Welcome to Mineral Area College’s 2022-24 Catalog. This publication is an important part of your educational career— it’s your map, guidebook and passport to the college, all in one. Use it to help:

- Figure out financial aid,
- Find services that aid your journey to completion,
- Choose a major or field of study,
- Register for the right classes,
- Connect with services that help you succeed (counseling, tutoring, etc.),
- Track your progress,
- Understand your college’s policies and procedures,
- Become acquainted with MAC faculty, staff and administration.

Most everything you need to know can be found in this catalog, although some things do change over time. If you need any clarification or more information, please call or email us. We’re here to help you achieve your goals.

On behalf of the Board of Trustees, faculty and staff, thank you for considering Mineral Area College.

DISCLAIMERS AND CONDITIONS

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

The college reserves the right to 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 on the college’s website.

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

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

This general catalog is effective beginning April 1, 2022, for the 2022-23 and 2023-24 academic years and their respective summer sessions. Each student is responsible for compliance with the information, rules, regulations and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for noncompliance.

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

Any person having inquiries concerning Mineral Area College’s compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, or the ADA Amendments Act of 2008 is directed to contact the Dean of Students at (573) 518-2262 or the Human Resources Director at (573) 518-2378, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000. These individuals have been designated to coordinate the college’s efforts to comply with the regulations implemented in 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.

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 Office 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

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, (800) 621-7440 or (312) 263-0546, fax (312) 263-7482.

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.
Greetings > Trustees

Trustees

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Lisa Umfleet  Subdistrict 2
Stuart “Mit” Landrum  Subdistrict 3
Harvey Faircloth  Subdistrict 4
Camille Nations  Subdistrict 5
Alan Wells  At-Large

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Julie Sheets .................................................. Dean of Students
Angie Erickson ........................................... Dean of Health Professions*
Andy White .................. Vice President of Information Technology and Cybersecurity
Kevin Thurman .................. Executive Director of Development
Kathryn Neff .................. Executive Director of Human Resources
Danielle Basler ............ Executive Director of College Communications

*Effective July 1, 2022
Contact Information

Main Campus

(855) MAC-4YOU
(573) 431-4593
5270 Flat River Road
P.O. Box 1000
Park Hills, MO 63601-1000
www.MineralArea.edu

Additional Locations

Cape Girardeau Career & Technology Center
1080 South Silver Springs Rd.
Cape Girardeau, MO 63703
(573) 334-0826

Central High School
116 Rebel Dr., Park Hills, MO 63601
(573) 431-2616

Farmington High School
1 Black Knight Dr., Farmington, MO 63640
(573) 701-1310

Fredericktown Outreach Center
1450 Madison 517, Fredericktown, MO 63645
(573) 783-7932 or 7914

Perryville Higher Education Center
108 South Progress Dr., Perryville, MO 63775
(573) 547-4143 or 3865

Potosi High School
1 Trojan Dr., Potosi, MO 63664
(573) 436-9689

Perryville Area Career & Technology Center
326 College St., Perryville, MO 63775
(573) 547-7500 ext. 257

Unitec Career Center
7163 Raider Rd., Bonne Terre, MO 63628
(573) 358-2271

Important Phone Numbers

Access Office........................................518-2152
Admissions..............................................518-2228
Allied Health...........................................518-2172
Alumni Services......................................518-2114
Assessment (Testing)..............................518-2202
Athletics..................................................518-2134
Bookstore...............................................518-2106
Business Office.......................................518-2115
Campus Housing (College Park)............518-1330
New Student Orientation......................518-2130
Career Services......................................518-3848
Central Methodist University................518-2112
Computer Help Desk.............................518-3850
Continuing Education............................518-2280
Customized Training.............................518-2234
Dual Credit Coordinator.........................518-3805
TRIO Talent Search I...............................518-2380
Enrollment Verification.........................518-2204
EXCEL.................................................518-2131
Financial Aid .......................................518-2133
Fine Arts Theatre.................................518-2125
Learning Center.................................518-2140
Library (C.H. Cozean Library)...............518-2141
Mineral Area College Foundation............518-2114
Mineral Area Council on the Arts..........518-2125
Mineral Area Fine Arts Academy.............518-2265
Police, Campus (cell)............................631-2831
President’s Office.................................518-2146
Provost...............................................518-2157
Public Safety Center.............................518-2148
Registrar’s Office/Registration..............518-2204
Student Services Dean..........................518-2154
University of Missouri-St. Louis............518-2324
Upward Bound......................................518-2156
Wellness Center.................................518-2104
# Academic Calendar 2022-2024

**Fall 2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Aug. 22</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Sat., Sept. 3</td>
<td>Labor Day Holiday-No classes, campus closed</td>
</tr>
<tr>
<td>Mon., Sept. 5</td>
<td>Labor Day-No classes, campus closed</td>
</tr>
<tr>
<td>Thurs., Nov. 10</td>
<td>Prof. Dev. Day-campus closed</td>
</tr>
<tr>
<td>Fri., Nov. 11</td>
<td>Veterans Day-No classes, campus closed</td>
</tr>
<tr>
<td>Wed., Nov. 23</td>
<td>Thanksgiving Break begins-No evening classes, campus closed after 4 pm</td>
</tr>
<tr>
<td>Thurs.-Sat., Nov. 24-26</td>
<td>Thanksgiving Break-No classes, campus closed</td>
</tr>
<tr>
<td>Thurs., Dec. 8</td>
<td>Last T/R class</td>
</tr>
<tr>
<td>Fri., Dec. 9</td>
<td>Last MWF class</td>
</tr>
<tr>
<td>Mon., Dec. 12-16</td>
<td>Final Exams-Day classes</td>
</tr>
<tr>
<td>Mon., Dec. 12</td>
<td>Mon. Evening-Final Exams</td>
</tr>
<tr>
<td>Tue., Dec. 13</td>
<td>Tue. Evening-Final Exams</td>
</tr>
<tr>
<td>Thurs., Dec. 15</td>
<td>Thurs. Evening-Final Exams</td>
</tr>
<tr>
<td>Fri., Dec. 16</td>
<td>Fri. Evening-Final Exams</td>
</tr>
<tr>
<td>Sat., Dec. 17</td>
<td>Sat.-Final Exams</td>
</tr>
<tr>
<td>Sat., Dec. 17</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Mon., Dec. 19</td>
<td>Grades Due</td>
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**Spring 2023**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon., Jan. 16</td>
<td>MLK, Jr. Holiday-No classes, campus closed</td>
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<tr>
<td>Wed., Jan. 18</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Mon., Feb. 20</td>
<td>President’s Day-No classes, campus closed</td>
</tr>
<tr>
<td>Mon., Mar. 13-Sat., Mar. 18</td>
<td>Spring Break-No classes, campus closed</td>
</tr>
<tr>
<td>Thurs., Apr. 6</td>
<td>Prof. Dev. Day-No classes, campus closed</td>
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<tr>
<td>Fri., April 7</td>
<td>Spring Holiday-No classes, campus closed</td>
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<tr>
<td>Thurs., May 11</td>
<td>Last TR Class</td>
</tr>
<tr>
<td>Fri., May 12</td>
<td>Last MWF Class</td>
</tr>
<tr>
<td>Fri., May 12</td>
<td>Commencement</td>
</tr>
<tr>
<td>Mon., May 15-Fri., May 19</td>
<td>Final Exams-Day Classes</td>
</tr>
<tr>
<td>Mon., May 15</td>
<td>Mon. Evening-Final Exams</td>
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<tr>
<td>Tue., May 16</td>
<td>Tue. Evening-Final Exams</td>
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<tr>
<td>Wed., May 17</td>
<td>Wed. Evening-Final Exams</td>
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<tr>
<td>Thurs., May 18</td>
<td>Thurs. Evening-Final Exams</td>
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<tr>
<td>Fri., May 19</td>
<td>Fri. Evening-Final Exams</td>
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<tr>
<td>Sat., May 20</td>
<td>Sat.-Final Exams</td>
</tr>
<tr>
<td>Sat., May 20</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Mon., May 22</td>
<td>Grades Due</td>
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**Summer 2023**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon., June 5</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Mon., June 19</td>
<td>Juneteenth-No classes, campus closed</td>
</tr>
<tr>
<td>Tues., July 4</td>
<td>Independence Day-No classes, campus closed</td>
</tr>
<tr>
<td>Wed., July 26</td>
<td>Wed. Evening-Final Exams</td>
</tr>
<tr>
<td>Thurs., July 27</td>
<td>Thurs. Evening-Final Exams</td>
</tr>
<tr>
<td>Fri., July 28</td>
<td>Fri. Evening-Final Exams</td>
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<tr>
<td>Sat., July 29</td>
<td>Sat. Evening-Final Exams</td>
</tr>
<tr>
<td>Mon., July 31</td>
<td>Mon. Evening-Final Exams</td>
</tr>
<tr>
<td>Tues., Aug. 1</td>
<td>Tues.-Final Exams</td>
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<tr>
<td>Tues., Aug. 1</td>
<td>Final Exam Day-Day Classes</td>
</tr>
<tr>
<td>Wed., Aug. 2</td>
<td>Grades Due</td>
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**Fall 2023**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon., Aug. 21</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Sat., Sept. 2</td>
<td>Labor Day Holiday-No Classes, campus closed</td>
</tr>
<tr>
<td>Mon., Sept. 4</td>
<td>Labor Day-No classes, campus closed</td>
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<tr>
<td>Thurs., Nov. 9</td>
<td>Prof. Dev. Day-campus closed</td>
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<td>Fri., Nov. 10</td>
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<tr>
<td>Wed., Nov. 22</td>
<td>Thanksgiving Break begins-No evening classes, campus closed after 4 pm</td>
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<tr>
<td>Thurs.-Sat., Nov. 23-25</td>
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</tr>
<tr>
<td>Thurs., Dec. 7</td>
<td>Last T/R class</td>
</tr>
<tr>
<td>Fri., Dec. 8</td>
<td>Last MWF class</td>
</tr>
<tr>
<td>Mon., Dec. 11-Fri., Dec. 15</td>
<td>Final Exams-Day Classes</td>
</tr>
<tr>
<td>Mon., Dec. 11</td>
<td>Mon. Evening-Final Exams</td>
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<tr>
<td>Mon., Dec. 12</td>
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<tr>
<td>Mon., Mar. 11-Sat., Mar. 16</td>
<td>Spring Break-No classes, campus closed</td>
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<tr>
<td>Thurs., Mar. 28</td>
<td>Prof. Dev. Day-No classes, campus closed</td>
</tr>
<tr>
<td>Fri.-Sat., Mar. 29-30</td>
<td>Spring Holiday-No classes, campus closed</td>
</tr>
<tr>
<td>Tue., May 9</td>
<td>Last TR Class</td>
</tr>
<tr>
<td>Fri., May 10</td>
<td>MWF Class</td>
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<td>Mon., May 13</td>
<td>Mon. Evening-Final Exams</td>
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<td>Tue., May 14</td>
<td>Tue. Evening-Final Exams</td>
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<td>Wed., May 15</td>
<td>Wed. Evening-Final Exams</td>
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**Summer 2024**

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</tr>
<tr>
<td>Wed., July 24</td>
<td>Wed. Evening-Final Exams</td>
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<tr>
<td>Thurs., July 25</td>
<td>Thurs. Evening-Final Exams</td>
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<tr>
<td>Fri., July 26</td>
<td>Fri. Evening-Final Exams</td>
</tr>
<tr>
<td>Sat., July 27</td>
<td>Sat. Evening-Final Exams</td>
</tr>
<tr>
<td>Mon., July 29</td>
<td>Mon. Evening-Final Exams</td>
</tr>
<tr>
<td>Tues., July 30</td>
<td>Tue.-Final Exams</td>
</tr>
<tr>
<td>Tue., July 30</td>
<td>Final Exam Day-Day Classes</td>
</tr>
<tr>
<td>Wed., July 31</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>
About Mineral Area College

Mission Statement
Mineral Area College serves the community by providing students a quality, affordable education and offers opportunities for personal growth and career development in a safe, professional environment.

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

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

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

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

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

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

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

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

Organizational Priorities

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

MAC adopts the following organizational priorities:

- **Assessment**: Use assessment results and strategies to continuously improve the learning environment, our operational processes and the effectiveness of all employees.
- **Student Success**: Provide courses and programs in which learners will attain a general education, prepare for careers, continue lifelong-learning goals and expand social and cultural awareness.
- **High School Relationships**: Ensure a smooth transition for high school students entering MAC and provide resources to maximize their college experience.
- **Diversity**: Promote a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone.
- **Partnerships with Colleges and Universities**: Collaborate with other colleges and universities to provide baccalaureate and master degree programs to the service region.
- **Business and Industry Training**: Develop economic growth and vitality by providing training to meet the needs of employers and employees in the region.
- **Technology**: Research, respond and adapt to technological changes; offer user-friendly access to campus resources and information; support, assist and empower individuals in the development and use of information technology; maintain innovative leadership.
- **Operational Effectiveness and Efficiency**: Maintain open lines of communication and cooperation among faculty, staff and administrators. Create a working environment in which professional experience and education is valued and encouraged by providing the resources, tools and freedom to achieve the college's mission and philosophy of purpose.
- **Online Education**: Evaluate and improve delivery mediums for students to complete a certificate or degree.
History of Flat River Junior College and Mineral Area College

In November 1921, a group of area high school administrators gathered to present a proposal for two years of advanced education at home for area high school graduates. After gaining the support of the school districts and the Board of Education, the group made plans to open a junior college as part of the Flat River Public School System. It was the third public junior college to be established in the state.

On September 5, 1922, a student body of 38 held classes for the first year at Flat River High School (FRHS), on the stage of the auditorium, in the domestic science basement, and in the high school’s classrooms. The following fall, the Flat River Junior College (FRJC) wing of FRHS was ready for its first full term of occupancy.

Flat River Junior College’s first commencement was held Wednesday morning, May 14, 1924, at 10 o’clock in the school auditorium, with a full house in attendance. Twelve Associate of Arts degrees were conferred.

Flat River Junior College’s successor, 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 Jefferson, Perry, Ste. Genevieve, and Washington counties.

From there, Mineral Area College was becoming a more comprehensive community college, its academic transfer program almost doubling in size and scope within the first five years. In 1966, the vocational/technical division was added. The first vocationally-oriented programs, initiated in September 1966, consisted of secretarial practice, business management, and two technology programs. In 1967, a certificate course in practical nursing was introduced; in 1968, an associate degree in nursing was added.

In February 1970, the young institution moved from Flat River High School, its home of 48 years, to its current location near U.S. 67. The Library, Fine Arts, Arts and Sciences, and Field House were the only buildings on the new 226-acre campus.

In 1985-86, the college added many facilities: a 350-seat Community Center, a remodeled C. H. Cozean Library, and a Careers Center which housed allied health programs. Later additions to the campus included the North College Center and the Student Center. In March 1996, taxpayers voted to expand the college by adding a Technology Center, a Public Safety Building, a Continuing Education Building, and a General Services Building. In 2000, the College Park housing complex was added.

In April 2002, voters approved a $6 million bond issue to make several more improvements and renovations to existing buildings including expanded faculty office areas, a renovated Fine Arts building, an updated student concourse area, a new student Wellness Center, and a new baseball field. The bond issue paid for the Fredericktown Center and helped fund renovations in the Quadrangle located in the middle of the four original campus buildings.

In 2007, the college received state MOHELA funds which allowed it to replace its institutional software system, to renovate the Fine Arts Theatre, to replace seating in the field house, and to expand the allied health facilities, providing additional room to enroll more health care students.

In 2011, the citizens of this taxing district passed a bond issue that enabled the college to expand once again. The Fredericktown campus saw remodeling that included additional classrooms and a state-of-the-art science lab. The second phase of the building expansion included the remodeling of science labs and the expansion of student service facilities here on campus.

In the summer of 2013, the final phase of construction was finished which updated the C. H. Cozean Library Building. The lower level now consists of modern facilities, while the upper level has the addition of 4 new classrooms and 3 private study rooms.

In 2016, the college, in partnership with Missouri Department of Natural Resources, opened the Darrell S. Cole Memorial Shooting Range at St. Joe State Park. From 2016-17, H.B. 19 funded improvements to the North College Center and renovated the Fine Arts Theater foyer and lobby.

In 2018, a baseball training facility was erected near the field, and plans were made to move the trap and skeet range on the main campus to the shooting range at St. Joe State Park.

In 2022, two new buildings were constructed to on the south side of campus. The William Dickerson Welding Technology Center is dedicated to welding training and the second building will house an HVAC program. A turf soccer pitch was also added on campus and construction has begun on an 80,500 sq. ft. Industry & Technology Center to house career and technical programs, slated to open Fall 2023.

More than 18,000 students have gone out into the world with MAC degrees or certificates. Presently, Mineral Area College enrolls more than 2,000 students and continues to offer lifelong learning opportunities as students continue their education or chosen careers.
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Confidentiality of Financial Records

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

Confidentiality of Student Records

MAC complies with the Family Rights and Privacy Act of 1974 (FERPA), as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from a student’s educational record without the written consent of the student, or as otherwise authorized by FERPA. The college affords
students the right to inspect official records directly relating to them.

