on the creation and production of a large-scale musical-variety show. Open to
all students who sing or play an instrument in any style of music, through the consent of the instructor. Repeatable for three semesters.

MUS184 3 cr. hrs.
Introduction to Audio Recording
This class introduces audio recording for the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

MUS227 1 cr. hr.
Applied Voice
This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (voice) or for those who have had previous comparable experience. Repeatable for three semesters.

MUS229 1 cr. hr.
Applied Piano
This course is offered to music majors whose principle instrument is the piano. The main purpose of this course is to teach and sharpen those skills required of the pianist, major and to prepare the student for transfer to a four-year institution. Areas of study will include scales, arpeggios, technique, sight-reading piano repertoire. Open to all piano majors with consent of the instructor. Repeatable for three semesters.

MUS249 1 cr. hr.
Applied Guitar
This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (guitar) or for those who have had previous, comparable experience. Repeatable for three semesters.

MUS250 2 cr. hrs.
Instrumental Techniques I
Course designed for all wind-playing instrumentalists and percussionists who wish to improve their technical and performance skills on their chosen instrument.

MUS252 2 cr. hrs.
Instrumental Techniques II
Prerequisite: MUS250 or comparable ability
A continuation of MUS250.

MUS254 2 cr. hrs.
Instrumental Techniques III
Prerequisite: MUS252 or comparable ability
A continuation of MUS252.

MUS256 2 cr. hrs.
Instrumental Techniques IV
Prerequisite: MUS254 or comparable ability
A continuation of MUS254.

MUS266 1 cr. hr.
Jazz Combo
A performing ensemble focusing on the small group sound of jazz. A major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director. Repeatable for three semesters.

PRACTICAL NURSING
NUR127 2 cr. hrs.
Personal and Vocational Concepts
Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

NUR131 1 cr. hr.
Body Function
Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

NUR132 2 cr. hrs.
Geriatric Nursing
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

NUR135 4 cr. hrs.
Maternity Nursing
Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

NUR137 2 cr. hrs.
Basic Pharmacology
Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

NUR138 2 cr. hrs.
Medical-Surgical Nursing
Prerequisite: Successful completion of all Program in Practical Nursing first & second trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

NUR138 2 cr. hrs.
Medical-Surgical 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.

NUR138 2 cr. hrs.
Medical-Surgical 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.

NUR138 2 cr. hrs.
Medical-Surgical 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.

NUR138 2 cr. hrs.
Medical-Surgical 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.

NUR138 2 cr. hrs.
Medical-Surgical 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.

NUR138 2 cr. hrs.
Medical-Surgical 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.
DESCRIPTION : NUR-PAR

NUR141  (Arr.) 3 cr. hrs.
Applied Pharmacology
Prerequisite: Successful completion of all courses in the first & second trimester of the PN Program curriculum courses.
This course is intended to complete the first trimester Basic Pharmacology for beginning nurse generalists. Discussion includes the various drug classifications, profiles of drugs within each classification, their pharmacokinetics, physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosage, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications.

NUR142  (Arr.) 3 cr. hrs.
Pedsiatric Nursing
Prerequisite: Successful completion of all courses in the PN Program first trimester courses, Maternity Nursing, and Grade of C or above in sequential PN Program curriculum courses.
Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Pathophysiology, 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 provide a useful framework for planning and providing nursing care in any health care setting. Community-based mental health clinical experience is included.

OFFICE SYSTEMS TECHNOLOGY
OST100  (3-0) 3 cr. hrs.
Keyboarding I
The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation. For beginners.

OST102  (3-0) 3 cr. hrs.
Keyboarding II
Prerequisite: OST100 or equivalent. Instruction and practice directed toward improvements of speed and accuracy, with problems covering business letters, tabulated and technical reports, and various business forms.

OST108  (1-0) 1 cr. hr.
10-Key Numeric Skills
Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST110  (2-0) 2 cr. hrs.
Filing Systems and Records Management
Prerequisite: OST100 or the equivalent.
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

OST120  (3-0) 3 cr. hrs.
Beginning Notehand
Prerequisite: OST100 or the equivalent.
This course teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST130  (3-0) 3 cr. hrs.
Office Procedures I
Prerequisite: OST100 or the equivalent.
A course designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

OST132  (3-0) 3 cr. hrs.
Office Procedures II
Prerequisite: OST100 or the equivalent.
A course designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

OST140  (3-0) 3 cr. hrs.
Business Communications I
Prerequisite: OST100 or the equivalent.
This course is designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST150  (3-0) 3 cr. hrs.
Applied Accounting I
This is a non-transfer course designed to meet the needs of those students who will be pursing the first course in accounting. They may acquire skills necessary for initial employment as a bookkeeper in a small business, or for the purpose of keeping personal records.

OST152  (3-0) 3 cr. hrs.
Applied Accounting II
Prerequisite: OST150.
A continuation of OST150.

OST160  (4-0) 4 cr. hrs.
Medical Coding I
Prerequisite: Successful completion of all pn program sequence courses.
This course is intended to complete the clinical portion of this course.

OST200  (3-0) 3 cr. hrs.
Transcription Skills
Prerequisite: OST102 or consent of instructor.
This course will help develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST208  (3-0) 3 cr. hrs.
Business Applications
Prerequisite: CIS 175 or the equivalent.
This course is to acquaint secretarial students with situations and forms they can expect to encounter in the employer’s office. A generic administrative assistant simulation (practice set) is used.

OST220  (3-0) 3 cr. hrs.
Introduction to Business
A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST230  (3-0) 3 cr. hrs.
Business Communication II
This course is designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.
### DESCRIPTiON: PAR-PED

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Minimum Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>OST240</td>
<td>(Arr.) 3 cr. hrs.</td>
<td><strong>Business Internship I (Secretarial)</strong>&lt;br&gt;Prerequisite: Sophomore standing and consent of instructor.&lt;br&gt;Supervised occupational experience in local business establishments.</td>
</tr>
<tr>
<td>OST242</td>
<td>(Arr.) 3 cr. hrs.</td>
<td><strong>Business Internship II (Secretarial)</strong>&lt;br&gt;Prerequisite: Sophomore standing and consent of instructor.&lt;br&gt;A continuation of OST220.</td>
</tr>
<tr>
<td>OST260</td>
<td>(4-0) 4 cr. hrs.</td>
<td><strong>Medical Coding II</strong>&lt;br&gt;Prerequisite: OST160&lt;br&gt;An in-depth study of specific areas of medical coding usage and reimbursement in the medical fields of surgery, radiology, pathology, anesthesiology, physician and hospital coding and reimbursement.</td>
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</table>

### PARAMEDiC TECHNOLOGY

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<tbody>
<tr>
<td>PAR200</td>
<td>(8-0) 8 cr. hrs.</td>
<td><strong>Principles of Paramedic Technology I</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAR202</td>
<td>(8-0) 8 cr. hrs.</td>
<td><strong>Principles of Paramedic Technology II</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.&lt;br&gt;This course serves as an overview of paramedic practice and integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of life-threatening emergencies. Topics include cardiovascular, cerebrovascular and other medical emergencies and their relationship to their respective disease processes.</td>
</tr>
<tr>
<td>PAR204</td>
<td>(3-0) 3 cr. hrs.</td>
<td><strong>Principles of Paramedic Technology III</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAR206</td>
<td>(4-0) 4 cr. hrs.</td>
<td><strong>Principles of Paramedic Technology IV</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.&lt;br&gt;This course integrates the theory behind the use of advanced diagnostic treatment assessment based management, counseling, rescue, and communication procedures into the practice of the paramedic. Pediatrics, management of the chronically ill, extrication, rescue, and communication techniques will be emphasized in this course.</td>
</tr>
<tr>
<td>PAR208</td>
<td>(3-0) 3 cr. hrs.</td>
<td><strong>Pharmacology for Paramedics</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.&lt;br&gt;This course discusses drug therapy and usage by paramedical personnel. Areas of emphasis are general principles of drug action, the mathematics of dosage calculation, the therapeutic effects, indications, contraindications, dosages, administration routes and possible side effects of emergency drugs. Discussions include important prescription medications and their relationship to emergency treatment.</td>
</tr>
<tr>
<td>PAR210</td>
<td>(4-0) 4 cr. hrs.</td>
<td><strong>Paramedic Anatomy &amp; Physiology</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program or consent of Program Coordinator.&lt;br&gt;This course is designed specifically for the Paramedic student to provide a basic understanding of the structure and function of the human body. The course includes an overview of each body system.</td>
</tr>
<tr>
<td>PAR214</td>
<td>(0-1) 1 cr. hr.</td>
<td><strong>Paramedic Laboratory I</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAR220</td>
<td>(Arr.) 1 cr. hr.</td>
<td><strong>Paramedic Clinical I</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.&lt;br&gt;This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.</td>
</tr>
<tr>
<td>PAR222</td>
<td>(Arr.) 2 cr. hrs.</td>
<td><strong>Paramedic Clinical II</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.&lt;br&gt;This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.</td>
</tr>
<tr>
<td>PAR224</td>
<td>(Arr.) 1 cr. hr.</td>
<td><strong>Paramedic Clinical III</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.&lt;br&gt;This course provides advanced therapy to hospitalized patients under the supervision of licensed personnel.</td>
</tr>
<tr>
<td>PAR230</td>
<td>(Arr.) 1 cr. hr.</td>
<td><strong>Paramedic Internship I</strong>&lt;br&gt;Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.&lt;br&gt;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).</td>
</tr>
<tr>
<td>PAR232</td>
<td>(Arr.) 1 cr. hr.</td>
<td><strong>Paramedic Internship II</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAR234</td>
<td>(Arr.) 4 cr. hrs.</td>
<td><strong>Paramedic Internship III</strong>&lt;br&gt;Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.&lt;br&gt;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.</td>
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### PERSONAL AWARENESS

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<tr>
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<tbody>
<tr>
<td>PAW106</td>
<td>(1-0) 1 cr. hr.</td>
<td><strong>Preparation for Employment</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAW108</td>
<td>(2-0) 2 cr. hrs.</td>
<td><strong>Career Search</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAW190</td>
<td>(1-0) 1 cr. hr.</td>
<td><strong>Stress Management</strong>&lt;br&gt;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.</td>
</tr>
<tr>
<td>PAW194</td>
<td>(2-0) 2 cr. hrs.</td>
<td><strong>Stress Management II</strong>&lt;br&gt;A further study of optimal health as it relates to stress management.</td>
</tr>
<tr>
<td>PAW196</td>
<td>(1-0) 1 cr. hr.</td>
<td><strong>Career Planning</strong>&lt;br&gt;This course is designed to assist individuals in choosing a career through interest, abilities, and values testing. These test results provide the framework for career exploration through a variety of sources, including computerized career information systems, books, and job shadows. Students work one-on-one with career counselors to obtain career information on job duties, outlook, education, and pay.</td>
</tr>
</tbody>
</table>
PHYSICAL EDUCATION

**PED102** (2-0) 2 cr. hrs.
**Introduction to Recreational and Outdoor Education**
A course for those considering a career in recreational and outdoor education. This course will help develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

**PED105** (2-0) 2 cr. hrs.
**Officiating of Sports Activities (fall)**
A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

**PED107** (2-0) 2 cr. hrs.
**Fundamentals of Basketball (fall)**
History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

**PED109** (2-0) 2 cr. hrs.
**Fundamentals of Baseball (spring)**
History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education. Activity classes are not offered during a specific semester, but rather based on student needs and interests. If you have need for a specific class, please notify the Physical Education Coordinator.

**PED200** (Arr.) 1 cr. hr.
**Basic Physical Fitness**
This class is designed to meet the needs of the student for recreational activity and body conditioning.