**Directory Information/Public Information**

In accordance with FERPA, MAC considers the following to be a student’s directory information: name, address, telephone number, date of birth, photo, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received and most previous educational institution attended.

Names and addresses of MAC graduates will be released to four-year institutions and the military upon request.

**Drug-Free Work Place**


**Policy of Non-Discrimination**

As per Board of Trustees policy updated August 15, 2019, applications for admission and employment, students, parents, employees, sources of referral of applications for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, socioeconomic status, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Mineral Area College’s compliance with the regulations implementing Title VI and VII 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 Americans with Disabilities Act (ADA) of 1990 is directed to contact: employee contact Human Resources at 573-518-2378 and students contact the Dean of Students at 573-518-2262, or by mail at P.O. 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 and VII, Title IX, Section 504, the Americans with Disabilities Act, and the ADA Amendments 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 and VII, Title IX, Section 504, the Americans with Disabilities Act, or the ADA Amendments Act.

**Admissions Policy for Convicted Felons**

1. Convicted felons can attend for general admission, as we have an open door policy.
2. Convicted felons can receive financial aid.
4. Some programs have selected admissions requirements. The following policies apply for convicted felons:
   a. Nursing: The student may apply and be accepted to the program; however, the state board could deny licensure.
   b. Paramedic Tech: same policy as nursing
   c. Police Academy: The student will not be accepted to the Police Academy with a felony on their record; however, the student may take general criminal justice classes.
   d. Education: The student can take general education classes; however, they will not be allowed to complete all degree requirements (student teaching, etc.) with a felony on their record.

When a student registers with www.machs.mo.gov, MACHS will email them. The email will prompt the student to login to MACHS and print the background check and mail it in to us.

If the student does not receive an email from MACHS, they will need to contact MACHS directly at 573-526-6312.

**Immunization Against Communicable Diseases**

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

Mineral Area College Board policy indicates that we do follow Missouri Revised Statues 199.290 and 174.335 mandates that all higher education institutions in Missouri implement a targeted testing program for tuberculosis on their campuses for all on-campus students upon matriculation. All MAC students who are determined through the admissions application to be at risk of tuberculosis will be
required to be TB tested. Testing can be done at any local county health department. Any student who does not comply with the targeted testing program shall not be permitted to maintain enrollment at the institution until they provide test results to the Admissions Office.

All students residing at College Park Housing will be required to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the Admission's or College Park Housing Office. A student shall be exempted from the immunization requirement of this section upon signed certification by a physician indicating that either the immunization would seriously endanger the student’s health or life or the student has documentation of the disease or laboratory evidence of immunity to the disease. A student shall be exempted from the immunization requirement if he or she objects in writing to the Dean of Students that immunization violates his or her religious beliefs.

Decisions regarding restrictions on modifications of academic activities and/or access to facilities or programs as a result of a communicable disease will be made on a case-by-case basis, when possible, depending upon the type and nature of the communicable disease, the nature of the academic activities, access to facilities or programs, and the risk to the health of the individual or others. Such restrictions or modifications may include, among other things, changes in course format, restricted access to facilities and/or programs. MAC shall make efforts to implement such decisions as discreetly and confidentially as possible, with as little harm as possible to the person, their educational studies and their standing in the community.

MAC recognizes the importance of protecting, to the greatest extent possible, the confidentiality and privacy interests of all student information. MAC will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of the MAC Community.

**Service for Students with Disabilities**

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

**Sexual Harassment Policy**

MAC is committed to a work setting and academic environment free from sexual harassment. This policy applies to members of the college community, including employees, students and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972 and by other state and federal discrimination laws. Violators of this policy shall be subject to disciplinary actions. Individuals should report harassment to the appropriate coordinator. Employees should contact the Human Resources Director at 573-518-2378 or at hr@mineralarea.edu and students should contact the Dean of Students at 573-518-2262.

**Tobacco-Free Buildings and Grounds**

MAC recognizes its role in promoting and maintaining a tobacco-free environment. Enforcing a tobacco-free policy is possible because the college places value on individual responsibility and leadership. As such, every member of the MAC community shares equally in the responsibility for adhering to and respectfully enforcing the tobacco-free policy.

Consumption of all tobacco products will be prohibited on all properties owned or leased by the college including but not limited to facilities, buildings, parking lots, common areas, vehicles and athletic areas. Tobacco use is prohibited at all meetings, conferences, performances and athletic events.

Smoking means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product. Tobacco products include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless pouches, any form of loose-leaf, smokeless tobacco and the use of electronic cigarettes, vaping, or any device intended to simulate smoking (unless the simulated-smoking device is used as part of a college-sanctioned, theatrical performance).

**Student Responsibility for Catalog Information**

This catalog is effective beginning April 1, 2022, for the 2022-23 and 2023-24 academic years. Each student is responsible for complying with the information in this catalog. Failure to read regulations and policies will not be considered an excuse for noncompliance.
General Admissions

Requirements

MAC has an open-door admissions policy. Students should apply to the Admissions Office before their expected start date as registration priority is given to early applicants.

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

There is no discrimination in the admission or recruitment of students on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, socioeconomic status, genetic and family medical history as defined by GINA, or marital or parental status.

Any person having inquiries concerning Mineral Area College’s compliance with the regulations implementing Title VI and VII 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 Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2378 who has been designated to coordinate the college’s efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act and the ADA Amendments 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 and VII, Title IX, Section 504, the Americans with Disabilities Act or the ADA Amendments Act.

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

Selective Admission Programs

In addition to general admission procedures, some programs have specific requirements. Selective admission programs include:

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Admitted</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing</td>
<td>33</td>
<td>Dec. 15</td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>20</td>
<td>May 30</td>
</tr>
<tr>
<td>Associate Degree in Nursing</td>
<td>37</td>
<td>Dec. 15</td>
</tr>
<tr>
<td>Sophomore</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>Medical Lab Technician</td>
<td>5</td>
<td>May 15</td>
</tr>
<tr>
<td>Respiratory Therapy*</td>
<td>22</td>
<td>May 6</td>
</tr>
<tr>
<td>Physical Therapy Assistant*</td>
<td>18</td>
<td>May 6</td>
</tr>
<tr>
<td>1000 Hr Day Law Academy</td>
<td>25</td>
<td>July 1</td>
</tr>
<tr>
<td>1000 Hr Evening Law Academy</td>
<td>25</td>
<td>Dec. 1</td>
</tr>
</tbody>
</table>

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

Campus Visits

The college encourages and welcomes all prospective students to visit the campus. Those interested in scheduling a tour should call the Admissions Office at least 24 hours in advance at (573) 518-2206, or complete the Schedule a Campus Tour form online at www.mineralarea.edu.

Admissions & Records

Admissions Checklist

1. Application for Admission

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

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

Students who have previously received MAC credit must complete a Returning Student Application, which can also be found at www.MineralArea.edu.

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.

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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 on financial need, but certain scholarships may have other eligibility requirements.

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

3. Transcripts

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

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

A high school transcript should show grades, class rank and date of graduation. Official transcripts from both high school and colleges must be on file before the student is eligible to register. All final transcripts must be received before orientation and registration.

4. Placement Tests

MAC reserves the right to guide enrollment on the basis of placement tests. Placement testing is required before enrollment. The ACT or Accuplacer test is used to place students in the appropriate courses based on their ability in English, math and reading. If a student has not taken one of these tests, they should contact the Assessment Office at (573) 518-2202. ACT scores listed on high school transcripts are acceptable. Students who have taken the ACT test but found it’s not on the high school transcript may request a copy from ACT Records Department, P.O. Box 451, Iowa City, Iowa, 52243-0451. MAC’s code is 023060. There is a fee for this service.

5. Confirmation of Admission

The Admissions Office makes 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. Applicants are responsible for ensuring all required documentation is on file in the Admissions Office. The most recent information regarding admission, financial aid, billing and other student-related topics is available on MyMAC.

Campus Housing

College Park, the on-campus student housing complex, combines on-campus convenience with the benefits of off-campus, apartment-style floor plans and flexibility. College Park’s live-in staff — assistant director and resident assistants — are available to help students achieve academic success and enjoy a safe, collegiate experience.

Individual housing agreements are offered on two-bedroom bunk and four-bedroom apartments, all of which are furnished and have kitchens. Other amenities include pool, barbecue pavilion, sand volleyball court, Wi-Fi, on-premise laundry facilities and computer lab. All housing students are required to purchase the 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification

Students are classified as follows:

Full-Time

A student enrolled in 12 or more semester hours of coursework for the fall/spring semesters and six or more semester hours of coursework for the summer session.

Part-Time

A student enrolled in one to 11 semester hours of coursework for the fall/spring semesters and fewer than six semester hours of coursework for the summer session.

Freshman

A student who has satisfactorily completed fewer than 30 semester hours of coursework.

Sophomore

A student who has satisfactorily completed 30 or more semester hours of coursework.
First-Time Student
A student who is an applicant who has not completed any college-level coursework since high school graduation. Students who complete summer coursework after high school graduation and who have already been admitted to the college, are still considered first-time freshmen.

Transfer Student
A student who has attended another institution of higher education since high school graduation before applying to MAC.

Continuing Student
A student who is currently enrolled at MAC and who has not had a break in enrollment (excluding summer session).

Returning Student
A returning student is an applicant who has previously earned at least one hour of credit at MAC. Returning students who have not been enrolled at MAC for a semester or more, excluding summer, may reapply their files by updating their admission information. Transcribed grades earned at MAC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities, or other documents. Returning students who have attended another accredited institution since leaving MAC must request official and complete transcripts be sent from those institutions to the Admissions Office.

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

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

Provisional Student
Provisional students are admitted during late registration without having submitted all admission documents. Provisionally-admitted students are only allowed to register for one semester and are ineligible to receive financial aid.

Homeschools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools
Homeschool, non-accredited or correspondence high school students may attend classes. To be admitted, graduates of homeschools, non-accredited high schools or correspondence schools must submit transcripts verifying completion of an academic program and take the college's assessment test or submit ACT scores. Admission to the college does not guarantee admission to a particular course or program of study.

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

Dual Credit
Admission is granted to students attending accredited high schools who qualify to participate in the dual credit program. Dual credit is defined as college courses taught on the high school campus by academically qualified, high school instructors. Students who complete these courses are awarded both high school and college credit. This program is open to students who qualify under the state guidelines, meeting both GPA and test score requirements. In addition, placement scores may be required in order to enroll in some of the courses. Students who are interested in this option should check with both MAC’s dual credit coordinator and their high school counselors.

Students participating in a dual credit program must apply for admission as a first-time student in order to attend MAC after high school graduation.

Dual Enrollment
Dual enrollment is the enrollment of high school students in college classes taught by MAC faculty. These classes may be located on the main campus, at off-campus sites, or online. Students who complete dual enrollment classes receive college credit which may or may not be transcribed back as equivalent high school credit, depending upon the policies of the individual high school.
Students who enroll must follow the same procedures and have the same enrollment qualifications as regular MAC students. Placement scores may be required to enroll in some classes. Qualified high school students may take both dual credit and dual enrollment classes during the same semester. Students who are interested in the dual enrollment option should check with the dual credit coordinator and with their high school counselors.

Students participating in dual enrollment must apply for admission as a first-time student in order to attend MAC after high school graduation.

Collaborative Career Center Programs

In Fall 2018, Mineral Area College began articulating credit for students in the collaborative programs at its four partner career centers - Arcadia Valley Career and Technology Center, Cape Girardeau Career and Technology Center, Perryville Area Career and Technology Center and UniTec Career Center. (This does not include the Physical Therapy Assistant and Respiratory Therapy programs at Cape CTC).

These career center credits will not appear on a student’s MAC transcript until the student completes 15 hours of MAC college-level credit. This 15 hours can include MAC dual credit/enrollment or MAC classes taken after high school. The 15 hours cannot include remedial courses, other career center courses or transfer courses.

Students will need to complete these 15 hours within 5 years from the time they complete their career center program. Students who do not complete the 15 hours within 5 years will not be able to articulate their career center credits.

Students who do not successfully complete all of the courses required for their program and those who do not complete the two years of their program consecutively will need to see the MAC Dual Credit Coordinator for when their credits expire.

Concurrently Enrolled Student

Students may enroll in MAC and another college during the same semester. Such students should contact the registrar, director of financial aid and dean for more information.

Visiting Student

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

International Students

MAC is authorized under federal law to enroll international students. MAC is a participating SEVIS school. Questions regarding the application and enrollment of international students should be directed to the Admissions Office at least 60 days before classes begin at admissions@mineralarea.edu.

International students requesting an I-20 for an F-1 visa must meet the following requirements:

1. Complete (in English) an Application for Admission
2. Provide proof of English proficiency. First-time students must send an official TOEFL (Test of English as a Foreign Language) score report to the Admissions Office. Results are considered official only when sent directly from the testing agency. The test should have been taken within the last two years.

   Students who meet or exceed a minimum score of:
   • 500 paper-based
   • 173 computer-based
   • 61 internet-based

   And provide all requested Admissions Documents will be Final Accepted and may enroll without restrictions.
5. Finance documentation from a banking institution or sponsor.
6. Proof of medical insurance. The plan must include repatriation and medical evacuation.

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

1. Supplemental Transfer Form
2. Official academic transcripts from previous university or college

More information can be found under Admissions at www.MineralArea.edu or by calling (573) 518-2260.

All submitted documents become the property of the college and cannot be returned or reproduced.
Satisfactory Academic Progress
Once enrolled, an international student on an F-1 Visa must:
1. Successfully complete a minimum of 12 credit hours per semester.
2. Maintain a cumulative GPA of 2.0 or above.
3. Complete a certification program in no more than four semesters or an associate degree in not more than six semesters, excluding summer and interim sessions.
4. Provide the college with proof of health insurance each semester.

If the student completes fewer than 12 credit hours or earns a GPA less than 2.0, they will not be permitted to re-enroll.
Foreign-born students (both permanent residents and refugees) should have a command of written and spoken English in order to successfully complete college work.

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

Resident Alien Admissions
Resident aliens are required to submit a valid passport, Resident Alien card, Application for Admission, evidence of English proficiency (see above) and official transcripts of previous education.
MAC does not provide financial aid, housing or transportation for international students. College Park apartments are available for rent on campus.
International students must enroll as full-time students and must maintain a minimum of 12 credit hours per semester during the fall and spring terms.
All international students obtaining an F-1 visa must file Form 8843, Statement for Exempt Individuals. They must also file an income tax return and any related documents before April 15 to report all income. Students are required to complete this process whether they are employed or not.

Records & Registration
Advanced Placement
MAC accepts advanced placement (AP) scores of 3 or higher for credit for the courses indicated below.

Advanced Placement Examinations

<table>
<thead>
<tr>
<th>Test &amp; Courses Satisfied</th>
<th>Score Required</th>
<th>Hours Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS1230 American History I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HIS1232 American History II</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
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<tr>
<td>BIO1150 General Biology</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Calculus AB</td>
<td></td>
<td></td>
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<tr>
<td>MAT1650 Analytic Geometry &amp; Calculus I</td>
<td>3, 4, or 5</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>PHS1350 General Chemistry I</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3, 4, or 5</td>
<td>3</td>
</tr>
<tr>
<td>ENG1330 English Composition I</td>
<td>4, 5</td>
<td></td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3, 4, or 5</td>
<td>3</td>
</tr>
<tr>
<td>ENG1570 Introduction to Literature: Prose and Poetry</td>
<td>3, 4, or 5</td>
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<tr>
<td>Physics C - Mechanics</td>
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<tr>
<td>PHS1420 College Physics I</td>
<td>3, 4, or 5</td>
<td>4</td>
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<tr>
<td>Physics C - Electricity/Magnetism</td>
<td>3, 4, or 5</td>
<td>4</td>
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<tr>
<td>French Language &amp; Culture</td>
<td></td>
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</tr>
<tr>
<td>MFL1170 Elementary French I</td>
<td>3, 4, or 5</td>
<td>6</td>
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<tr>
<td>MFL1270 Intermediate French</td>
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<tr>
<td>Spanish Language &amp; Culture</td>
<td></td>
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</tr>
<tr>
<td>MFL1370 Elementary Spanish I</td>
<td>3, 4, or 5</td>
<td>6</td>
</tr>
<tr>
<td>MFL1470 Elementary Spanish II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Changing a Field of Study, Major and/or Advisor
Students can change their field of study, major and/or advisor by completing a change of field of study/advisor form online through MyMAC or in person at the Student Services counter.

College Level Examination Program (CLEP)
The College Level Examination Program (CLEP) evaluates knowledge gained through reading, job experience, non-college training programs, etc. CLEP exams, designed by the College Entrance Exam Board, are administered by subject. The purpose of CLEP is to provide an opportunity for
students to earn college credit by taking an approved exam. A maximum of 30 semester hours of combined credit through CLEP and any other non-traditional credit may apply towards a MAC degree. For more information on CLEP, contact the College Board at (609) 771-7865 or visit www.CollegeBoard.com/clep.