**PED208** 1 cr. hr.
**Beginning Golf**
Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.

**PED209** 1 cr. hr.
**Intermediate Golf**
Prerequisite: PED208 or consent of instructor.
Designed to help the golfer improve enjoyment of the game by improving golf swing, analyzing and correcting errors.

**PED250** (0-2) 1 cr. hr.
**Aerobic Fitness**
An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program. The primary goal of the class is cardiovascular/respiratory fitness. Secondary benefits include better skeletal muscle tone, coordination development, a trimmer body, and development of a positive mental attitude of good feeling. Aerobic Fitness is designed for the NON-dancer.

**PED252** (0-2) 1 cr. hr.
**Modern Dance I**
This class is restricted to students who are on the cheerleading squad. Tryouts for these two squads are held each year. Cheerleaders are required to attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road.

**PED253** (0-2) 1 cr. hr.
**Modern Dance II**
Prerequisite: PED252.
One unit of physical education credit is granted if the student completes a second full year on either the cheerleading squad.

**PED256** (Arr.) 1 cr. hr.
**Varsity Sports (Basketball)**
Restricted to students who participate in sports at the intercollegiate level for a full semester. Sports included in this category are Basketball, Baseball, and Volleyball.

**PED257** (Arr.) 1 cr. hr.
**Volleyball**

**PED258** (Arr.) 1 cr. hr.
**Varsity Sports (Baseball)**

**PED270** (Arr.) 1 cr. hr.
**Wellness Center I**
Instruction in the development of techniques in activities designed to increase body strength, flexibility and endurance.

**PED271** (Arr.) 1 cr. hr.
**Wellness Center II**
Prerequisite: PED270.
This course goes beyond PED270 in that it also covers cardiovascular condition and weight control.

**PED272** (Arr.) 1 cr. hr.
**Total Fitness**
Prerequisite: PED271.
This course is designed to involve all components of fitness and wellness utilizing aerobic type equipment and principles.

**PED273** (Arr.) 1 cr. hr.
**Cycling Ergometry for Fitness**
A complete controlled aerobic training program for any age, sex, or fitness level. Course is designed to improve lung capacity, stimulate metabolism, affect body composition through the loss of fat, and reduce stress. This supervised program involves the development of individualized workout programs. Course is conducted in the Wellness Center, and utilizes ergometry equipment, especially stationary bicycles.

**PED274** (0-2) 1 cr. hr.
**Foundations of Fitness I**
This course consists of the study and participation in programs recommended for development of adult physical fitness. Emphasis is on determining level of fitness, importance of fitness in total well being, nutrition and diet selection, monitoring effect of fitness activities and selection of fitness/wellness programs.

**PED275** (0-2) 1 cr. hr.
**Foundations of Fitness II**
A continuation of PED274 with emphasis on fitness program selection and monitoring effects of fitness activities on the body through lifestyle utilization. The values of health-related physical fitness; ramifications of a negative health life presented for individuals living in an automated, sedentary society, encouraging students to make intelligent decisions concerning a positive health life-style to enhance wellness now and in the future.

**PHILO**

**PHI140** (3-0) 3 cr. hrs.
**Introduction to Philosophy**
This course introduces students to some of the great philosophers. Their thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

**PHI141** (3-0) 3 cr. hrs.
**Comparative Religion**
A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. (Cultural diversity course.)

**PHI142** (3-0) 3 cr. hrs.
**Introduction to Ethics**
An historical introduction to ethical theory with emphasis on comparison of contemporary American ethics with classical and modern moral principles.

**PHYSICAL SCIENCE**

**PHS001** (Arr.) 1 cr. hr.
**Preparation for Chemistry I**
A correlated individualized instruction program in introductory chemistry offered through the Learning Center. This course is designed for students with little background in chemistry and mathematics, and is recommended as preparation for PHS125. Does not apply toward an AA degree.

**PHS002** (Arr.) 1 cr. hr.
**Preparation for Chemistry II**
Prerequisite: PHS001.
The second course offered through the Learning Center designed for students with little background in chemistry and mathematics, and is recommended as preparation for PHS125. Does not apply toward an AA degree.

**PHS003** (Arr.) 1 cr. hr.
**Introduction to General Science II**
Emphasis is placed on the physical sciences. Self-paced instruction is offered in the Learning Center. Does not apply toward the AA degree.

**PHS113** (4-2) 5 cr. hrs.
**Physical Science**
Prerequisite: Grade of "C" or higher in MAT095 or higher level math course, or have a Compass or ACT math score to place into MAT113.
An introduction to the study of physical science for non-science majors. Especially recommended for elementary education majors. The first half of the course emphasizes the major ideas of physics while the second half emphasizes topics in chemistry.

**PHS120** (3-0) 3 cr. hrs.
**Introductory Astronomy**
An introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

**PHS123** (3-4) 5 cr. hrs.
**Oceanography**
This is a course covering all areas of oceanographic study. The primary emphasis
DESCRIPTION: PHS-Psy

PHS125

Introduction to Psychology
Prerequisites: Grade of “C” or better in MAT105 or higher level math course, or have a Compass or equivalent or ACT math score that would place the student into MAT113.
A presentation of the fundamentals of psychology for the non-science major who needs a course in physical science or who wishes to broaden his general scientific knowledge.

PHS135

General Chemistry I (fall)
Prerequisites: One unit of high school chemistry AND Compass or ACT math score that would place the student into MAT123 or a higher math. High school physics is recommended as is being enrolled in MAT123 or a higher math.
A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes qualitative measurements and procedures.

PHS138 Qualitative Analysis (spring)
Prerequisite: A grade of “C” or better in PHS135 or equivalent.

PHS140 General Chemistry II (spring)
Prerequisite: A grade of “C” or better in PHS135 or equivalent.
A continuation of PHS135 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS142 College Physics I (fall)
Prerequisite: College Algebra with a grade of “C” or better.
An introduction to the nature of physical thinking and selected topics in mechanics, statics, dynamics, heat and thermodynamics, oscillatory motion and sound. Three lectures and one two-hour-lab per week.