To earn credit for one of the CLEP exams below, the student must:
1. Complete the admissions process at MAC.
2. Request official scores be sent directly from the College Board to MAC's registrar.
3. Earn a minimum score of 50 on each exam taken.

The grade on the transcript will be designated as "CR" for credit and the number of credit hours awarded will be designated on the student's permanent record as accepted from CLEP. There is no assurance that credit awarded for CLEP by MAC will be accepted by another institution of higher learning.

**CLEP Exams for which MAC Grants Credit**

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>MAC Equivalent</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Intro to Biological Sciences</td>
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<tr>
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<tr>
<td>College Algebra</td>
<td>PreCalculus:Algebraic Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>College Composition*</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>History of the United States I</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>American History II</td>
<td>3</td>
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<tr>
<td>Humanities:</td>
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<td>Introduction to Humanities</td>
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<td>Literature</td>
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<td></td>
<td>Introduction to Literature - Prose &amp; Poetry</td>
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<tr>
<td>Introductory Psychology</td>
<td>General Psychology I</td>
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<tr>
<td>Introductory Sociology</td>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics I</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

*MAC does not accept College Composition Modular — there is a difference in the essay portion.

**Credit by Examination and Non-Traditional Educational Experiences**

A maximum of 30 semester hours of credit for educational experiences obtained through credit by examination and other nontraditional college programs may apply towards a MAC degree. Credit may be granted for successful scores on select CLEP subject exams referenced above, institutional test-outs for specific courses, credit for prior learning, and prior knowledge gained from experiences in business, industry, government agencies, and/or the armed services as recommended by the American Council on Education. Non-traditional credit awarded through these methods does not count as institutional hours and will not satisfy the minimum 15 MAC credit hours in-residence requirement. Contact the Registrar's Office for more information.

**Credit Transfer from Other Colleges**

MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following accrediting agencies: Higher Learning Commission, Middle States Commission on Higher Education, New England Commission of Higher Education, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges, and the Accrediting Commission for Community and Junior Colleges.

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

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

All courses transferred to MAC with an “F” grade or above will calculate in the cumulative career statistics with MAC courses, including quality points, grade points and grade point average, and will be used to calculate honors for graduation. Repeated courses from an incoming transcript will be noted on the MAC transcript the same as they are noted on the transcript from the incoming school. Students may view their transcripts from other institutions but may not obtain a hard copy once they are submitted to MAC and become part of the permanent record. The designated transfer articulation officer at MAC is
the Provost. Articulation appeals should be directed to the college registrar.

**Grades**

Grades are available online through MyMAC at mid-term for the 8-week subterms and 16-week semester, and at the end of each term for final grades. Grade reports are not mailed. The GPA is considered official only on MAC's official transcript.

**Degrees and Certificates**

MAC offers programs of study leading to the following degrees: Associate of Arts, Associate of Arts in Teaching, Associate of General Studies, Associate of Applied Science, Associate of Science and One-Year Certificate.

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

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

The **Associate of General Studies Degree (AGS)** is designed for students interested in acquiring a broad education, rather than pursuing a specific field of study or professional/technical program. The AGS can also provide an opportunity to design a program that meets a student's individual needs. College work may include courses selected from a variety of career and technical, as well as arts and science courses. An AGS degree cannot be awarded to a student who has previously received an AA degree. Transferability is determined by the receiving institution on a course-by-course basis.

The **Associate of Applied Science Degree (AAS)** is awarded to students who successfully complete one of the career and technical education programs and prepares the graduate for entry-level positions.

The **Associate of Science Degree (AS)** is awarded to students who successfully complete the requirements of the health career programs, such as nursing, and respiratory therapy.

**Certificates** are awarded to students who successfully complete the requirements of one of the career and technical education certificate programs. **Certificates that are less than one-year** represent a structured sequence of courses that may be completed in a relatively short period of time and apply to a specific vocation.

**Degree and Certificate Time Limits**

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

**Core 42 Block**

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

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

Records on Hold/ Release of Transcripts and Diplomas

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

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

Registration

Students are encouraged to register early. Currently enrolled students who have no indebtedness to MAC may register early. Details are provided at www.MineralArea.edu.

A student who registers early but cannot 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 for which they are not enrolled. Students whose names do not appear on the class roster should contact the Registrar’s Office.

Right to Privacy and Review of Records

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

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

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

If the student objects to the release of directory information, the student should complete a Request to Restrict Directory Information form, available on the website. The request to withhold directory information will remain on the student’s record until which time the student chooses to revoke the restriction in writing to the Registrar’s Office. Students should carefully consider the consequences of a decision to withhold directory information. In such cases, MAC will not release any directory information; thus, any future requests for such information from non-institutional persons or organizations, including the student, parents or future employers, will be refused. The student must present a photo ID in person to obtain information once a restriction is processed.

Student Portal — MyMAC

The student portal (MyMAC) lets students access their personal, academic and financial information online.

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

The MyMAC system operates in an encrypted and secure environment. Students must use their MAC student I.D. number and password to access their personal information. MyMAC is accessed...
Transcript Services

The Registrar’s Office releases transcripts only by written or online authorization from the student. A transcript may be requested at www.MineralArea.edu. There is a fee for this service. Please visit the website for transcript processing fee information. All transcript requests are submitted through the National Student Clearinghouse.

Please allow two to three working days for processing transcript requests unless same day service is requested and purchased. Same day or “rush” processing does not include priority or overnight mail. MAC does not offer expedited mail service. All transcripts are mailed U.S. mail, standard first class. The rush fee is a MAC processing fee and insures that MAC will process and mail the rush transcript within 24 hours (not including weekends or holidays) of receiving the request, therefore, putting the rush transcript request in front of non-rush requests. Students can also purchase a rush transcript in person, where the transcript is available to be picked up at the time of the request. Additional time is required for processing transcripts at the end of the semester. Transcripts will not be released if the student has a hold on their record.

Transfer Library/Crosswalk

The Missouri Department of Higher Education has initiated a transfer library where course equivalencies are identified for common courses transferred among all state-supported two- and four-year institutions. MAC has created a transfer crosswalk that includes courses from the state transfer library. The transfer crosswalk is available on the website and through MyMAC. Contact the Registrar’s Office at (573) 518-2119 for questions regarding transfer equivalencies.

Transferring to Other Colleges

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

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

It is the student’s responsibility to follow the recommendations of the institution to which they intend to transfer upon completing work at MAC. Students planning to transfer should visit the website of the institution they plan to attend.

Verification of Enrollment

A student may complete a verification of enrollment form in Student Services or online. The student’s signature is required for enrollment verifications requested in writing.

Current semester enrollment verifications are processed after classes have been in session for two weeks. Please allow two or three days for processing.
Support Services

Access Office

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

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

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

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

Advisement System

Students are assigned a advisor based on their choice of major or field of study. Students can change their field of study or major and/or advisor by filing a form online or in Student Services.

Academic advisement is an important responsibility. Academic advisors explain the college’s requirements and help students plan a course of study.

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

To help with advisement, MAC has implemented an automated degree audit process, available through MyMAC for advisors and students.
Assessment

Placement Tests
The preferred placement test at MAC is the ACT, administered in September, October, December, February, April and June each year at area high schools. However, MAC also offers the Accuplacer examination for those students unable to complete the ACT prior to registration. The Accuplacer test is an untimed examination taken on computer in MAC’s Assessment Testing Room (AS 115), as well as other MAC satellite locations. You do not need computer skills to take the test; it is extremely user-friendly and is less stressful than traditional paper and pencil tests. The Accuplacer is designed to measure current skills in writing, reading and math; the results are used to select appropriate levels of the English and math courses you will take, as well as whether the reading requirement prerequisites are satisfied for a variety of MAC courses.

The fee for the Accuplacer is $20 for all three test subject areas, $15 for two test subject areas, or $10 for one test subject area. You should arrive at least ten minutes prior to the start of the test and bring a picture ID (REQUIRED) along with the testing fee, which can be paid by cash or check, or credit card in our business office or if you schedule the test online. Please note if you use the online scheduler, you are not required to pay via credit card at the time of scheduling; you may bring in payment when you arrive for testing.

HiSET (High School Equivalency Test)
Missouri’s high school equivalency test is the HiSET, developed by Educational Testing Service (ETS). To schedule the High School Equivalency Test at MAC, you must first register with ETS (Educational Testing Service). The exam consists of five sub-tests. The cost for each sub-test is $17.75 ($10.75 for sub-test plus $7 to cover the cost of administering sub-test at a testing center). There is also a $10 state fee payable once every 12 months. The total cost for all five tests will be $98.75. Because the exam is given in sections, you will not have to complete the entire test at one time. If you do not pass the test the first time, you can retake the entire test or any of the test sections two more times within the 12-month period after paying an additional $7 per sub-test fee. You can create an account and register for testing at: hse.mo.gov.

MoGEA
The Missouri General Education Assessment requires students to demonstrate basic general education competencies prior to being formally admitted to an educator preparation program. Register for testing at http://www.mo.nesinc.com/. All tests will be given in the Arts and Sciences building room 115.

Certification Testing
MAC is an authorized testing center for professional and technology certification through Pearson Vue, Scantron, and other testing services. Fees and testing times are dependent on the type of certification testing.

The MAC Store
Textbooks, supplemental reference books, technology and necessary school supplies may be purchased in the MAC Store, located in the Student Center on the Park Hills campus, or online at bookstore.mineralarea.edu. In addition, a wide variety of apparel, gifts, and college-related merchandise is available.

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

Career Services
The Career Services Office is here to help! We have resources to help you gain a better understanding of your interests, abilities, and workplace values. We can help you gather information on job opportunities, earnings, employment trends, job outlook, training/education required, and more.

Our free services are available to anyone, college student or community member, who is undecided about a college major or career; recently lost a job and is looking for a new career; needs help with college transfer information; resume writing and interviewing skills; or just needs help with their job search.

Make an appointment with a career advisor and/or attend one of our workshops or job fairs.
Counseling

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

Counselors are also available for evening walk-ins and appointments Monday and Wednesday until 5:30 p.m. (5:00 p.m. during summer semester); Tuesday and Thursday evenings are by appointment only.

C.H. Cozean Library

The library helps students grow in their ability to search, generate, evaluate and apply information that lets them continue their education into lifelong learning. Staff members help locate information, develop search strategies for papers and speeches, and teach students how to use the library’s resources and the Internet for research.

The library has more than 25,000 volumes in its collection, including books, selected popular fiction and nonfiction books, subscriptions to several magazines and journals, and DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 to search for library materials and view library accounts.

The library belongs to MOBIUS (Missouri Bibliographic Information User System), whose network includes academic and public libraries in Missouri and other states. The MOBIUS Union Catalog includes more than 60 million items. Faculty, staff and students can request books from the MOBIUS catalog for delivery to the library usually within two to four days.

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

A student I.D. card is required for the current semester when checking out material. Books and MOBIUS items may be checked out for four weeks. Magazines, journals, DVDs, and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item.

Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills and unreturned items are blocked from further checkout of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a $10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of $100 plus a billing/processing fee of $20.

All students have library privileges. Non-students who are at least 18 years old may buy a non-refundable community borrower’s card for library privileges. The price for residents of the MAC taxing district is $10; the price for out-of-taxing-district residents is $15.

Health Services

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

Learning Center

Academic Resource Center (ARC)

The Academic Resource Center provides free specialized assistance with math, writing, and communications courses. For assistance in these and other courses, please contact us by phone (573) 518-2140 or email arc@mineralarea.edu. Appointments are prioritized, but students are always welcome to walk-in during business hours.

EXCEL/Student Support Services (SSS)

EXCEL/SSS is an academic support program that serves low-income, first-generation students and students with disabilities who are enrolled at Mineral Area College and who have the potential to earn an associate’s degree. The primary goals of EXCEL/SSS are to retain students until they graduate from Mineral Area College and to assist students in the transfer process. In order to achieve these goals, EXCEL/SSS provides individual and group tutoring in all general education courses and many electives; advising services including assistance with course selection, degree planning, registration, and applying
Support Services > Parking

for financial aid; economic literacy information; assisting students in identifying, researching and applying to four-year universities; and accompanying students on visits to college campuses. Scholarships and SSS Supplemental Grant Aid are provided, subject to availability of funding.

Parking

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

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

Students are not allowed to park in faculty lots. Only students with disabled parking placards may park in the designated disabled parking spaces.

TRIO Programs

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

Four TRIO programs are on MAC’s campus: Two Upward Bound programs work with high school students, Student Support Services (EXCEL) focuses on college students and the TRIO Talent Search (formerly known at MAC as Educational Talent Search) program work with middle and high school students.

The first Upward Bound program started at MAC in November 1995 and a second one was funded in September 2007. Upward Bound I is funded with a five-year, $1,193,291 grant from the U.S. Department of Education representing 100% of program costs. Upward Bound II is funded with a five-year, $1,036,271 grant from the U.S. Department of Education representing 100% of program costs. Both programs work with qualified high school students to help them prepare for and be successful in college. Weekly meetings at the students’ schools help them with career choices, financial aid and college information. Monthly Saturday programs provide seminars and cultural experiences to prepare them for college. Students attend classes on campus for six weeks during the summer to simulate college living and to prepare for intense academic work. Together, the programs serve more than 105 students in 10 area school districts.

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

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

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

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

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

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

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes.
# Tuition & Fees*

## Tuition for Credit Classes

<table>
<thead>
<tr>
<th>Per credit hour rates</th>
<th>Base Tuition</th>
<th>Tier 1 Tuition†</th>
<th>Tier 2 Tuition‡</th>
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<tr>
<td>International</td>
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<td>$260</td>
<td>$290</td>
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</tbody>
</table>

† Tier 1 rate applies to Computer Science (CSC), Electrical/Electronics Technology (EEE), Health Related Technology (HLT), Manufacturing (MFG), Paramedic Technology (PAR), Technology (TEC), Automotive Collision Technology (ACT), Air Heating and Refrigeration (AHR), Automotive Technology (AUT), Construction/Building Technology (CBT), Electrical Technology (ETT), Graphic Arts & Printing Technology (GRA), Radio & Television Broadcasting Technology (RTV), Welding Technology (WLD).

‡ Tier 2 rate applies to Associate Degree Nursing (ADN) and Practical Nursing (PN) programs.

## Fees

- **Safety & Security Fee**
  $25 per semester

- **Student Support Fee**
  $9 per credit hour and is based on the number of hours enrolled each semester

- **Additional Laboratory and Course Fees**
  Available online.

* Subject to change with notice.

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### Mineral Area College Taxing District & Service Region

[Map of Mineral Area College Taxing District & Service Region]
Classification for Tuition

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

Resident of the Taxing District

To qualify for taxing district tuition rates, the student must:

1. Live in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
2. Be a minor whose parents or legal guardian resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
3. Be married to a spouse who resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
4. Have attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at MAC.
5. Be a veteran, or the spouse or child of a veteran, qualifying for residence under P> 113-146 - The Veteran Access, Choice and Accountability Act of 2014, Section 702.

Students may appeal the assessed tuition rate by submitting any one of the following documents to the Business Office located in the Technology Building:

1. A real estate property tax receipt;
2. A personal property tax receipt;
3. A renter’s lease;
4. A property deed.

Students from Outside the Taxing District

Out-of-district tuition is assessed to students who reside in permanent residences located in Missouri for the immediate past 12 consecutive months, but not within the taxing district.

Out-of-State Student

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

International Student

An international student is a citizen or permanent resident of a country other than the U.S., and studying in the U.S. on a temporary visa.

65 Years of Age or Older (Senior Scholar Program)

All residents 65 years of age or older in the college service region may take college-level courses on a not-for-credit, audit basis. Tuition is waived, although students must apply for admission, and are responsible for textbooks, lab fees and other course materials. Senior scholars are allowed to enroll on the first day of each term on a space-available basis.

To qualify for the Senior Scholar program, students must provide proof of age and residency, meet all entrance requirements and course prerequisites, and declare their intent to audit as a senior scholar at the time of enrollment. Contact the Admissions Office for 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 that alters their residency classification, the student will be subject to the following penalties:

1. Disciplinary action.
2. A financial hold which will result in academic penalties.

Residency records not being released to any agency or institution until the student has paid MAC the difference between the tuition and fees already paid and the amount owed once the residency classification is corrected.

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 exact. Current tuition and fee information is available online.

Course and laboratory fees are applied to all courses which include use of specialized equipment or facilities and/or consumable instructional materials and supplies.

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

Books and Materials

The student is expected to obtain the books, supplies and consumable materials needed for studies. In addition, some programs require the purchase of special items, such as tools or...
Tuition & Financial Assistance > Payment of Tuition and Fees

Specialized equipment. A complete listing of special costs is available from the MAC store, program coordinator or instructor.

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

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

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

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

Tuition and fees may be paid by cash, check, money order, American Express, Visa, MasterCard or Discover credit cards or debit cards. Payments are accepted at the Business Office, by mail or online through MyMAC. If making a payment after hours, please use the drop box located on the Business Office door.