PHS144 College Physics II (spring)
Prerequisite: PHS142 with a grade of “C” or better.
A continuation of PHS142, with emphasis on electricity, magnetism, optics and modern physics.

PHS223 General Physics I (spring)
Prerequisite: Should be preceded or accompanied by MAT215.
An introductory course designed to meet the needs of physical science or engineering majors. Newtonian mechanics, heat and thermodynamics, and introductory mechanical wave motion are included. Three (lecture) hours, one (problem) session, and one (laboratory) per week.

PHS224 General Physics II (fall)
Prerequisite: PHS223 with grade of “C” or better.
A continuation of PHS223 that includes wave motion and sound, electricity and magnetism, and light phenomena.

PHS225

Modern Physics (spring)
Prerequisites: PHS224 and accompanied by MAT233.
This course includes elements of atomic and nuclear physics, particle interactions, quantum mechanics, special relativity and solid state physics.

PHS230

Introduction to Organic Chemistry
Prerequisite: A grade of “C” or better in PHS125 or equivalent.
A brief introduction to modern organic chemistry for students interested in agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics, and forestry.

PHS235 Organic Chemistry I (fall)
Prerequisite: A grade of “C” or better in PHS135 or equivalent.
This is the first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. This course is for the student who has chosen chemistry or chemical engineering as a major field of study. It is also for the student who has chosen a field of study such as dentistry, premedicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

PHS236 Organic Chemistry II (spring)
Prerequisite: A grade of “C” or better in PHS235 or equivalent.
A continuation of PHS235. This is the second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three (lecture) and two (two) three-hour-labs per week.

PHS240 Earth Science (with lab)
An introduction to the earth sciences emphasizing the structure, materials, and history of the Earth, its place in the solar system, and the processes that occur in shaping the Earth. Four (lecture) and one (laboratory) per week.

PHS241 Physical Geology
An introductory course in geology emphasizing the earth’s crust, structures and surficial processes. Included in the course is a laboratory study of common minerals and rocks, topographic and geologic maps. There are three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory may be extended to three hours total.

PHS242 Earth Science I
An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

PHS243 Earth Science II
An introduction to earth sciences emphasizing the atmospheric and astronomical (space) sciences.

PHYSIOLOGY AND HEALTH

PHY112

American National Government
An elementary course dealing with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. This course is designed to give students a practical knowledge of personal health care. In addition, the course will benefit students pursuing child-centered careers as children’s and adults’ health will be a primary focus of the course.

POLITICAL SCIENCE

For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours in the following combinations:
1. American History I & II (HIS123 and HIS124 or Honors Section HIS137 and HIS138).
3. American History I and American National Government or American State and Local Government (HIS123, and POS113 or POS114).
4. American National Government and American History I or II (POS113 and HIS123 or HIS124).

POS113

American National Government
A survey of the federal government and the American political system with emphasis on the structure, organization and operation of the systems. Fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

POS114

American State and Local Government
A study of state and local levels of government in the United States with emphasis on Missouri. Fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

POS123

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.

POS133

International Relations
A study of the basic forces and principles operating in relations among nations, with particular emphasis upon foreign policy making, international conflicts, international organizations and current international problems. Offered on demand.

POS143

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.
PSY116  Applied Psychology
Introduction to the applications of psychology to human behavior in real-life situations, with emphasis on problems of daily living. Topics include perception, learning, memory, development, motivation, adjustment, human relations, communication, group dynamics, and career planning.

PSY125  Human Growth and Development
This course provides the student with a lifespan approach to development. The course examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY200  Abnormal Psychology
Prerequisite: PSY113.
A course designed to look at specific areas of major American social problems. Proposed problems to be studied include: drugs, crime and delinquency, mental disorders, sexual behavior, race relations, family problems, poverty, war and peace.

SOC124  Substance Abuse in Modern Society
Prerequisite: PSY113 or SOC113.
An overview of the drug problems in America and its institutions. Included will be an explanation of drug actions within the human body, the frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

SOC154  Introduction to Cultural Anthropology
This course is an introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems. (Cultural diversity course.)

SOC160  Ethnicity and Cultural Differences in America
This course is an in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. It integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as Gay and Lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South. This course meets the cultural diversity requirement. (Cultural diversity course.)

SOC162  Human Diversity
This course is designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Content provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds. (Cultural diversity course.)

TECHNOLOGY

TEC100  Machine Shop I
Prerequisite: ENG133 or ENG097.
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.

TEC104  Technical Writing
Prerequisite: Enrollment in TEC190.
A flexible, modular, integrated approach to teaching the traditional Technical or Applied Physics course. A central core emphasizes both the analogies between basic physical principles and the applications of these principles in modern technology. Emphasis is on mechanical, fluidal, electrical and thermal systems.

TEC108  Unified Technical Concepts II
Prerequisite: TEC190, TEC107 or consent of instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC120</td>
<td>Architectural Design and Drafting</td>
<td>3 cr.</td>
<td>TEC130 or consent of instructor</td>
<td>The design and development of working drawings for architectural and industrial facilities.</td>
</tr>
<tr>
<td>TEC121</td>
<td>Mechanical Design and Drafting</td>
<td>3 cr.</td>
<td>TEC130 or consent of instructor</td>
<td>The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.</td>
</tr>
<tr>
<td>TEC122</td>
<td>Topographic and Map Drafting</td>
<td>3 cr.</td>
<td>TEC130</td>
<td>The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into graphic form.</td>
</tr>
<tr>
<td>TEC130</td>
<td>Computer Aided Design/Drafting</td>
<td>3 cr.</td>
<td>TEC130 or consent of instructor</td>
<td>A self-paced course devoted to learning the basic operation of a microcomputer based CAD/D system.</td>
</tr>
<tr>
<td>TEC132</td>
<td>Advanced Computer Aided Design/Drafting</td>
<td>3 cr.</td>
<td>TEC130 or consent of instructor</td>
<td>A continuation of TEC130, with emphasis on development of complex drawings for different engineering specialties.</td>
</tr>
<tr>
<td>TEC133</td>
<td>CAD/D — Special Problems</td>
<td>3 cr.</td>
<td>TEC130 or consent of instructor</td>
<td>A continuation of TEC132, with emphasis on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.</td>
</tr>
<tr>
<td>TEC134</td>
<td>Introduction to Robotics</td>
<td>3 cr.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TEC135</td>
<td>Basic Computer Programming for Technicians</td>
<td>3 cr.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TEC136</td>
<td>Machine Shop III</td>
<td>6 cr.</td>
<td>TEC100 and TEC116</td>
<td>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.</td>
</tr>
<tr>
<td>TEC140</td>
<td>Machine Design</td>
<td>5 cr.</td>
<td>TEC176</td>
<td>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.</td>
</tr>
<tr>
<td>TEC143</td>
<td>Machine Shop IV</td>
<td>6 cr.</td>
<td>TEC100, TEC116, and TEC139</td>
<td>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.</td>
</tr>
<tr>
<td>TEC144</td>
<td>Survey Writing Skills and Legal Problems</td>
<td>1 cr.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TEC150</td>
<td>Plant Layout</td>
<td>3 cr.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TEC153</td>
<td>Three-Dimensional Modeling-CADD</td>
<td>3 cr.</td>
<td>TEC130 and TEC132</td>
<td>A self-paced course devoted to learning Three-Dimensional drafting and design based on computer CAD/D system. Emphasis will be on wireframe and solid entity design.</td>
</tr>
<tr>
<td>TEC154</td>
<td>Surveying I</td>
<td>3 cr.</td>
<td></td>
<td>An introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mapping processes and efficient utilization of the data. Accuracy and appearance are stressed.</td>
</tr>
<tr>
<td>TEC155</td>
<td>Surveying II</td>
<td>3 cr.</td>
<td>TEC154 or consent of instructor</td>
<td>A continuation of TEC154 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.</td>
</tr>
<tr>
<td>TEC156</td>
<td>Manufacturing Process and Estimating</td>
<td>3 cr.</td>
<td></td>
<td>A study to emphasize the principles of manufacturing processes and their efficient utilization as applied to engineering products. Course content includes: metals, foundry processes, plastics, metalworking processes, measurement and inspection, welding and economics of process planning.</td>
</tr>
<tr>
<td>TEC157</td>
<td>Legal Aspects of Surveying and Land Boundaries</td>
<td>2 cr.</td>
<td></td>
<td>Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and review of real estate property law pertaining to surveying in general.</td>
</tr>
<tr>
<td>TEC158</td>
<td>Quality Control and Testing Fundamentals</td>
<td>3 cr.</td>
<td></td>
<td>A study of the principles used to insure a good quality product and an introduction to basic laboratory equipment procedures. Course content includes: techniques for quality control and inspection tests, types of quality control systems, sampling plans, organizations aspects and reliability study.</td>
</tr>
<tr>
<td>TEC159</td>
<td>Legal Principles and Roles in Surveying</td>
<td>2 cr.</td>
<td></td>
<td>This course is designed to enhance knowledge of a surveyor’s role in court and a legal update on applicable boundary/property law. The benefits realized from the course will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.</td>
</tr>
<tr>
<td>TEC160</td>
<td>Materials Analysis</td>
<td>3 cr.</td>
<td></td>
<td>The study of the properties of engineering materials and the means to obtain measures of those properties by analysis and testing. Materials tested include: steel, aluminum, plastic, concrete, and wood.</td>
</tr>
<tr>
<td>TEC162</td>
<td>Soils Analysis</td>
<td>3 cr.</td>
<td></td>
<td>A study of soils as an engineering material, including problem solving in the effects of moisture content, density, water flow, and adjacent soil pressures.</td>
</tr>
<tr>
<td>TEC164</td>
<td>Environmental Analysis</td>
<td>3 cr.</td>
<td></td>
<td>The course is designed primarily for the Civil Technician who is interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper design of equipment used (both preventative and corrective), and methods of laboratory testing.</td>
</tr>
<tr>
<td>TEC165</td>
<td>Design &amp; Development I</td>
<td>3 cr.</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>TEC166</td>
<td>Introduction to Geographic Information Systems</td>
<td>3 cr.</td>
<td></td>
<td>This course introduces students to the tools and techniques of GIS including spatial data capture, management and analysis, as well as cartographic output through hands-on experience using GIS software. Emphasis is placed on training in the use of technology and software in order to provide students with skills and a conceptual base so that they can build further expertise in GIS.</td>
</tr>
<tr>
<td>TEC172</td>
<td>Mechanisms</td>
<td>3 cr.</td>
<td>TEC190 or consent of instructor</td>
<td>This course introduces students to the tools and techniques of GIS including spatial data capture, management and analysis, as well as cartographic output through hands-on experience using GIS software. Emphasis is placed on training in the use of technology and software in order to provide students with skills and a conceptual base so that they can build further expertise in GIS.</td>
</tr>
</tbody>
</table>
A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion, and linear and angular displacements are studied.

TEC173 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.

TEC174 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.

TEC175 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.

TEC176 Computer Numerical Control (CNC) (3-0) 3 cr. hrs.
Prerequisite: TEC116 or consent of instructor.
An introductory course in CNC programming. The student will learn to create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

TEC177 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.

TEC178 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.