Payment Deadlines
Upon registration of any semester or term, all students are expected to pay an enrollment deposit of $500 for full-time or $250 for part-time enrollment unless financial aid is on file in the Business Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated. Payment schedules are posted in the registration guide available online each semester.

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

Account Balances
Students will be emailed for unpaid balances around the 7th of each month. All balances may be paid off early. Additional fees may include, but are not limited to, payment plan enrollment fees, late fees of $15 and monthly service charges of .75% per month on unpaid balances (i.e., $100 x .75% = $.75). Please read the “Payment Policy Information” section, located online in the registration guide, for payment plan information regarding additional fees.

On the next day following the final payment date for each semester, see the “Important Dates” online and in the student handbook, students with any remaining unpaid balance will be assessed a one-time $25 collection fee and will have their accounts sent to a collection agency. Accounts are also subject to Missouri State Tax Interception.

Third-Party Billing
MAC will let students enroll in classes if financial authorization is presented from an agency, such as an employer or a sponsor. In circumstances requiring third-party billing, payment arrangements should be made in advance with the Business Office.

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

Refunding Tuition and Fees
For credit coursework, if a student officially changes their semester schedule of classes or completely withdraws from the college, the student may be entitled to a tuition and fee refund. The eligibility and amount for a refund is automatically calculated by the date of the drop/withdrawal.

An appeal process exists for the student who feels that individual circumstances warrant exceptions from published policy. A written letter of appeal and documentation must be submitted before the end of the semester in which the refund is to...
occur to the Registrar’s Office:

Mineral Area College
Attn: Registrar’s Office
P.O. Box 1000
Park Hills, MO 63601

Withdrawal Information

Withdrawal from a course(s) may have financial consequences. If you paid for the course(s) yourself, that money may not be reimbursed to you. If financial aid paid for the course(s), you may be required to return all or a portion of the money you received. See your financial aid advisor for more details.

The last day to drop a course(s) and receive a grade of “W” does not indicate that you are no longer financially responsible for the tuition and fees. Please be certain that you understand the implications when dropping a course(s).

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

General Information

Application Procedures and Determination of Eligibility for Financial Aid

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

4. Additional application forms must be completed for the Federal College Work Study, Federal Direct Loan, and Scholarship Programs.

Return of Title IV Funds Policy

Students who receive Federal Student Aid (i.e., Pell Grant, Student Loans, SEOG Grants, EXCEL SSS Grant) AND who officially or unofficially withdraw from classes by failing to attend and/or regularly/actively participate, prior to the 60% point of any semester (see Administrative Withdrawal Policy on MyMAC under the My Financial Aid tab or the Financial Aid Section of the MAC Webpage):
• will have a recalculation of their Federal Student Aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals;
• may owe funds back to MAC and/or Federal Student Aid Programs based upon this recalculation.

Students who receive Federal Student Aid AND who receive all F’s or a combination of F’s and W’s at the end of the semester and the instructor(s) reports last day of attendance/lack of participation prior to the last day of the semester:
• will have a recalculation of their Federal Student Aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals;
• may owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

MAC will repay any refund owed to the Federal Student Aid Programs due to a Return of Title IV Funds Recalculation on behalf of the student. The student will owe MAC for this refund and will have a hold placed on their student account until this balance is paid in full.

The official policy in its entirety is available on MyMAC under the My Financial Aid tab and the MAC webpage under the Financial Aid section.

Minimum Academic Standards for Financial Aid Eligibility

1. A student must complete at least 67% of attempted credit hours. Failure to do so will result in a loss of Federal Student Aid. There is a maximum amount of time or credit hours a student has to complete a program of study. When a student meets 150% of the designated maximum hours for a program of study, graduates or completes a program of study, aid eligibility is lost. The maximum hours includes credit hours transferred in from other colleges. Example: a program of study requires 62 hours...
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To complete. If you accumulate 93 hours or more (which is 62 x 1.5), you will lose aid eligibility.

2. A student must keep their cumulative grade point average (GPA) at or above 2.0. If a student's GPA falls below the minimum, aid eligibility is lost.

3. Students new to financial aid, whether transfer or new applicant, are eligible during their first semester of aid. Following the first semester, all credit hours, including those transferred in from other colleges or universities, count in the maximum credits allowed (see item "A" above). If a student exceeds the maximum credits or graduates/completes their program of study, they are placed in a status known as "Over Maximum Timeframe" which is a probation status and aid eligibility is lost.

4. If a student does not meet the minimum 67% completion for classes attempted or does not meet the minimum GPA (see "B" above), the student will be moved to a "Financial Aid Warning," but is still eligible for student aid for one semester. If a student exceeds the maximum credits for a program or has a Bachelor’s Degree, the student is placed in an “Over the Time Frame Probation” status.

5. If, following the “Financial Aid Warning” semester, the student is still deemed ineligible for aid, the student is placed on "Financial Aid Probation," which is a loss of all Federal Student Aid.

6. If a student is placed on "Financial Aid Probation," the student may file an appeal with the Financial Aid Office for review. The same logic applies to "Over Maximum Time Frame" students whereby an appeal is available, but failure to meet the objectives of the academic plan will cause loss of student aid.

7. If an appeal is submitted, the appeal is reviewed and a decision rendered (i.e. approved or not approved). If approved, the student must follow an academic plan in order to complete their program of study and retain aid eligibility. If not approved, the student may elect to file a grievance appeal for review in accordance with college policy.

Federally-Funded Financial Aid Programs

Federal Pell Grant

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

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

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

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

• Full-time = 12 or more credit hours course load
• 3/4 time = 9, 10, 11 credit hours course load
• 1/2 time = 6, 7, 8 credit hours course load

Federal Supplemental Educational Opportunity Grant

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

Federal College Work-Study Program

1. Work is scheduled on a part-time basis with a maximum schedule of 19 hours per week.

2. The job duties are varied and may involve assignment as a office assistant, maintenance worker, Learning Resources Center assistant, lab assistant, audio-visual equipment operator, etc.

3. Employment is on campus.

Federal Direct Loan

1. Long-term guaranteed loans are available through MAC with funding provided by the U.S. Dept. of Education.

2. Repayment is deferred for six months after the student leaves school or graduates. The government pays the interest before the repayment period for the Subsidized Direct Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs

A+ Schools Program

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

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

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

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

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

The Bright Flight Program provides scholarship awards of $3,000 per academic year subject to available funding. To be eligible, a student must:

- Have a composite score on the ACT or the SAT in the top 3% of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri postsecondary school;
- Be a Missouri resident and a U.S. citizen;
- Not be pursuing a degree or certificate in theology or divinity. Interested students should contact their high school counselor's office.

**Access Missouri Financial Assistance Program**

The Access Missouri Financial Assistance Program is a need based program with financial eligibility determined by the Free Application for Federal Student Aid (FAFSA). Award amounts vary based upon state-approved allocations. To be eligible, a student must:

- Have a FAFSA on file by February 1;
- Be a Missouri resident and a U.S. citizen;
- Be an undergraduate student enrolled full time;
- Not be pursuing a degree or certificate in theology or divinity;
- Not have received your first bachelor’s degree.

**Special Loan Funds, Emergency Loan Fund**

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

**Veterans**

MAC programs of study are approved for veterans’ educational benefits. The Financial Aid Office serves as the college’s veterans’ representative and provides services to persons who are eligible to receive educational assistance (GI 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 GI 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.

In accordance with the Federal/State Tuition Assistance Return of Unearned Funds Policy (DoDI1322.25) Requirement, Mineral Area College has created a policy that requires the return of any unearned tuition assistance (TA) funds on a
proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. Tuition Assistance Funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending (see schedule below). In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Schedule for Return of Unearned Tuition Assistance Funds to the Government

<table>
<thead>
<tr>
<th>Days</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1-7</td>
<td>100%</td>
</tr>
<tr>
<td>8-14</td>
<td>100%</td>
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<tr>
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<tr>
<td>22-28</td>
<td>75%</td>
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<td>29-35</td>
<td>50%</td>
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<td>36-41</td>
<td>50%</td>
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<tr>
<td>42-48</td>
<td>25%</td>
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<tr>
<td>49-55</td>
<td>25%</td>
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<tr>
<td>56-61</td>
<td>25%</td>
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</tbody>
</table>

Veterans Benefits and Transition Act of 2018

Mineral Area College will ensure that in the event of a delay in disbursement of a payment by the U.S. Department of Veterans Affairs no penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities or a veteran of Chapter 31 (Vocational Rehabilitation and Employment) or 33 (Post 9/11 GI Bill®) will be required to borrow any additional funds to cover the individual’s inability to meet his or her financial obligations to this institution.

Servicemembers Opportunity Colleges

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

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

Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

Mineral Area College abides by Department of Defense guidelines banning certain inducements, commissions and high-pressure recruitment tactics intended to secure the enrollment of military service members.

Mineral Area College prohibits the use of high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing military service member enrollments.

Prohibition Against Enrolling Prospective Students Using Tuition Assistance Prior to Approval from the Students ESLO or Military Counselor

Mineral Area College abides by Department of Defense guidelines requiring that students who plan to use tuition assistance benefits will have prior approval from their ESLO or Military Counselor before finalizing enrollment.

Military Withdrawal Due to Deployment

Mineral Area College abides by Department of Defense guidelines in regard to veteran students who are required to withdraw during the semester due to deployment.

Upon presentation of total withdrawal paperwork and a copy of the military orders indicating deployment, the student will be allowed to drop all classes and tuition charges will be waived with:

1. Personal payments refunded;
2. Financial aid adjusted as required;
3. Financial aid refunds repaid by student if appropriate;
4. Military benefits returned to the source of payment.

Military Experience Evaluation

Current or former members of the U.S. Armed Forces, U.S. Reserves and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education upon submitting their form DD-214. In addition, veterans can request an official military transcript be sent to MAC through the joint services transcript service at www.jst.doded.mil or The Air University (Air Force only) at www.au.af.mil. A maximum of 30 semester hours of combined non-traditional (CLEP, CBE, military, etc.) credit may be applied towards a
Vocational Rehabilitation

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

College-Funded Scholarships and Awards

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

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

A booklet that lists the college and local community scholarships and provides pertinent information for applying is available online.

Verification

To curb abuse and fraud in aid programs and to insure funds are being awarded to truly needy students, MAC and the federal government have instituted a program of information verification. The Financial Aid Office may request verification to substantiate information on the application. Items subject to verification include adjusted gross income, Social Security income, veteran's benefits, nontaxable income, interest income, asset amounts, number in household, and number in postsecondary institutions.

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

Financial Aid Confidentiality Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA)

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 the proper financial aid application on a timely basis each year. 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 either direct deposit into a bank account or by check. Students can sign up for direct deposit electronically on MyMAC or by completing a paper request at the Business Office. Payments are usually made during the sixth week of each semester. Federal College Work Study students are paid the tenth of each month.
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Clubs & Organizations

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

Archery Club
A chapter of the U.S. Collegiate Archery Organization that participates in indoor, outdoor, 3-D, and competitions shooting. All levels of archers are welcome and personal equipment is not necessary to join. Membership is open to all students on the main campus who are enrolled in at least six semester hours. The club strives to help its members develop skills that will enhance them personally and professionally.

Art Club
Any student with an interest in creating art projects, having art discussions or engaging in other art-related activities is welcome to become a member. During the course of the year there are art projects that are constructed or painted. Members need to be available and willing to work on these projects. The club’s mission is to advance the idea of culture in the area and encourage creativity at MAC.

Cardinal Congregation
The Cardinal Congregation helps Mineral Area College achieve its mission to “offer opportunities for personal growth in a safe, professional environment.” This organization provides students with an opportunity for personal growth in spiritual matters, attributing to their wellbeing by reaching needs not met in the classroom. Providing an opportunity for spiritual wellbeing aids in the holistic care of students as they seek to excel in their classes. Additionally, this organization seeks to intentionally provide a safe and inclusive space for students of every sexual orientation.

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

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

**Gay-Straight Alliance**
The Mineral Area College Gay-Straight Alliance (GSA) is an organization for LGBTQ+ students and for student allies and supporters. The GSA works to create better awareness and understanding of issues related to the LGBTQ+ community. We hold six meetings or events each school year -- September, October, November, February, March, and April -- for discussion, guest speakers, and presentations.

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

**Mineral Area Collegiate Ministry**
The Mineral Area Collegiate Ministry (MACM) is a campus ministry seeking to “Equip students for life.” (2 Timothy 2:15). Check out our Facebook page. Bible studies, activities, and just hanging out.

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

**National Association for Music Education**
NAfME collegiate membership gives students an opportunity for professional orientation and development, and helps students gain an understanding of: the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state, division, and national levels; the music industry’s role in support of music education and the knowledge and practices of the professional music educator as facilitated through chapter activity.

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

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

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

**Robotics Club**
The goal of the Robotics Club is to promote students’ knowledge of robotics and related fields of study while working as a team to complete fun and challenging tasks. Robotics Club focuses on projects that may apply science, mathematics, computer programming, and creative solutions to the design and production of robots. Participants may also attend robotics competitions and events, such as
MAC’s Robot and Technology Expo. All students are welcome to participate.

**SkillsUSA**
SkillsUSA is a student organization, and a partnership of education and industry working together to ensure America has a skilled workforce. The organization serves students who are preparing for careers in technical, skilled, and service occupations. Members are empowered to become world-class workers, leaders and responsible American citizens.

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

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

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

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

**Veterans Organization**
The purpose of the Veterans Organization is to meet the needs of veterans, create an environment of inclusiveness, provide support, guidance, and a resource for those who have served our country. The organization serves as a network of social support and is open to all students, regardless of military status.

**Art Department**
The Mineral Area College Art Department has a program dedicated to the highest quality of integrity and diversity in fine arts education. Our program produces highly skilled beginning artists. Classes include Drawing, Design, Color Theory, Printmaking, Painting, Sculpture, Ceramics, Photography and more. MAC’s Art Department is serious about teaching skills, developing work ethic, and fostering creativity in dedicated and engaged students. As a foundation program the faculty directs talented, energetic, and disciplined students to easily transfer to any four-year college or other institutes of higher learning.

**Music Department**
The Music Department consists of a variety of performing ensembles. All groups within the Music Department perform concerts, recitals, community functions, school functions, theatrical musicals, dances, recruiting tours and professional jobs throughout the school year. These ensembles may also play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student.

**Concert Band**
This ensemble meets for one, 2-hour rehearsal on Monday evenings. Open to all MAC students and community musicians of all ages. Focuses on the performance of a variety of styles from the concert and wind band repertoire.

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

**Jazz Ensemble**
This performing ensemble focuses on music from the big band jazz repertoire. A variety of styles are rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

**Kicks Band**
This is a community big band sponsored by Mineral Area College. It rehearses once a week.
and performs concerts throughout the school year. It is the backing band for all jazz professionals who give performances on campus. MAC students and community members may audition depending on need.

**MAC Singers**

A performing ensemble focusing on the large choral ensemble repertoire (soprano/alto/tenor/bass). Open to all students with instructor’s consent.

**Athletics Department**

Intercollegiate athletics are an integral part of campus life at MAC. The college has achieved national and statewide recognition for men's basketball, baseball, cross country and golf; and women's basketball, softball, cross country and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities. There have been 67 Academic All-Americans and 21 All-Americans in recent years.

**Cheerleaders**

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

**Esports**

MAC joined the world of competitive gaming in 2022 with a mission to unite the gaming community at MAC in a comfortable environment and to support the development of collegiate Esports. The team is determined by tryout and all players must be full-time students and have a minimum GPA of 2.0.

**Kirby The Cardinal (Mascot)**

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

**Men's Baseball**

The men's Cardinal baseball teams have enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The team won 36 games in 2017 and has produced 13 Academic All-Americans since 2011. The MCCAC Conference provides an excellent race every year as well. Scholarships are available.

**Men's Basketball**

Basketball highlights include 14 MCCAC Conference Championships, six Region 16 Championships, and three appearances in the NJCAA National Tournament. The Cardinals won the conference and the region in 2013 and 2015. Both the 2013 and 2015 teams made it to the NJCAA National Tournament, which had not been accomplished since 1977. MAC plays a national schedule, and hosts multiple nationally ranked teams each year. In 2012, the men’s basketball team captured the MCCAC conference sportsmanship award and has produced 18 All-Americans and 16 Academic All-Americans.

**Men's Golf**

The Cardinals play NJCAA Division 2 golf on home course Crown Pointe. The 2016-17 team were name NJCAA Academic National Champions. In 2009, the team represented Region 16 at the National Championships in Scottsboro, Ala. The 2014 golf team participated in the NJCAA National Tournament and finished 12th place overall. In 2015, the golf team finished 11th place and in 2016, 14th place, at the NJCAA National Tournament. Scholarships are available.

**Women's Basketball**

With eight Conference Championships and five Sub-Regional Championships, the women's basketball program has been highly successful. The 2014 women’s basketball team won the MCCAC Conference Championship and the 2015 team captured the first Region 16 championship in the program’s history and went on to win it again in 2017. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are high, and producing 18 Academic All-Americans. Scholarships are awarded on a merit basis.

**Women's Softball**

The Cardinals play NJCAA Division 2 softball at the home field, the Park Hills Sports Complex. The team has won four Region 16 Championships since it began in 2009. The team has also won two district J titles, allowing them to play at the national tournament those two seasons. The Lady Cards finished ninth in 2011. There have been 13 Academic All-Americans to come through the program in its
brief history, as well as 5 All-Americans.

**Women's Volleyball**

The women's volleyball program is building a strong winning tradition. The team plays an competitive schedule and concentrates its recruiting on local athletes. The 2013 team won the first MCCAC Conference Championship in the program's history. The Cardinals won a Region 16 title and ended the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. In 2016, the team won the Region 16 and District K Championships and finished 10th at the National tournament. In 2017, the team won the Region 16, MCCAC, and District K Championships, and finished 6th in the National tournament. In 2018, the team won MCCAC Conference, Region 16 and District K Championships and placed 10th at the National Tournament. 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. Since 2011, the team has produced 5 NJCAA All-Americans and 40 Academic All-Americans. Scholarships are awarded on a merit basis.

**Men’s and Women’s Cross Country**

The cross country program started at the college in 2018 and competes at the NJCAA Division 3 level. In 2019, the men’s and women’s teams were the Region 16 Champions. The men’s team went on to win the National Championship in their first year of competition at the event as a team. The win also marked the first time a Mineral Area College team earned a National Championship. No scholarships are awarded for this sport.

**Men’s and Women’s Track**

The track program started at the college in 2018 and competes at the NJCAA Division 3 level. The team has primarily focused on distance events to date, but is eligible to participate in all track and field events. They compete during both the outdoor and indoor seasons. No scholarships are awarded for this sport.

**Men’s and Women’s Soccer**

After just their second seasons of existence, both the MAC Men’s and Women’s soccer programs have set high benchmarks.

In fall 2021 the women’s team won the MCACC Conference, won the Region 16 regular season, received the #1 seed in Region 16 Tournament, ranked as low as #12 in the country, named 7 players to the All-Conference Team, 5 players to the All-Region Team and finished with a 9-2 overall record!

The men’s team in fall 2021 were ranked as low as #11 in the country, received the #2 seed in the Region tournament, third place in the MCACC Conference, named 5 players to the All-Conference Team, 4 players to the All-Region Team, runners up in the Region 16 Tournament and finished with an 8-4-2 overall record.
Academic and General College Policies

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

Academic Integrity

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

When an instructor determines that academic integrity has been compromised, they contact the registrar by email to place an administrative hold on the student's record to prevent the student from dropping the course. In the event the instructor determines no infraction has been committed, the instructor is responsible for immediately notifying the registrar to lift the hold.

Level I Violation

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

Consequences
1. The student receives a failing grade, or “zero” for the assignment, or other action as determined by the instructor. The alternative consequence cannot be more severe than a failing grade or zero.
2. The instructor completes an Academic Integrity report which is forwarded to the dean of students who disseminates the form to the appropriate individuals and maintains a log of violations.

Level II Violation

A student repeats a dishonest act within the same course during the same semester.

Consequences
1. The student receives a failing grade for the course.
2. The instructor completes an Academic Integrity report which is forwarded to the dean of
students, who disseminates the form to the appropriate individuals and logs the conduct.

3. The respective dean will be notified and a meeting with be scheduled with the student.

Student Conduct and Due Process

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

Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, or go to the bottom of the page on the MAC website under “Consumer Information”.

College Email

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

Official college email accounts are activated upon acceptance of the student’s application. Official email addresses are not considered directory information and are not released to third-parties without written authorization of the student. To access MAC email accounts, students should follow the link to “MAC Email” on the top right side of the MAC website. If further assistance is needed, students should contact IT Services helpdesk at helpdesk@mineralarea.edu.

All MAC email addresses are created using the following format: The first initial of the first name, the first initial of the last name, and a generated index number + .stu@MineralArea.edu. For example: Dan Goodperson, would look similar to dg121.stu@MineralArea.edu.

Mineral Area College recommends that students refrain from forwarding their MAC email account to any other account. Doing so causes unnecessary risk to information contained in emails destined to their MAC account. If students do choose to forward their emails, they do so at their own risk. Please note that having email forwarded or redirected to another account does not absolve a student from the responsibilities associated with official communication sent to his or her MAC account.

All students and employees are expected to check their email account on a frequent and consistent basis to ensure they stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-sensitive.

Users should exercise extreme caution in using email to communicate confidential information or sensitive matters and should not assume that all email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” function during email correspondence.

Faculty will determine how electronic forms of communication will be utilized in their classes and will specify their requirements in the course syllabus. Faculty will presume that students’ official MAC email accounts are being accessed and will be used for certain class communications as defined by the instructor.

Classroom Electronic Use Policy

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

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

- Cell phones;
- Tablets;
- Laptop computers;
- Any other electronic device deemed unnecessary by the instructor.

Penalties for any infraction may include:

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

Instructors may, but are in no way obligated to, make exceptions at their own discretion when:

- Health-related or family circumstances exist and
the student requests permission prior to a specific class period;
• The use of the device has educational value;
• A simultaneous MAC Alert is sent.

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

Complete policy information can be found at MineralArea.edu on the consumer information page.

Courses and Registration

Administrative Drop

Faculty may drop a student for excessive absences or lack of participation according to the course syllabus or after two weeks of consecutive absences occurring during the first 75% of the semester or term. Individual faculty members may define excessive absences/lack of participation differently.

The student is responsible for being aware of 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 dropped by their instructor. There is no guarantee, however, that a student will be dropped. Therefore, if a student wishes to drop a class or withdraw from the college, it is strongly advised that the student initiate the drop/withdrawal to avoid receiving a punitive grade of “F” for the course(s). In addition, an administrative drop may be processed for a student who fails to meet corequisite or prerequisite requirements for a course.

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. The student must complete the drop/withdrawal process within the refund period of each term in order to receive a refund of paid tuition or remission of indebtedness if tuition has not been paid.

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

Auditing a Course

Students who choose to audit a course must enroll and pay for the course. However, audits carry no credit hours. Students must declare or enroll as an audit on or before the first day of the semester or term. Once registered, students may not change their registration status to credit. An “AU” grade appears on the transcript and does not count in the computation of the GPA. Students auditing a course must meet course prerequisites.

Audited courses do not count toward graduation requirements or satisfy prerequisites for other courses. Normally, an auditor attends the course on a regular basis but is not required to take examinations or complete homework assignments. Fees are the same for audited courses as for credit courses. Financial assistance does not apply to audited courses and audited courses do not count towards full- or part-time enrollment status. Students, including auditing students, are not allowed to sit in classes they have not registered and paid for.

Change in Class Schedule

Adding a Class

For a regular, 16-week semester, students are allowed to add classes through the second class meeting, and, for the summer term, the first class meeting. Students may add web courses during the first two days of the 16-week semester. Enrollment is allowed for accelerated classes, or sub-terms, on a prorated basis. Restricted classes require instructor’s signature.

After the second class day, students must add classes in person in Student Services, or any Outreach Center, and pay the additional tuition and fees in the Business Office the same day the class is added. Students are not allowed to sit in classes they have not registered and paid for. Students who attend class without officially registering or following prescribed procedures for adding a class will not receive credit for the class.

Dropping a Class

Unless otherwise indicated for specific programs, students may officially drop a class, online or in person, up to the time that 75% of the term or semester is completed. After 75% of the term or semester is completed, students will not be permitted to drop a class and will be issued the grade earned. The date of the drop will determine if a refund is due. Refund schedules are published under My Account Info in MyMAC. Courses that are dropped during the first 12.5% of a term are not entered on the student’s permanent record. Drop dates/refunds are prorated for terms less than 16 weeks.

It is strongly recommended that students speak to their instructor prior to dropping a class. Instructors
may drop students for excessive absences or lack of participation. Please see “Administrative Withdrawal” for more information.

If a student drops all classes in a given term, it is considered a withdrawal from the college. Please see “Withdrawal from College” for more information.

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

Distance Education
MAC provides a broad selection of distance learning courses. Distance learning courses provide flexibility and convenience to those pursuing educational objectives. The college offers online, hyflex and hybrid courses. Distance learning courses are equivalent to face-to-face classes in terms of content, degree of difficulty and transferability. They require self-discipline, computer literacy and reading proficiency.

MAC is approved by the Higher Learning Commission to offer courses and programs online. However, some courses and programs are not fully available. Consult the course schedule and catalog for availability.

Dual Credit
MAC has agreements with area high schools that permit qualified high school students to earn college credit while satisfying high school graduation requirements, allowing students to get an early start on meeting college requirements.

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

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

Final Examinations
Final exams may be given at the end of a semester or term, and generally cover all of the material in the course. Department chairs or instructors determine how much the final exam counts as part of the final grade for a course. Students must take their final exam at the time designated on the final exam schedule. The final exam schedule can be found in the student handbook on the website.

Prerequisites and Corequisites
A prerequisite is a course that a student must successfully complete before enrolling in a subsequent course in a given series. A corequisite is a course that a student must enroll in simultaneously with another course or may have successfully completed previously. Prerequisites and corequisites are listed in the catalog course descriptions. Students may be administratively withdrawn if a prerequisite is not met. Meeting the prerequisite requirement satisfactorily requires a minimum final grade of “C” in the prerequisite course.

If a student enrolls in a course requiring a corequisite and is dropped from either course, both courses must be dropped. If a student fails the primary course and passes the corequisite course with a “C” or above, the student will be allowed to repeat the primary course without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until the primary course has been successfully completed.

Repeating a Course
If a student received a grade of “C” or lower in any course, they may repeat the course. Grades of “A” and “B” should not be repeated without departmental or dean’s approval.

The original grade and all grades for each repeat attempt are recorded on the transcript. MAC will use the latter grade to calculate the cumulative GPA and fulfill degree requirements. All previous attempts of the repeated course are ignored or “forgiven” when the semester and cumulative statistics are calculated.

Repeats are not reversible. For example, if a student receives a “D” in a course, retakes the course and receives an “F,” the “F” stands and the student will have to repeat the course until a passing grade is earned in order to receive credit. Once a grade is forgiven, the course with the forgiven grade no longer can be used to satisfy degree requirements. Repeat indicators are transferred in from other schools as they are noted on the incoming school’s transcript.

Students may not repeat a lower-level course that serves as a prerequisite for a course already completed with a “C” or above. For example, if a student receives a grade of “C” in MAT1185 and subsequently completes MAT1270 in a following
Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an “F” for those classes, as well as a possible financial obligation.

Withdrawal for Students Mobilized for Military Duty

The standard withdrawal process above should be followed whenever possible. However, if a student is unable to submit the necessary paperwork to the Registrar’s Office or is not able 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.

The student will be allowed to withdraw without penalty from the college and a 100% tuition refund will be granted upon presenting an original copy of the military orders to the Registrar’s Office. If a student has been awarded 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 request is near the end of the semester and incompletes are agreed to by the instructor(s), the student, and appropriate dean. In this case, the student will be allowed to complete the coursework according to a written agreement submitted to the Registrar’s Office by the instructor.

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

Grading

Dean’s List

The Dean’s List is an academic honor awarded to students who have accomplished an extraordinary level of academic achievement through MAC coursework. The Dean’s List is noted on the transcript at the end of each semester, excluding summers, for which a student qualifies and is based on the semester cumulative institutional statistics (excluding developmental course work). Students meeting the following semester requirements may qualify for the Dean’s List:

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.

Unit of Credit and Courseload

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

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

Sixteen semester hours constitute a normal courseload for a full-time student in one semester. The maximum course load for fall and spring semesters is 19 credit hours. The maximum course load for the summer is 9 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with the Provost approval.

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

Withdrawal from College

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

Courses dropped during the first 12.5% of the semester are not entered on the student’s permanent record. After 12.5% of a semester has passed, up to the time that 75% of the term or semester is completed, regardless of whether the student was passing or failing at the time, a “W” (withdrawal) will be entered on the student’s record. A withdrawal submitted after 75% of a term has passed will result in a grade or grades of “F.”

Students are expected to complete the courses submitted after 75% of a term has passed will result in a grade or grades of “F.”

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

Grading

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1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
Incomplete Policy

Assigning an “I” grade is a faculty prerogative and is issued when a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances and has been granted an extension.

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

If the division chair is unable to remedy the situation, students may appeal to the Provost, who will render a final decision. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be handled. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

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

Grade Point Average

The semester GPA is calculated by:

1. Multiplying the credit hours of a course by the grade points earned for the course grade;
2. Adding the grade points earned for each course;
3. Dividing the total grade points by the number of credit hours attempted.

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

GPA of 3.25 or higher.
3. No grade below a “C” earned during the semester.
4. No “I” (incomplete) grades received during the semester.
5. Course taken for “P” or “CR” grades will not be included in the 12 hours noted in #1.

Grade Appeal Process

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

If the division chair is unable to remedy the situation, students may appeal to the Provost, who will render a final decision. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be handled. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

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3. Dividing the total grade points by the number of credit hours attempted.

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

Incomplete Policy

Assigning an “I” grade is a faculty prerogative and is issued when a student who has completed the majority of the course requirements but is unable to complete the remainder, due to extenuating circumstances.

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
- AU No grade points
- CR No grade points
- I No grade points
- NP No grade points
- P No grade points
- W No grade points
- WC No grade points

Once a grade is recorded in the Registrar’s Office, it is a permanent grade. Grades will not be changed unless the instructor has made an error in calculating the grade and submits a signed grade change form to the Registrar’s Office. All grade changes must be approved by the Provost.
Graduation

Students must graduate under the degree requirements in the catalog effective the first semester the student attends MAC. However, students may elect to meet the requirements stated in a future catalog. Students who discontinue enrollment for two consecutive semesters (summers excluded) must follow the catalog in effect upon their return to MAC. Course prerequisites/corequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary to complete a college degree or certificate program. To graduate with honors, a student must earn a cumulative career (including all MAC courses and transfer work) GPA of 3.5.

Applying for Graduation

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

To be considered a candidate for graduation a student must:

1. Submit an Application for Graduation Candidacy, with a copy of the degree audit, to the Registrar’s Office by the following deadlines:
   - Fall Semester (December graduate), end of second week of 16-week semester
   - Spring Semester (May graduate), end of second week of 16-week semester
   - Summer Session (July/August graduate), end of first week of 8-week term
2. Submit the nonrefundable $50 graduation fee (charged one time per degree) with the application.
3. Complete the degree requirements per the college catalog, earning a minimum of 15 semester credit hours from MAC.
4. Earn a minimum 2.0 cumulative career (includes transfer work) and institutional (MAC) GPA; 2.75 minimum for AAT students.
5. Candidates seeking a degree or certificate in the Career & Technical Education Division must complete a graduation interview in the Career Services office or on MyMAC.
6. Resolve all financial obligations to the college and return all library and college materials.

Applying for More Than One Degree

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

Commencement Information

A commencement ceremony is held in May for students completing the AA, AAS, AAT, AGS, and AS degrees. At the ceremony, faculty, staff, family and friends gather to recognize and honor students’ academic achievements.

Students who wish to participate in the Commencement Ceremony should indicate so on their Application for Graduation Candidacy form. Students who wish to participate but did not indicate so on their application can contact Lisa Johnson, Commencement Coordinator at Commencement@MineralArea.edu or call (573) 518-2157. All requests to participate should be received before spring break in March to ensure receipt of cap and gown in time for the ceremony. The cost of the cap and gown is included in the graduation fee.

Participants will receive an email with details.
regarding the ceremony periodically. There will also be information provided on the MAC website.

Approximately 4-6 weeks after the end of each semester, the dean's offices will email students that diplomas are ready to be picked up. Diplomas not picked up after one week will be mailed to the address provided on the Application for Graduation Candidacy Form.

**Reverse Transfer**

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

**Video and Photography**

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

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

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

Any photographer or videographer on the community college’s premises should make an effort to notify his or her subjects that their images may be used in college-related print and electronic media.
Degrees & Certificates

Associate of Arts

Fields of Study
- Art
- Biology
- Business Administration
- Chemistry
- Communications
- Computer Science
- Earth Science
- English
- General Studies
- History
- Mathematics
- Modern and Foreign Languages
- Music
- Music Education
- Physical Education
- Physics
- Political Science
- Psychology
- Sociology
- Social Work
- Speech
- Sports Management
- Theatre
- Pre-Architecture
- Pre-Dental
- Pre-Dental Hygiene
- Pre-Engineering
- Pre-Forestry
- Pre-Law
- Pre-Medicine
- Pre-Pharmacy
- Pre-Physical Therapy

Associate of Arts in Teaching

Areas of Concentration
- Early Childhood Education (Grades Pre-K-3)
- Elementary Education (Grades 1-6)
- Secondary Education
- Special Education

Associate of General Studies

General Studies

Certificate

Global Studies
Degree Plans

Program Career and Salary Information

Pursuant to Missouri HB 1606 (2018), information regarding program lengths, costs, and students’ median time-to-degree, as well as employment and wage outcomes, can be found at https://jobs.mo.gov/jobseeker/training-and-education. Employment and wage outcomes are limited to completers found employed in Missouri. Students not found as employed may also be working out-of-state, self-employed, or enrolled in continuing education. Additional information on programs and program outcomes may be found by searching at https://scorecard.mo.gov/Search. Search using School / Program “Mineral Area College” and choose the degree or credential type of interest.