TEC179 Advanced Numerical Control Programming (3-0) 3 cr. hrs.
Prerequisite: TEC 177 and TEC178.
The course will build on material learned in TEC179 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in the APT language for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

TEC180 N/C Planning and Tooling (2-0) 2 cr. hrs.
Prerequisites: TEC100 and TEC179 or consent of instructor.
An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. In addition the student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

TEC190 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 MAT 090 or LC Modules MAT002, MAT003, MAT004.
College mathematics for students majoring in technology. The course of study includes calculator applications, algebra, geometry, graphical methods and trigonometry.

TEC191 Technical Mathematics II (3-0) 3 cr. hrs.
Prerequisite: TEC190.
A continuation of TEC190. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

TEC203 Basic Fluid Power (3-0) 3 cr. hrs.
The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission agents.

TEC204 Introduction to Process Control (3-0) 3 cr. hrs.
This course teaches the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. This is an introductory or first level course. The course is intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

TEC212 Technical Internship II (Arr.) 3 cr. hrs.
Prerequisite: TEC110 with a grade of “C” or better.
A supervised occupational experience with local business. Students shall perform 90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. This course is required for all Associate of Applied Science degrees with respect to the following majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

THEATRE

THE100 Introduction to Theater (3-0) 3 cr. hrs.
A course designed to give a comprehensive introduction to the art of theater by examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Students will develop projects in these areas and attend theatre productions.

THE104 Beginning Acting (3-0) 3 cr. hrs.
Methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theater games, improvisations, and short dramatic scenes are emphasized.

THE108 Children’s Theatre (Creative Drama) (3-0) 3 cr. hrs.
A performance and study based class, students will review the history and purpose of creative dramas in the school. Students will rehearse and perform one-act plays at area elementary schools. Students must be available to tour Tuesday and Thursday afternoons from 12-4 p.m. for the final eight weeks of the semester. The class is open to all students.

THE110 Directed Studies in Theater Arts (Arr.) 1 cr. hr.
Supervised study in the varied aspects of the theater under the direct supervision of the Theatre Director or Technical Director in conjunction with Mineral Area College’s theatrical productions. This study may include acting, directing, costume, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated. Open to all students.

THE12 Stagecraft (3-0) 3 cr. hrs.
Instruction in and operation of equipment used in technical theatre. Areas include scenery, lighting, sound, properties and makeup. Lecture, demonstration and hands-on lab experience. Open to all students.

THE200 Voice and Diction (3-0) 3 cr. hrs.
Students will be instructed in proper articulation, projection, breath control and emotional voice manipulation. Students will be instructed in techniques for the stage, radio, television, film, the classroom and lecture hall. Dialect use and correction will be part of the class as well. Lecture class presentations. Open to all students.

THE204 Acting II (3-0) 3 cr. hrs.
Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film. Open to all students.

THE206 Playwriting (3-0) 3 cr. hrs.
A writing intensive course designed to enhance a student’s ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other’s work. The 10-minute play and one-act formats will be used.

THE212 World Drama (3-0) 3 cr. hrs.
The primary purpose of this course is to help the student understand and appreciate the dramatic form through the study of representative plays through theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion oriented and the play script is emphasized as a means to dramatic productions. This is a reading intensive course. This courses meets the cultural diversity requirement. (Cultural diversity course.)
Administration & Faculty

Marcella D. Asher
Coordinator, High School Advanced Credit
Coordinator, Fredericktown Outreach Center
Northland Pioneer College, 1974; Jefferson College, 1987; AA, Mineral Area College, 1990; BS, Central Methodist College, 1995; Southeast Missouri State University, 1997; Webster University, 1997; MA, Webster University, 1999.

Melynda C. Barks
Business and Office Technology
BS, Southeast Missouri State University, 1999; M.Ed., Central Methodist State University, 2005.

Alan L. Bayless
Agri-Business
BS, University of Missouri-Columbia, 1982; MED, University of Missouri-Columbia, 1989.

Amy R. Bell
Business
AAS, Jefferson College, 1987; BS, Maryville University, 1998; MBA, Maryville University, 2002.

Elaine M. Belovich
Director, EXCEL/Student Support Services

Esther A. Blum, RN, MSN
Associate Degree Nursing
BSN, University of Missouri-Columbia, 1985; MSN, University of Missouri-Columbia, 1993.

Cindy Burnett
Academic Advisor, Educational Talent Search II

Gena Cabral
Academic Advisor, Educational Talent Search
BS, Central Methodist University, 1997; M.Ed., Missouri Baptist University, 2006.

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

Kenneth Carter
Director, Tech-Prep Education
Coordinator, Regional Technical Education Council
BGS, Southeast Missouri State University, 1982; AAS, Mineral Area College, 2001; M.Ed., Central Methodist College, 2002; Graduate Studies, Southeast Missouri State University, 2005-Present.

Michelle R. Clark
Assistant Director, Financial Aid
BS, Fontbonne University, 2003; MBA, Fontbonne University, 2006.

Brandi Lea Craig
Network Administrator
BSBA, Southeast Missouri State University, 2001.