Associate of Arts Degree (62 hours)
A Transferable Degree
► See Appendix A for Degree Plans

Associate of Arts in Teaching (62 hours)
A Transferable Degree
► See Appendix A for Degree Plans

Associate of General Studies Degree (62 hours)
A Course-by-Course Transferable Degree
► See Appendix A for Degree Plans
Arts & Sciences Division

The Arts & Sciences Division offers the Associate of Arts, Associate of Arts in Teaching and the Associate of General Studies degrees.

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

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

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

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

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

General Education Philosophy

General education provides students a foundation for future learning experiences and serves to enrich the lives of students outside the classroom. MAC’s general education program is built upon the CORE 42 transfer curriculum. The CORE 42 is designed for students to obtain the following competencies:

1. **Valuing** - Students will recognize how values develop, how value judgements influence actions, and how informed decision-making can be improved through the consideration of personal values as well as the values of others.

2. **Managing Information** - Students will be able 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.

3. **Communicating** - Students will be able to communicate with thoughtfulness, clarity, and coherence; read and listen critically; and select and effectively use channels appropriate to the audience and message.

4. **Higher Order Thinking** - Students will be able to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and demonstrate the ability to reflect upon and refine those problem-solving skills.

Students will gain these competencies through the completion of the CORE 42 block, which includes coursework in the following knowledge areas:

1. **Social and Behavioral Sciences** - To develop students’ understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientist to discover, describe, explain, and predict human behavior and social systems. Students acquire an understanding of the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students will fulfill the state statute requirements for the United States and Missouri constitutions and complete the state-mandated Civics exam.)

2. **Communication-Written** - To prepare students to communicate effectively with writing that exhibits solid construction resulting from satisfactory planning, discourse, and review. Students will engage in the writing process including drafting, editing, and revision for success in the classroom and workforce.

3. **Communication-Oral** - To prepare students to communicate effectively in a variety of contexts. Students will understand that communication is symbolic, relational, collaborative, strategic, adaptive, and creative. They will recognize the role and importance of communication in developing meaning and understanding; increasing
knowledge; enacting change, solving problems; and developing, maintaining, and transforming relationships.

4. **Natural 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.

5. **Mathematical Sciences** - 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.

6. **Humanities and Fine Arts** - To develop students’ understanding of the ways in which humans have addressed their condition 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.

### General Requirements

#### AA Graduation Requirements

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.

2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.

3. All applicants are required to complete 62 approved semester hours.

4. All degree-applicable courses, including electives, must be 1000 level or higher.

5. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.

6. Students may apply up to 15 hours of course work from the Division of Career & Technical Education as elective credit, but no more than 6 of these hours may be career center hours/courses. It is the student’s responsibility to verify that all elective credit will transfer to the college which the student plans to attend.

7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

#### AAT Graduation Requirements

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact advisor for assistance.

2. Complete all program applications, maintain a minimum institutional and cumulative career GPA of 2.75 or higher with no grade less than a “B” in all education coursework and content area and no grade less than a “C” in all other courses, undergo a background screening, and have a clear record prior to being admitted to the program and participating in field experience (See detailed background check policy).

3. All applicants are required to complete 60 approved semester hours PLUS 2 hours of PE activity course(s). School Health may be taken as a substitute only with a physician’s excuse.

4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

5. All degree-applicable courses, including electives, must be 1000 level or higher.

6. Take no more than six elective credits by participating in ensembles.

7. Pass the mandatory state proficiency exam or have an equivalent passing ACT score in order for the AAT Degree to be conferred.

#### AGS Graduation Requirements

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.

2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.

3. All applicants are required to complete 62 approved semester hours.
4. All degree-applicable courses, including electives must be 1000 level or higher.
5. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Global Studies Certificate Requirements

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters or by the end of the first week of the summer semester. Contact an advisor for assistance.
2. A cumulative 2.0 grade point average is required for graduation.
3. At least 15 hours must be taken from MAC.
Career & Technical Education Division

Degrees & Certificates
- Associate of Applied Science
- Associate of Science
- Certificates

General Requirements
- Degrees and Certificates
- Degrees for Allied Health

Degree Programs
- Main Campus Degree Plans
- Dual Credit or Adult Associate Degree Programs Articulated with Career and Technology Centers

Career & Technical Education Division

Career Center Partnerships
- Associate of Applied Science Degrees & Certificates

Career & Technical Dual Credit

Allied Health Related
- Practical Nursing Certificate
- Associate Degree-Nursing Advanced Placement (LPN to RN) Program
- Bridge Students (LPNs from another school or MAC LPNs prior to 1991)
- Associate Degree-Nursing
- Emergency Medical Technician (EMT) Certificate
- Medical Laboratory Technician
- Paramedic Technology
- Physical Therapist Assistant
- Respiratory Therapy

Associate of Applied Science
- Degrees & Certificate Programs (AAS)

Business Related
- Business Management
- Business Management—Administrative Office Specialist
- Business Management—IT Specialist
- Computer Networking
- Computer Networking—Cyber security

Child Development

Criminal Justice
- Criminal Justice
- Criminal Justice—Correctional Administration
- Criminal Justice—Judicial Administration
- Criminal Justice—Law Enforcement

Electrical/Electronics Technology

Engineering Technology
- Engineering Technology—Design Drafting
- Engineering Technology—Manufacturing

Industrial Maintenance

Skilled Trades
Degrees & Certificates

Program Career and Salary Information
Pursuant to Missouri HB 1606 (2018), information regarding program lengths, costs, and students’ median time-to-degree, as well as employment and wage outcomes, can be found at https://jobs.mo.gov/jobseeker/training-and-education. Employment and wage outcomes are limited to completers found employed in Missouri. Students not found as employed may also be working out-of-state, self-employed, or enrolled in continuing education. Additional information on programs and program outcomes may be found by searching at https://scorecard.mo.gov/Search. Search using School / Program “Mineral Area College” and choose the degree or credential type of interest.

Associate of Applied Science

Associate of Science

Certificates
(one year and less than one year)
Degree program offerings are outlined on the following pages.

General Requirements

Degrees and Certificates
1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete a graduation interview with the Career Placement Office.
3. An institutional and cumulative career 2.0 grade point average is required for graduation.
4. Fifteen (15) semester hours must be earned through MAC.

Degrees for Allied Health
1. Complete 75-88 semester hours of required curriculum with an institutional and cumulative career GPA of 2.0 (C) or higher.
   a. 30 Academic credit hours.
   b. 45 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a “C” or above.
3. Fifteen (15) semester credit hours must be earned through Mineral Area College.
4. Application for Graduation must be submitted during first two weeks of the spring term (sophomore year).
5. Students are required to complete a Graduation Interview in their final semester.
## Degree Programs

### Career & Technical Education Main Campus Degree Plans

<table>
<thead>
<tr>
<th>Program Titles</th>
<th>Associate of Applied Science (AAS)</th>
<th>Associate of Science (AS)</th>
<th>Certificate 1 Year</th>
<th>Certificate Less Than 1 Year</th>
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<tr>
<td>Basic Law Enforcement Academy 1,000 hours</td>
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<td>Business Management</td>
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<td>Business Management – Admin Office Specialist</td>
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<td>Business Management – IT Specialist</td>
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<tr>
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<tr>
<td>Criminal Justice – Correctional Administration</td>
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<tr>
<td>Criminal Justice – Judicial Administration</td>
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<td>Criminal Justice – Law Enforcement</td>
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<td>Electrical/Electronics Technology</td>
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<tr>
<td>Electrical Technology</td>
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<tr>
<td>EMT – Emergency Medical Technician</td>
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<td>Engineering Technology – Design Drafting</td>
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<td>Fire Science Technology</td>
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<td>Industrial Maintenance</td>
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<tr>
<td>Medical Laboratory Technician</td>
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<tr>
<td>Nursing – Advanced Placement - RN</td>
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<td>Nursing – Practical Nursing - LPN</td>
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<td>Nursing – Registered Nursing - RN</td>
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<tr>
<td>Skilled Trades Technology</td>
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</tbody>
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Dual Credit or Adult Associate Degree Programs Articulated with Career and Technology Centers

<table>
<thead>
<tr>
<th>Program and Major Code</th>
<th>Arcadia Valley</th>
<th>Cape Girardeau</th>
<th>Perryville</th>
<th>UniTec</th>
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</thead>
<tbody>
<tr>
<td>Automotive Collision Technology (AS)</td>
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<td>Automotive Technology (AO)</td>
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<tr>
<td>Child Development (CD)</td>
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<td>X*</td>
<td>X*</td>
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<tr>
<td>Computer Networking (CN)</td>
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<tr>
<td>Construction/Building Technology (CU)</td>
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<td>Digital Media Technology (RT)</td>
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<tr>
<td>Graphic Arts/Printing Technology (GR)</td>
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<tr>
<td>Heating, Air Conditioning &amp; Refrigeration Technology (HE)</td>
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<tr>
<td>Machine Tool Technology (MO)</td>
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<td>X</td>
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<tr>
<td>Physical Therapist Assistant (PT)</td>
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<td>X</td>
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<tr>
<td>Respiratory Therapy (RE)</td>
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<tr>
<td>Welding Technology (WE)</td>
<td></td>
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</tbody>
</table>

Career & Technology Centers

Arcadia Valley Career Technology Center - Ironton, MO
Cape Girardeau Career & Technology Center - Cape Girardeau, MO
Perryville Area Career & Technology Center - Perryville, MO
UniTec Career Center - Bonne Terre, MO

* Only select courses that apply to these degrees are available. Please check with the Mineral Area College advisor at this location.
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 semi-professional 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. 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 Technology Center, Perryville Area Career & Technology Center and the Cape Girardeau Career & Technology Center. Students should check with an advisor or the Provost 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 successful in recruiting and retaining students with special needs and, as a result, have received statewide recognition.

Allied Health Related

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

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

Practical Nursing Certificate

See Certificate Plan (In Appendix)

The Practical Nursing program is a three-semester curriculum leading to a Certificate in Practical Nursing. 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 Programs allow students to further their education without repeating many successfully completed courses. MAC Practical Nursing students or Licensed Practical Nurse (LPN) graduates of MAC since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing
program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the ADN program. Students accepted into the Advanced Placement Program enter the second year of the Associate Degree Nursing Program and require only two additional semesters to be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). 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 options.)

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of “C” or above:
   a. Applications of College Math or Quantitative Reasoning
   b. English Composition I
   c. Introductory Chemistry
4. Accuplacer Test: Applicants must be scheduled to take the Accuplacer Next Generation test on or before the December test date and have the following minimum scores:
   a. Accuplacer Next Generation
      (must be taken by application deadline):
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
   b. Accuplacer scores.
   c. Official college or university transcripts.
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a nursing career as determined by MAC.
7. Applications will be accepted from April 15 until December 15 of each school year. Application deadline may be extended. Please submit applications early so personal interviews can be scheduled before selection.
8. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department prior to selection.
   a. High school transcripts or GED/HiSET scores.
   b. Accuplacer scores.
   c. Official college or university transcripts.
9. All applicants accepted into the program are on conditional status, pending completion of the physical examinations by a qualified physician stating they are free of emotional, physical, infectious and/or contagious diseases, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Those who do not meet the above requirements should contact the Allied Health Department or a counselor.
11. No classes may be added after the first three days of fall and spring classes without permission of the Provost.
12. No alternates will be admitted to the nursing program after the first day of class.
13. A personal interview is required.

NOTE: Course substitutions must be approved.

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

The Advanced Placement (LPN to RN) Program lets PN students and LPNs, who wish to become RNs, further their education without repeating many successfully completed courses. There are two separate entrance requirements:

1. The MAC Practical Nursing graduate from 1991 to present.
2. The MAC Practical Nursing graduate prior to 1991 or Practical Nursing graduates of another school.

MAC graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (28 credit hours).
MAC graduates prior to 1991 or graduates of another school may be eligible to enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (41 credit hours).

Students are required to pass a dosage calculation exam and a practicum exam before entering the program in mid-August.

**Entrance Requirements For Advanced Placement**

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges and/or Career and Technical schools attended, with proof of graduation from high school or GED/HiSET.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.
5. Complete a personal interview as requested.
6. Entrance requirements must be met by the end of spring semester with a grade of “C” or above.
7. Pass the dosage calculation and practicum exams.
8. Accuplacer
   a. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
      3) Math Advanced Algebra and Functions — 237
      4) Reading — 250
9. Have a GPA of 2.5 or above.
10. Complete a high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
   a. Students articulating from the PN Program must have a grade of “B” or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate.

Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.

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

13. Applications will be accepted from May 1 until Dec. 15 of each school year. Application deadline may be extended.
14. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department before selection.
   a. High School transcripts or GED/HiSET scores
   b. ACT or Compass scores
   c. College or university transcripts
d. A complete list of names & addresses for references on application. A college form letter will be sent to those listed.
15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
16. Persons who do not meet the above requirements should contact the director or an advisor.
17. No classes may be added after the first three days of fall and spring classes without permission of the dean.
18. No alternates will be admitted to the nursing program after the first day of the practicum and calculation testing.
19. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
20. A personal interview is required.

**LPN Graduates of MAC Prior to 1991 or from Another School**

<table>
<thead>
<tr>
<th>Prerequisites*</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1240 Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENG1330 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Courses**
Career & Technical Education Division > Allied Health Related

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

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

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

Career Opportunities

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
   a. A high school computer course or
   b. A college computer course,
3. Prerequisite courses must be completed by end of Fall Semester in the following order.*
   a. Quantitative Reasoning with a grade of “C” or above.
   b. Introductory Chemistry (5 credit hours) with a grade of “C” or above.
   c. English Composition I with a grade of “C” or above.
4. Accuplacer
   a. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
      3) Math Advanced Algebra and Functions — 237
      4) Reading — 250
5. Have a GPA of 3.0 or above.
6. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
7. Applications will be accepted from May 1 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so interviews may be scheduled.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student’s responsibility to assure these documents are on file:
   a. High school transcript or GED/HiSET scores (official, not hand carried).
   b. Accuplacer scores.
   c. College or university transcripts (official, not hand carried).
   d. A personal interview is required.
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the
background check, and successfully completing all prerequisites.

10. Persons who do not meet the above requirements should contact the Allied Health Department or an advisor.

11. No classes may be added after the first three days of fall & spring classes without permission of the dean. No alternates may be added after the first day of the practicum and calculation testing.

12. Students are required to pass a dosage calculation and medication practicum exam with a 95% prior to taking Medical-Surgical Nursing I (ADN1490).

13. Selection is based on GPA from English Composition I, Intermediate Algebra, and Introductory Chemistry (weighted 50%), ACT or Accuplacer scores (weighted 25%), and personal interview (weighted 25%).

Emergency Medical Technician (EMT) Certificate - 12 credit hours

MAC offers a one semester course (HLT1762) which provides the basic instruction for health care professionals responsible for the delivery of emergency medical services (EMS) as an Emergency Medical Technician (EMT). This course provides initial instruction in the following: foundations of professional EMS practice, roles and responsibilities of the EMT, the EMS agenda, workforce safety and wellness, ethics and legal issues, public health, illness and injury prevention, principles of pathophysiology, review of anatomy and physiology, medical terminology, patient assessment, therapeutic communication, history taking, physical exam techniques, communications, documentation, patients of diverse cultures, basic airway and ventilatory management, resuscitation of the medical and trauma patient, common medical emergencies, trauma care and trauma systems, HAZMAT awareness, older patients, pediatrics, OB/GYN emergencies, environmental emergencies, terrorism and disaster response and multiple-casualty incidents.

In addition to the 140 hours of classroom instruction, two 12-hour emergency department rotations and three 12-hour ambulance rotations are required for a total of 48 clinical/field internship hours. Successful completion of a comprehensive written and practical exam will allow the student to be enrolled in the National Registry of EMTs (NREMT - www.nremt.org) and apply for a Missouri State EMT license.

Extensive preparation for the NREMT EMT Practical examination is required in this course. Students are required to demonstrate 100% competency with regards to the mandatory procedure list and required NEMT psychomotor skills. The course meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS licensure requirements. American Heart Association (AHA) Basic Life Support for Health Care Providers is required for the EMT Certificate of completion.

The Emergency Medical Technical (EMT) program is accredited through the State Department of Education and is accredited by the Missouri Bureau of Emergency Medical Services - Training Entity Accreditation #18705T6 (expires 9/30/2020): Bureau of Emergency Medical Services, Missouri Department of Health and Senior Services, PO Box 570, Jefferson City MO 65102-0570, Phone: 573-751-6356, Fax: 573-751-6348, Email: EMSINFO@health.mo.gov.

Medical Lab Technician

In keeping with the mission of the Missouri Health Professions Consortium (MHPC), the Medical Laboratory Technician program has been developed to meet the increasing demand for highly competent medical laboratory technicians in rural and underserved areas of Missouri. The purpose of this associate degree program is to prepare selected individuals to provide accurate and reliable diagnostic testing results to the citizens of Missouri. We educate and prepare laboratory generalists, to have the knowledge, skills and professional behaviors that are necessary to be eligible to apply for the national certification examination as well as meet employer expectations in the community service area.

Upon completion of the MHPC Medical Laboratory Technician Program, the graduate will be eligible to sit for the ASCP-BOC certification exam. Upon passing the exam, graduates will be recognized nationally as Medical Laboratory Technicians.

Graduates of the program will have experience in and be qualified to provide laboratory services to patients in many different healthcare settings, including, but not limited to, hospitals, clinics and physician offices.
Paramedic Technology

MAC offers a Certificate in Paramedic Technology and an Associate of Applied Science Degree in Paramedic Technology. The certificate program is an extended three semester curriculum consisting of 44 credit hours and the Associate of Applied Science degree consists of an additional 23 credit hours.

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

Paramedics are employed by ambulance services, fire departments, hospitals, emergency communications centers, and industrial medical and safety departments.

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

The Paramedic Technology program is accredited through the State Department of Education and is accredited by the Missouri Bureau of Emergency Medical Services - Training Entity Accreditation #18705T6 (expires 9/30/2020): Bureau of Emergency Medical Services, Missouri Department of Health & Senior Services, PO Box 570, Jefferson City MO 65102-0570, Phone: 573-751-6356, Fax: 573-751-6348, Email: EMSINFO@health.mo.gov

The MAC Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP): Commission on Accreditation of Allied Health, Education Programs, 25400 US Highway 19 N., Suite 158, Clearwater FL 33763, Phone: 727-210-2350, www.caahep.org

Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
   a. EMT license, or expect to have EMT license by Aug. 1 of each year.
   b. At least 100 hours of patient care experience (preferred).
   c. Must be at least 18 years of age.
   d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
   a. EMT license, or expect to have EMT license by Aug. 1 of each year.
4. Accuplacer.
   a. Accuplacer Next Generation (must be taken by application deadline):
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
      3) Math Advanced Algebra and Functions — 237
      4) Reading — 250
5. Have a GPA of 2.0 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted until May 31 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
   a. High school transcript or GED/HiSET scores (official copies, not hand-carried).
   b. Accuplacer scores.
   c. College or university transcripts (official copies, not hand-carried).
   d. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   e. Typed questionnaire.
   f. Professional interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. All applicants must have the mandatory
immunizations by the required course date (not required at time of application or acceptance). For the list go to our website at www.mineralarea.edu>Programs & Courses>EMS Programs>Required Immunizations.

11. For more information contact the Director of EMS Education at (573) 518-2123 or Allied Health at (573) 518-2172.

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.

Graduation Policies:
1. Program admission is based on a selection process. Applications will be accepted from Jan. 1 - May 1.
2. All courses must be completed with a grade of “C” or above.
3. A minimum of 15 credit hours must be earned at MAC.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. A Graduation Interview must be completed during the final semester.
6. Applicant must make NREMT account.

Community Paramedic Program

The Community Paramedic certificate program will introduce the role and responsibilities of a Community Paramedic (CP) as a part of the health care team and as a community stakeholder. Interdisciplinary work will be researched, examined, explored, and defined as it relates to population-focused care, patient-focused care, and the Community Paramedic. This certificate program provides evaluation, remediation, and verification of Community Paramedic science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT), National Association of EMS Educator’s (NAEMSE) Education Standards, the National Scope of Practice Model, the EMS Agenda for the Future, Missouri Department of Health & Senior Services/Bureau of EMS Regulations; and the national accreditation requirements of the CoAEMSP.

In order to be enrolled in the Mineral Area College Community Paramedic Program, a current Paramedic License is required.

Successful course completion will allow the currently licensed Missouri Paramedic to obtain a State of Missouri endorsement as a licensed Community Paramedic. Any questions should be directed to the Allied Health Office by calling (573) 518-2172.

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

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

For more information, contact Cape Girardeau CTC at (573) 334-0826 or MAC Dual Credit Office at (573) 518-3805.

Physical Therapist Assistant
Cooperating Institution: The physical therapist assistant program at Cape Girardeau Career & Technology Center/Mineral Area College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

MAC has established a program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science degree in Physical Therapist Assistant. Students apply for the degree after successfully completing both the general education courses offered by MAC and the technical course component offered by Cape Girardeau CTC.

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

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

**Associate of Applied Science**

**Degrees & Certificate Programs**

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

Associate of Applied Science degrees require a general education component consisting of college-level coursework, including all relevant prerequisites. See individual degree plans for requirements.

**Business Related**

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

In addition to the general education requirements of the AAS degree, students will complete courses in the respective program core.

**Business Management**

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

**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 — Administrative Office Specialist**

This program is designed to prepare the student with the knowledge and skills necessary to manage today’s technological and business environment. The roles of administrative office specialists have expanded to include not only using the latest office technologies, but also the implementation of workplace management and supervision skills.

**Business Management — IT Specialist**

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

**Computer Networking**

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

**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 — Administrative Office Specialist**

This program is designed to prepare the student with the knowledge and skills necessary to manage today’s technological and business environment. The roles of administrative office specialists have expanded to include not only using the latest office technologies, but also the implementation of workplace management and supervision skills.

**Business Management — IT Specialist**

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

Computer Networking - Cyber Security

This program will prepare students to work with the security of a business’s computer network by taking preventative measures to protect the networking infrastructure from unauthorized access and misuse and ensuring a secure platform and environment. Students will be given opportunities to study for examinations, which if passed, will certify them in specific networking specialty areas.

Child Development

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

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

Criminal Justice

Criminal Justice —Law Enforcement

This program is designed for students who plan to complete an Associate of Applied Science degree in Law Enforcement and work in a police, deputy sheriff, corrections, or related services field.

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

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

Criminal Justice —1000 Hr Law Academy

The Mineral Area College Law Enforcement Academy is designed to provide regional law enforcement training to law enforcement agencies and to students who are interested in achieving a career as a peace officer. MACLEA offers two academies a year, the 1000-hour daytime academy, which begins in August, and the 1000-hour evening academy, which begins in January. Both academies provide students with the knowledge and training needed to obtain a Class A, Missouri Peace Officer License. The student will earn 46 college credits after the completion of the academy.

This program has selective admission and applicants must pass all state and federal background checks.

Criminal Justice — Judicial Administration

This program is designed for students who plan to complete an Associate of Applied Science
degree in Judicial Administration and work in a Court Administration, Court Clerk, or related services field. A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two options when seeking an education in criminal justice:
• Follow the degree plan as noted below for an AAS in Judicial Administration OR
• Seek the advice of their advisor to put them on a path for a bachelor’s degree from a four-year college or university.

**Criminal Justice**  
— **Correctional Administration**  
[D] See Degree Plan  
(In Appendix)

This program is designed for students who plan to complete an Associate of Applied Science degree in Correctional Administration and work in a correctional institution. A four-year degree is strongly advised for students interested in working in the administration area of corrections. Students are offered two options when seeking an education in criminal justice:
• Follow the degree plan as noted below for an AAS in Correctional Administration OR
• Seek the advice of their advisor to put them on a path for a bachelor’s degree from a four-year college or university.

**Criminal Justice**  
— **Missouri Department of Corrections**  
[C] See Certificate Plan (In Appendix)

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

**Electrical/Electronics Technology**  
[D] See Degree Plan  
(In Appendix)

One of the reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe efficient installations in accordance with the National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at MAC gain practical hands-on experience along with a solid background of theory. Job opportunities include, but are not limited to, electrical estimating, hospital instrumentation maintenance, automobile electronics manufacturing, municipal facilities maintenance, small appliance repair, aerospace applications, biomedical instrumentation, computer maintenance, electronics drafting, process instrumentation, robotics and telecommunications.

**Engineering Technology**  
— **Design Drafting**  
[D] See Certificate Plan  
(In Appendix)

Computer usage in design drafting requires technicians who are trained in all phases of computer use. Graduates in design drafting may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics and structural among others. Job opportunities include, but are not limited to: State Highway Department, manufacturing, lumber yards, preparation of drawings/estimating; municipal facilities, surveyor’s office, map preparation/drafting; architectural design/drafting/estimating; structural design/drafting/estimating; aerospace design/drafting/estimating; heating/air conditioning design/drafting; map and topographic drafting; electrical utilities, drafting; highway design and planning; and product development.
Engineering Technology —Manufacturing

D See Degree Plan (In Appendix)

See Certificate Plan (In Appendix)

The AAS in Manufacturing was developed to prepare students for entry level positions in the growing field of manufacturing. In this program, students will have the opportunity to earn the following additional credentials.

• OSHA 30 General Industry
• Manufacturing Skills Standards Council (MSSC): Safety, Quality, Control, Manufacturing Processes & Production

Learning experiences will include lecture, group exercises, hands-on-learning modules, and e-learning.

Industrial Maintenance

D See Degree Plan (In Appendix)

C See Certificate Plan (In Appendix)

The AAS in Industrial Maintenance was developed to meet the increasing need for maintenance technicians in industry. In this program, students will have the opportunity to earn the following additional credentials.

• OSHA 30 General Industry
• Manufacturing Skills Standards Council (MSSC): Safety, Quality Control, and Maintenance Awareness.

Learning experiences will include lecture, group exercises, hands-on learning modules, and e-learning.

Machine Tool Technology

D See Degree Plan (In Appendix)

C See Certificate Plan (In Appendix)

Survey data collected by the Regional Technical Education Council indicated there would be an increased demand for employees with computer, automation and robotics, CNC and PLC skills in the future. These are all skills that will be acquired through the AAS in Machine Tool Technology.

2155.

Skilled Trades

D See Degree Plan (In Appendix)

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 with the technician preparation delivery system.

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

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 37 hours of credit at the college level. MAC 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 MAC credit for other DOL approved trade apprenticeship programs. Students need to earn a minimum of 25 additional semester hours of general education courses and/or electives to complete the associate degree, with a minimum of 15 semester institutional semester credit hours earned at MAC.
The letters in the course abbreviations indicate subject areas. The courses are listed in alphabetical order by subject area prefix.

So that students may plan ahead, the semester 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 offerings. Please check the prerequisites for all courses. Courses in this catalog are subject to change without notice.
Course Descriptions

ASSOCIATE DEGREE NURSING

ADN1001 ___________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

Offers students who have experienced academic challenges, and/or withdrawn from a prior semester, the opportunity to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. Must attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams, but is not required to attend clinical rotations. Syllabus will be individualized for each student based on needs and instructor recommendation. Evaluation will be pass/fail, based on the nursing program grading scale.

ADN1002 ___________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

Offers students who have experienced academic challenges, and/or withdrawn from a prior semester, the opportunity to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. Must attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams, but is not required to attend clinical rotations. Syllabus will be individualized for each student based on needs and instructor recommendation. Evaluation will be pass/fail, based on the nursing program grading scale.

ADN1003 ___________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

This course allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. This course is designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

ADN1040 ___________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

This course allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. This course is designed to prepare students to re-enter the nursing program after there has been a successful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams, but is not required to attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

ADN1120 ___________ Arranged 3 cr. hrs.
LPN-ADN Transition (Bridge) (Summer, Fall)
Prerequisites: Valid LPN license and acceptance into Advanced Placement Program.

Addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients. Other topics addressed in the course include therapeutic communications, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and preparation for the NCLEX-RN. Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Clinical hours are scheduled weekly in the last half of the semester.

ADN1150 ___________ Arranged 6 cr. hrs.
Fundamentals of Nursing
Prerequisite: Acceptance into the ADN Program.

Designed to introduce the student to the basics of health care in nursing. Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Clinical hours are scheduled weekly in the last half of the term.

ADN1400 ___________ Arranged 1 cr. hrs.
Maternity Nursing
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Provides instruction and clinical practice in the physiology of mother, infant, and family from infancy through adolescence. Emphasis is placed on understanding the physical, psychosocial, and emotional aspects of motherhood and family. Focus is placed on procedures and care of the newborn. Includes lecture and clinical experience in obstetrical care centers, clinics, and hospitals. Other topics addressed in the course include obstetrical care, assessment, and treatment of normal and abnormal pregnancy. Emphasis is placed on the importance of teaching the principles of health promotion and disease prevention. Assessment skills by performing a head to toe assessment. Designed to introduce the student to the basics of health care in nursing. Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Clinical hours are scheduled weekly in the last half of the semester.

ADN1460 ___________ Arranged 4 cr. hrs.
Maternity Nursing
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Provides instruction and clinical practice in the physiology of mother, infant, and family from infancy through adolescence. Emphasis is placed on understanding the physical, psychosocial, and emotional aspects of motherhood and family. Focus is placed on procedures and care of the newborn. Includes lecture and clinical experience in obstetrical care centers, clinics, and hospitals. Other topics addressed in the course include obstetrical care, assessment, and treatment of normal and abnormal pregnancy. Emphasis is placed on the importance of teaching the principles of health promotion and disease prevention. Assessment skills by performing a head to toe assessment. Designed to introduce the student to the basics of health care in nursing. Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Clinical hours are scheduled weekly in the last half of the semester.

ADN1480 ___________ (1-0) 1 cr. hrs.
Contemporary Nursing
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political, and on-the-job issues confronting today's nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

ADN1940, ___________ Arranged 10 cr. hrs.
Medical-Surgical Nursing I
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Provides the nursing student an opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1950, ___________ Arranged 6 cr. hrs.
Medical-Surgical Nursing II
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Provides the nursing student an opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1500 ___________ (3-0) 3 cr. hrs.
Clinical Pharmacology
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

Designed to introduce the student to the common characteristics of various drug classifications and a prototype drug within the group. Presents relevant information about current medications by showing the reasoning behind the ways in which 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.

ADN1572 ___________ (3-0) 3 cr. hrs.
Basic Pharmacology
Prerequisite: Acceptance into the ADN Program.
Corequisite: ADN1450 Fundamentals of Nursing.

An overview and 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 is in the class is upon calculations used in the administration of medicine. Medication practicum required prior to clinicals.

ADN1610 ___________ Arranged 5 cr. hrs.
Nursing of Children
Prerequisites: Sequel of nursing science courses, and PSY1250 with a minimum grade of C.

Designed to provide instruction and clinical practice in meeting the needs of the child and family from infancy through adolescence. Principles and theories of child development as well as culture, experience and nutritional influences are integrated. Focus is placed on acute and chronic illness, hospitalization effects, congenital abnormalities, and nursing care specific to particular age groups and health problems.

ADN1630 ___________ Arranged 4 cr. hrs.
Mental Health Nursing
Prerequisites: Sequel of nursing science courses with a minimum grade of C.

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, pharmacotherapy, medical treatments, nursing interventions and milieu management. Intended to provide
fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client's family are emphasized to give the student a better understanding of behavior and provide a useful framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ADN1640 _________________ (3-0) 3 cr. hrs. Therapeutic Nutrition
Prerequisites: Sequential nursing and science classes with a minimum grade of C. Provides students with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

AGRICULTURE

AGR1130 _________________ (4-0) 4 cr. hrs. Animal Science (Spring)
Designed to provide first-year agriculture students an introduction to the fundamental biological principles of animal science including reproduction, genetics, nutrition, and lactation, as well as current issues related to the animal sciences. Field trips and laboratory sessions allow students first-hand experience with many of these topics. Major species will be used as examples to cover basic principles; however, improving, managing, and marketing of these animals will be reserved for advanced science, production and management courses.

AGR1150 _________________ (3-0) 3 cr. hrs. Intro to Agricultural Mechanics
A survey course designed to provide primary skills and knowledge required for successful operation of technical and mechanical systems in an agricultural setting.

AGR1220 _________________ (4-0) 4 cr. hrs. Plant Science (Fall)
A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants. Manipulation of plants by various techniques of propagation, both sexual and asexual, including various grafting methods are introduced. A brief overview of major world crops and their contributions to our need for food and fiber is provided.

AGR1240 _________________ (1-0) 1 cr. hrs. Cannabis-History, Legal & Medicinal (Fall)
History and medicinal uses of cannabis production in the U.S. and Missouri. Legal and ethical components will also be covered so students fully understand the impact and changes society has held about one of the most cultivated plants in the world.

AGR1260 _________________ (2-0) 2 cr. hrs. Controlled Environment Agr Cultivat (Spring)
Prerequisite: AGR1220 with a minimum grade of C or instructor approval.
Focus primarily on grow room design (lighting, sanitation, ventilation), cultivation (propagation, nutrients, variety selection), hydroponic operation and system design and crop harvest.

AGR1320 _________________ (3-0) 3 cr. hrs. Intro to Agricultural Economics
An introduction to the basic concepts and issues in economics as they relate to the agricultural industry. Elective credit only.

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

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

AGR1550 _________________ (3-0) 3 cr. hrs. Livestock Production (Fall)
Designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine, sheep and goats are covered. Basic management of equine and poultry facilities and operations is included.