Carolyn Kay Crecelius
Interim Dean, Arts & Sciences
AGS, Moberly Junior College, 1965; BS in Ed., University of Missouri-Columbia, 1967; MA, Northeast Missouri State University (Truman University), 1973; Post-graduate work, University of Missouri, Webster University, Southeast Missouri State University.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabatha A. Crites</td>
<td>Mathematics</td>
<td>AA, Mineral Area College, 1985; BS, Southwest Missouri State University, 1987; MNS, Southeast Missouri State University, 2005.</td>
</tr>
<tr>
<td>Teri Vineyard Douglas, RN, MSN</td>
<td>Director, Allied Health</td>
<td>Missouri State University, 997; University, 982; MA, Southeast Missouri State University, 1993; MSN, University of Missouri-St. Louis, 1990; Northeast Missouri State University, 1989; University of Missouri-Kansas City, 1989; University of Missouri-St. Louis, 1990; Southeast Missouri State University, 1991; 1993; MSN, University of Missouri-Kansas City/ St. Louis, 1994.</td>
</tr>
<tr>
<td>Marc Drye</td>
<td>History/Political Science</td>
<td>BS, University of Missouri-Columbia, 1984; MA, University of Missouri-Columbia, 1991.</td>
</tr>
<tr>
<td>Richard Flotron</td>
<td>Law Enforcement Academy</td>
<td>AA, Jefferson College; BS, Southeast Missouri State University; MS, Lindenwood University.</td>
</tr>
<tr>
<td>Rhonda J. Gamble</td>
<td>Physiological Sciences</td>
<td>BS, Oklahoma State University, 1974; MS, Oklahoma State University, 1977; PhD, Oklahoma State University, 1984.</td>
</tr>
<tr>
<td>Richard A. Giles</td>
<td>Director, Theater</td>
<td>BFA, Southwest Missouri State University, 1988; MA, Humboldt State University, 1999.</td>
</tr>
<tr>
<td>Carolyn Gordon</td>
<td>English</td>
<td>BA, Central Methodist College, 1983; MA, Miami University, 1985; PhD, ABD, University of Kentucky, 1989.</td>
</tr>
<tr>
<td>Timothy L. Gray</td>
<td>English, Athletic Director</td>
<td>AA, Jefferson College, 1980; BA, Friends University, 1982; Wichita State University, 1983-84; University of Missouri-Columbia, 1985; MA, Webster University, 1987; Saint Louis University, 1995.</td>
</tr>
<tr>
<td>Jenny L. Gunn</td>
<td>Biological Science</td>
<td>BS, Oklahoma State University, 1976; MS, Oklahoma State University, 1978.</td>
</tr>
<tr>
<td>Laura J. Helbig</td>
<td>Director, Learning Center</td>
<td>AA, St. Louis Community College at Florissant Valley, 1973; BA, Maryville University, 1986; MS, Lindenwood University, 1999.</td>
</tr>
<tr>
<td>B. Sue Hensley</td>
<td>Director, Talent Search</td>
<td>BS, Northeast Louisiana University, 1973; MA, Webster University, 1983; Ed.Sp., Southeast Missouri University, 1994; Ed.D. studies, University of Missouri-Columbia, 2001-present (A.B.D.).</td>
</tr>
<tr>
<td>Bev Hickam</td>
<td>Cape Girardeau Site Director</td>
<td>BS, Southeast Missouri University, 1975; MA, Southern Illinois University, 1999.</td>
</tr>
<tr>
<td>Jeanne Holmes</td>
<td>Horticulture</td>
<td>BS, University of Missouri-Columbia, 1974; MS, Kansas State University, 1980.</td>
</tr>
<tr>
<td>Linda Huffman</td>
<td>Registrar</td>
<td>AA, Mineral Area College, 1974; BA, Webster University, 1981.</td>
</tr>
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Joseph Hughey  
Computer Information Systems  
BS, Southeast Missouri State University, 1989; MA, University of Missouri – Columbia, 2001.

Lana Jinkerson, RN, MSN  
Practical Nursing  
ADN, Mineral Area College, 1980; University of Missouri-Columbia, Summer 1986; Mineral Area College, 1986-87; Southeast Missouri State University, Fall 1987; BSN, Central Methodist College, 1991; MSN, University of Missouri-St. Louis, 2002.

Kent Kamp  
Director, Computer Resources  
BS, Southern Illinois University-Carbondale, 1996.

Kim Karraker-Bohnenkamp  
Foreign Languages  
BS, Southeast Missouri State University, 1974; MA, Southeast Missouri State University, 1976; Southeast Missouri State University, University of Missouri-Columbia, Webster University, educational travel abroad.

J. Diane Kearns  
Academic Advisor, Educational Talent Search II  

Jacqueline Kelley-Killion, RNC, BSN  
Associate Degree Nursing  

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

Ellen Ketcherside, RN, CCRN, MA  
Associate Degree Nursing  
BSN, St. Louis University, 1978; MA, Webster University, 1982.

Linda A. King  
Chief Accountant  

Chad Kish  
Director, Wellness Center; Assistant Men’s Basketball Coach, Sports Information Webmaster  
BS, Southeast Missouri University, 1996; MA, Ball State University, 2003.

Todd Kline  
Business  
BA, Southeast Missouri University, 1989.

Steven J. Kurtz  
Interim President  

Lana Labruyere  
Business Education  
AA, Mineral Area College, 1992; BS, Arkansas State University, 1994; MBA, Webster University, 2005.

Elizabeth Lambert  
Career Advisor  
AA, Mineral Area College, 1986; BSW, Southeast Missouri State University, 1995; Master’s Studies, University of Missouri-St. Louis, 2002-present.

Christine Landrum  
Career Counselor  
AGS, Mineral Area College, 1974; BS, University of Missouri-Columbia, 1976; MA, Southeast Missouri State University, 1987, University of Missouri-Columbia, 1993; Southwest Baptist University, 2001, 2003.

Lisa Leftridge  
Director, ACCESS  
AA, Mineral Area College, 1991; BA, University of Missouri-Columbia, 1994; M.Ed, University of Missouri-Columbia, 1996.

Beth A. Lewis  
English  
BA, Southeast Missouri State University, 2002; MA, Southeast Missouri State University, 2005.

Susan E. Martin  
Practical Nursing  
ADN, St. Louis Community College, 1986; BSN, Webster University, 1994.

Kenneth R. McIntyre  
Mathematics  
AA, Mineral Area College, 1973; BS, Southeast Missouri State University, 1974; MAT, Southeast Missouri State University, 1981; Graduate Studies, University of Missouri-St. Louis, 1988.

Roger K. McMillian  
Business and Office Technology  
AA, Mineral Area College, 1984; BS, Southeast Missouri State University, 1986; M.Ed, Southwest Baptist University, 1999.

Mary Jean Merrill-Doss  
Dean, Student Services  
AA, Mineral Area College, 1984; BS, Southern Illinois University-Carbondale, 1984; Graduate Studies, Southern Illinois University-Carbondale, 1984-88; MAT, Webster University, 1993; Doctoral studies, Nova Southeastern University-Ft. Lauderdale, 1998-2001, University of Missouri-St. Louis, 2003-present.

Carol J. Moore  
Music  

Rebecca Neighbors  
Academic Advisor - Upward Bound  
AA, Mineral Area College, 1994; BS, Southeast Missouri State University, 1996; MSW, Saint Louis University, 2001.

Manfred Nute  
Psychology  
BS, Central Missouri State University, 1975; MS, Central Missouri State University, 1977; PhD, Saint Louis University, 1990.

Melinda O’Connor, RN, MSN  
Associate Degree Nursing  
### FACULTY & ADMINISTRATION

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<th>Name</th>
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<td>Nancy M. Petersen</td>
<td>Biology &amp; Life Science</td>
<td>BS, Southeast Missouri State University, 1983; MS, Southeast Missouri State University, 1992.</td>
</tr>
<tr>
<td>Darlene Pogue</td>
<td>Assistant Director, Upward Bound</td>
<td>BS, Southeast Missouri State University, 1977; MA, Southwest Baptist University, 1998.</td>
</tr>
<tr>
<td>William J. Richardson</td>
<td>Mathematics</td>
<td>BS, Southeast Missouri State University, 1976; MA, Webster University, 1996.</td>
</tr>
<tr>
<td>Peggy Ropelle</td>
<td>Assistant to the President, Special Projects Director</td>
<td>BS, University of Missouri-Columbia, 1977; MSA, Southeast Missouri State University, 1993.</td>
</tr>
<tr>
<td>George A. Saum</td>
<td>Physics &amp; Engineering</td>
<td>BS, University of Missouri-Columbia, 1953; MA, University of Missouri-Columbia, 1955; Ph. D, University of Missouri-Columbia, 1958.</td>
</tr>
<tr>
<td>Bruce C. Scott</td>
<td>Director, Public Service Center</td>
<td>BS, Northeast Missouri State University, 1977; Graduate Studies, Western Illinois University, 1978-1979; FBI courses, Quantico, Virginia, 1980-1983; Certified IAI Examiner; MS, Southeast Missouri State University, 1992.</td>
</tr>
<tr>
<td>Karen Ruth Seaber</td>
<td>English</td>
<td>BS, University of Memphis, 1982; MA, Southeast Missouri State University, 2004.</td>
</tr>
<tr>
<td>Julie Sheets</td>
<td>Director, Admissions</td>
<td>BS, Murray State University, 1997; M.Ed., Central Methodist College, 2003.</td>
</tr>
<tr>
<td>Deborah Ann Shockley</td>
<td>Winona Campus Coordinator</td>
<td>BS, Southeast Missouri State University, 1985; MS, Southeast Missouri State University, 1999.</td>
</tr>
<tr>
<td>Matthew D. Sopko</td>
<td>Assistant/Director, EXCEL</td>
<td>Student Support Services/Psychology BS, Southeast Missouri State University, 1980; MA, Southern Illinois University, 1984; Doctoral Studies, University of Missouri-St. Louis, 1999-2002.</td>
</tr>
<tr>
<td>Rusty Straughan</td>
<td>Business Manager</td>
<td>Southeast Missouri University.</td>
</tr>
<tr>
<td>Diana I. Stuart</td>
<td>English/Teacher Education</td>
<td>AA, Mineral Area College, 1983; BSEd, Southwest Missouri State University, 1984; MA, Arkansas State University, 1988; Southeast Missouri State University, 1989; Doctoral Studies, Webster University, 1999-2001.</td>
</tr>
<tr>
<td>Donald J. Sullivan</td>
<td>Director, Upward Bound &amp; TRIO</td>
<td>University of Missouri-Columbia, 1963-66; AA, Southeast Missouri State University, 1972; BS, Southeast Missouri State University, 1972; MA, Southeast Missouri State University, 1973.</td>
</tr>
<tr>
<td>Corey Tate</td>
<td>Men’s Head Basketball Coach</td>
<td>AA, Mineral Area College, 1994; BS, University of Missouri-Columbia, 1997.</td>
</tr>
<tr>
<td>Christa Tinsley</td>
<td>Academic Advisor, Educational Talent Search</td>
<td>BS, Southeast Missouri State University, 1994.</td>
</tr>
<tr>
<td>Tracy R. Wampler</td>
<td>Paramedic Technology</td>
<td>Paramedic Technology, St. Anthony’s Medical Center, 1992.</td>
</tr>
<tr>
<td>Nancy B. Wegge</td>
<td>Consortium Director, Nontraditional Careers</td>
<td>BS, Fairleigh Dickinson University, 1964; MEd, University of Missouri-St. Louis, 1980; Ed.D, University of Missouri-St. Louis, 1991.</td>
</tr>
<tr>
<td>Sally Werner</td>
<td>Director, Perryville Area Higher Education Center</td>
<td>BS, Southeast Missouri State University, 1994; MS, Central Missouri State University, 2001.</td>
</tr>
<tr>
<td>Kevin White</td>
<td>Music</td>
<td>BME, Murray State University, 1983; MM, Loyola University - New Orleans, 1988; DMA, University of South Carolina, 1996.</td>
</tr>
<tr>
<td>Sue Wilke</td>
<td>English</td>
<td>AA, Mineral Area College, 1983; BS, University of Missouri-St. Louis; MA, University of Missouri-St. Louis, 1995.</td>
</tr>
<tr>
<td>Margaret L. Williams</td>
<td>Chemistry</td>
<td>University of Missouri-Kansas City, 1979-81; BS, University of Missouri-Rolla, 1984; PhD, University of Missouri-Rolla, 1993.</td>
</tr>
<tr>
<td>Jim Wilson</td>
<td>Artist in Residence/Visual Arts</td>
<td>BFA, Kansas City Art Institute, 1967; MFA, Boston University, 1971.</td>
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