AGR1650 _________________ (3-0) 3 cr. hrs. Agriculture Credit & Finance (Spring)
Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading test or 250 on the Accuplacer Next Generation reading (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, and a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDC0900, ENG0990, or ENG0990, or (4) have earned 24 college-level semester credit hours, or (5) instructor consent. Recommended AGR2320, BUS 2430.
A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR1700 _________________ (3-0) 3 cr. hrs. Farm Management (Spring)
Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240. AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDC0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDC0900, or (5) have earned 24 college-level semester credit hours, or (6) instructor consent. Recommended AGR2320, OST1500.
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.

AGR1800 _________________ (1-0) 1 cr. hrs. Agriculture Leadership & Employment (Fall)
Designed to provide agriculture students with opportunities for individual growth, leadership and career preparation. Students will survey individuals currently working in an area of agriculture in which the student is interested in pursuing a career. From the survey the students will prepare a career plan including long- and short-term goals, training and work experience, and leadership and human relations skills. Requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview and collaboration assignments on current issues in agriculture.

AGR2220 _________________ (3-0) 3 cr. hrs. Agriculture Internship
Prerequisite: Instructor approval. Supervised on-the-job training in student-selected agriculture business/industry coordinated by the college. Student will spend 120 clock hours at internship site. A training plan will be written for each student. Every effort will be made for periodic visits by the instructor for conference with the student and employer.

AGR2250 _________________ (3-0) 3 cr. hrs. Agriculture Internship II
Prerequisite: AGR 2220 with a minimum grade of C. Supervised on-the-job training in selected agricultural business and industry coordinated by the college. Student will spend 90 clock hours at a internship site. Periodic visits may be made by instructor for conferences with the student and employer.

AGR2260 _________________ (3-0) 3 cr. hrs. Problems in Agriculture
Prerequisite: Instructor consent. May be substituted for AGR 2220. Provides for supervised training in an instructor-approved problem area at an agribusiness industry or education site coordinated by Mineral Area College. Student will complete 120 clock hours within the problem area.

AGR2320 _________________ (3-0) 3 cr. hrs. Agriculture Economics (Spring)
Deals with how producers, consumers, and societies use scarce resources in the production, processing, marketing, and consumption of food and fiber products. Students will study basic economic concepts with applications to agriculture.

AGR2420 _________________ (3-0) 3 cr. hrs. Soil Science & Management (Fall)
Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Prerequisite: AGR 2220.
Principles of soil science and soil management.

AGR2430 _________________ (0-1) 1 cr. hrs. Soil Science & Management Lab (Fall)
A one (1) hour optional lab provides further application of key concepts, and is recommended for students transferring into programs of study emphasizing agronomy, natural resources management, or other related agricultural sciences.

AGR2520 _________________ (3-0) 3 cr. hrs. Agricultural Genetics (Fall)
Basic principles of inheritance in plants and animals of agricultural significance. Transmission genetics and its effects on the
### AIR COND, HEATING, REFRIG

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>AHR1016</td>
<td>Thermal and Environmental Science</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Environmental applications course applies the knowledge of the principles and theories of thermal systems incorporating it with real world applications such as heating and cooling systems, system performance, insulation, and humidity. Students will gain a better understanding of how these items, which are a part of everyday life, can be modified to improve human comfort conditions. Students will learn to calculate the efficiency of a thermal system. Students will become familiar with heat loads and how they affect system components. Students will learn to use insulation to improve efficiency and learn how psychrometrics is vital to conditions inside buildings.</td>
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### Commercial Refrigeration

**AHR1604** _____________ (3-0) 3 cr. hrs.

**Pump Systems**

Focuses on centrifugal, turbine, diaphragm, peristaltic, piston, gear and magnetic pumping systems. Designed to help the student understand the function, construction and installation of each style of pump. Students will demonstrate how to match a pump to a specific application and install it. Students will use the lab to acquire the hands-on portion of installing and troubleshooting pump systems.

**AHR1612** _____________ (3-0) 3 cr. hrs.

**Thermal Troubleshooting**

Introduces students to theory and problems with thermal transfer. Temperature and pressure relationships, units of measure, enthalpy and the gas laws will be covered. Definition of regions of a phase change in relationship to sensible and latent heat will be explored. Lab experiments will help students to understand system applications.

### ART

**ART1130** _____________ (1-3) 3 cr. hrs.

**Drawing I (Spring, Fall)**

MOTR PERF1050

Develop drawing skills with an emphasis on the fundamentals of drawing including an introduction to line, form, value, and perspective. Stress visual awareness, sensitivity, and judgment using the elements of art. Understand the fundamentals of various dry media.

**ART1140** _____________ (1-3) 3 cr. hrs.

**Drawing II (Spring, Summer)**

Prerequisite: ART1130 with a minimum grade of C

Continue to develop drawing skills from ART1130. Expand techniques and concepts to include gesture drawing and drawing from imagination. Emphasize human anatomy and figure drawing while developing organizational concepts, copying masterpieces, and exploring a variety of media.

**ART1160** _____________ (1-3) 3 cr. hrs.

**Painting I (Spring, Fall)**

MOTR PERF105P - 2019

Understand the fundamentals of wet media with an emphasis on oil paint and still life. Develop painting concepts using the elements of art, composition and drawing, focusing on technique and the effective use of color.

**ART1230** _____________ (1-3) 3 cr. hrs.

**Ceramics I (Spring, Summer)**

MOTR PERF105C - 2019

Study basic ceramic principles. Emphasize hand-built techniques, and include wheel-thrown pottery and glazing.

**ART1400** _____________ (2-2) 2 cr. hrs.

**History of Western Art**

Introduce the student to the visual masterpieces of a western civilization. Stress the style, function, and historical context of art. Offered in conjunction with student tours which vary depending on the site, city, or country visited.

**ART1490** _____________ (3-0) 3 cr. hrs.

**History of Art I**

MOTR ARTS101

Investigate art history from the Prehistoric to Medieval era with an emphasis on, but not limited to, western civilizations. Consider works of art and art styles through description, content, and context.

**ART1500** _____________ (3-0) 3 cr. hrs.

**History of Art II**

MOTR ARTS102

Investigate art history from the Proto-Renaissance to the end of the Baroque with an emphasis on, but not limited to, western civilizations. Consider works of art and art styles through description, content, and context.

**ART1510** _____________ (3-0) 3 cr. hrs.

**History of Art III**

MOTR ARTS100 - 2022

Investigate art history from the late 18th century to the contemporary with an emphasis on, but not limited to, western civilizations. Consider works of art and art styles through description, content, and context.

**ART1530** _____________ (3-0) 3 cr. hrs.

**Introduction to Humanities**

MOTR HUMN100 - 2022

Stimulate visual awareness, artistic acuity, and cultural intelligence. Compare and integrate the modes of expression: visual, performing and literary to competently discuss the arts. Discuss works of art through description, content, and context.

**ART1550** _____________ (1-3) 3 cr. hrs.

**Beginning Photography**

MOTR PERF1055 - 2022

Learn the basics of photography concentrating on an understanding of camera settings. Gain creative controls of the camera and techniques of black and white film developing and printing.

**ART1640** _____________ (0-3) 3 cr. hrs.

**Printmaking**

Introduce traditional and contemporary graphic processes, materials, and equipment. Explore a variety of printmaking media from a selection of monotypes, linoleum blocks, wood blocks, and more.

**ART1740** _____________ (0-3) 3 cr. hrs.

**Watercolor I**

MOTR PERF105P - 2022

Prerequisite: ART1130 with a minimum grade of C or instructor consent.

Introduce watercolor practices and theory with an emphasis on experimentation and creative expression. Offered on demand.

**ART1760** _____________ (0-3) 3 cr. hrs.

**Watercolor III**

MOTR ARTS100 - 2022

Introduce landscape painting while expanding on the skills gained from Watercolor I and II. Emphasize color theory throughout. Allow student to determine personal subject matter.

**ART1830** _____________ (1-3) 3 cr. hrs.

**Two-Dimensional Design (Fall)**

MOTR PERF105GA - 2022

Emphasize principles and elements of design through a series of assigned problems. Apply various wet and dry media including: water soluble paint, construction paper, and ink.

**ART1880** _____________ (1-3) 3 cr. hrs.

**Color Theory (Spring)**

MOTR PERF105GA - 2022

Explore various color theories as well as cultural and historical application through a series of problems. Apply various wet and dry media including: water soluble paint, construction paper, and color pencils to design problems.

**ART1930** _____________ (1-3) 3 cr. hrs.

**Sculpture I (Spring)**

MOTR PERF1055 - 2019

Explore basic approaches, traditional and contemporary, to 3-dimensional art making. Emphasize form, space, movement, texture and proportion. Media may include clay, paper mache, wire mesh, found objects and other materials.

**ART2160** _____________ (1-3) 3 cr. hrs.

**Painting II**

Prerequisite: ART1160 with a minimum grade of C or instructor consent.
Course Descriptions


ART2162 (1-3) 3 cr. hrs. Sculpture II
Prerequisite: ART1930 with a minimum grade of C. Emphasis on advanced three-dimensional projects stressing creative approaches to new materials and processes. Stress importance of human figure and abstraction, as well as large-scale work.

ART2172 (1-3) 3 cr. hrs. Ceramics II
Prerequisite: ART1230 with a minimum grade of C. Expand on hand-building and glazing techniques from Ceramics I. Emphasis on wheel-thrown and combination pieces, as well as personal expression.

ART2174 (1-3) 3 cr. hrs. Printmaking II
Prerequisites: ART1640 with a minimum grade of C or instructor consent. Continue to explore media from Printmaking I. Introduce new techniques: chine colle, transfers and mixed media. Consider personal expression and proper documentation of completed prints.

ART2176 (1-3) 3 cr. hrs. Painting III
Prerequisites: ART1160 and ART2160 with a minimum grade of C or instructor consent. Build on Painting I and II to develop an artistic perspective. Discuss consistent work, professional practices, and goal-making as part of portfolio development.

ART2180, (1-3) 3 cr. hrs. Ceramics III
Prerequisites: ART1230 and ART 2172 with a minimum grade of C. Emphasis on form, consistency and personal expression. Elevate execution of wheel-thrown pieces as well as slab pot construction. Introduce figure construction and consideration of form-content.

ART2200 (3-0) 3 cr. hrs. Printmaking III
Prerequisite: ART1640 and ART2174 with a minimum grade of C. Create high quality prints while exploring art historical topics, such as theme and variation, in addition to personal expression. Require consistent serial prints in single and multi-colors. Complete at least three editions of five high-quality prints employing two different printmaking processes presented in Printmaking I and II. Proper documentation is required.

BIOL1100 (3-0) 3 cr. hrs. Introduction to Biological Science
MOTR BIOL100
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Explore the fundamentals of biology as well as how biology is applied in the real world. Examines the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. Designed to meet general education requirements and is intended for the non-science major.

BIOL1150 (3-4) 5 cr. hrs. General Biology
MOTR BIOL150L
Prerequisite: MAT0930, MAT0935 or higher or concurrent enrollment, or a minimum score of 14 on the ACT math, or minimum score of 200 on the Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics, or a minimum score of 200 on the Advanced Algebra and Functions, AND one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

A general introductory course in human ecology. The general concepts of ecology will be covered in early chapters. The remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

BIOL2112 (3-4) 5 cr. hrs. General Botany (Spring)
MOTR BIOL150L
Prerequisite: BIOL1150 with a minimum grade of C or instructor consent. Emphasizes biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. Meets the general education biological science requirement. Includes lab.

BIOL2540 (3-4) 5 cr. hrs. Human Anatomy and Physiology (Spring)
MOTR LIFS150LAP
Prerequisite: BIOL1150, BIOL1250, BIOL1350, BIOL2112, BIOL2212 or PHS1520 with a minimum grade of C. Design to provide the student with an understanding of the structure and function of the human body. Includes macroscopic and microscopic study of tissues, basic chemistry of life processes and intergumentary, skeletal, muscular, neural, endocrine, and cardiovascular systems. Recommended for science and physical education majors as well as some non-nursing hospital-based courses such as radiology. Not for students applying to the MAC nursing program. BIOL2600 Human Anatomy and BIOL2620 Human Physiology, for a total of 10 hours, are required for the nursing program. BIOL2540 is considered as Anatomy and Physiology I for many transfer institutions. Includes lab.

BIOL2600 (3-4) 5 cr. hrs. Human Anatomy (Fall)
MOTR LIFS150LAP
Prerequisite: PHS1250 or PHS1350 or higher with a minimum grade of C. The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (intestinal, skeletal, cardiovascular, neural and musculoskeletal). Remaining body systems are covered in Human Physiology (BIOL2620).

BIOL2620 (3-4) 5 cr. hrs. Human Physiology (Spring)
MOTR LIFS150LAP
Prerequisites: BIOL2600 and PHS1250, or PHS1350 with a minimum grade of C. A continuation of BIOL2600. Focuses on the biochemical, cellular and organ level functioning of those systems introduced in BIOL2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory.

BIOL2700 (3-2) 4 cr. hrs. Microbiology (Fall)
Prerequisites: BIOL2600, BIOL2620 and PHS1520 or PHS1350 with a minimum grade of C or instructor consent. Introduces the morphology, biochemical activities, cultivation, control, history of epidemiology, immunology, virology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences.

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

Arranged 1 cr. hrs. Research in Honors
Individual or small groups of students researching some aspect of the life sciences and then compiling and presenting their findings to their peers and/or some community sector, or writing up their results in a well-organized paper.
## Course Descriptions

### BUSINESS ADMIN & ECONOMICS

**BUS1190**  
(3-0) 3 cr. hrs.  
**Business Ethics**  
MOTR PHIL 1020 - 2020  
A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

**BUS1330**  
(3-0) 3 cr. hrs.  
**Survey of Economics**  
MOTR ECON 100  
A survey course of economics intended for non-business majors. Both macroeconomic and microeconomic topics will be integrated into real-world application. Students will learn that "the economy" is important to their lives and that our collective choices on how the economy is structured are important. Not recommended for first-year students.

**BUS2000**  
(3-0) 3 cr. hrs.  
**Principles of Accounting I**  
Prerequisite: BUS2000 with a minimum grade of C.  

**BUS2050**  
(3-0) 3 cr. hrs.  
**Principles of Accounting II**  
Prerequisite: BUS2000 with a minimum grade of C.  
An introductory course in accounting principles. Covers the accounting process for a sole proprietorship (service and merchandising organizations) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets and payroll. OST1500 recommended.

**BUS2100**  
(3-0) 3 cr. hrs.  
**Fundamentals of Management**  
A basic course in the principles and practices of business management as it concerns planning, organization, staffing, leading, and controlling.

**BUS2330**  
(3-0) 3 cr. hrs.  
**Marketing**  
A study of the decision areas involved in providing consumers with goods and services. Topics include product decisions, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. Students develop a hands-on understanding of marketing and current industry trends through real world projects and assignments.

**BUS2530**  
(3-0) 3 cr. hrs.  
**Legal Environment of Business**  
A study of the legal environment in which a business person must operate from the standpoint of legal institutions, the legal process, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, labor law, and environmental law.

**BUS2930**  
(3-0) 3 cr. hrs.  
**Principles of Macroeconomics**  
MOTR ECON 101  
Primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

**BUS2940**  
(3-0) 3 cr. hrs.  
**Principles of Microeconomics**  
MOTR ECON 102  
This course consists of analysis of the individual consumer, firm, and market. The principles of demand and supply, elasticity, price determination, costs, market structure, and other related economic issues are studied.

### COMPUTER INFO SYSTEMS

**CIS1025**  
(1-0) 1 cr. hrs.  
**Computer Fundamentals**  
Learn about the components of a computer system, including input/output devices, file management and storage, using an LMS, email, and browsing the Internet.

**CIS1030**  
(3-0) 3 cr. hrs.  
**Information Technology for Business**  
Examine foundational information technologies used in today’s business environment and learn about the tasks involved in various IT job roles. Prepare for the CIW Internet Business Associate (IBA) certification. General computer proficiency is expected.

**CIS1610**  
(3-0) 3 cr. hrs.  
**Information Technology Fundamentals**  
Gain a solid competence in computer fundamentals, Office applications, and safely navigating the Internet. Prepare for the Certiport IC3 Certification.

**CIS1620**  
(3-0) 3 cr. hrs.  
**A+ Comp Repair & Maintenance**  
Study the computer from its origin through the present day. Gain skills necessary for entry-level computer technicians. Prepare to meet the objectives of the A+ certification. General computer proficiency is expected.

**CIS1650**  
Arranged 3 cr. hrs.  
**Computerized Accounting**  
Prerequisites: BUS2050 or OST1520 with a minimum grade of C.  
After learning the manual accounting process, gain practical experience using a computerized accounting system. Examine electronic methods of implementing a general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

**CIS1670**  
(3-0) 3 cr. hrs.  
**Fundamentals of Networking**  
Prerequisites: BUS2050 or OST1520 with a minimum grade of C.  
Study the computer from its origin through the present day. Gain skills necessary for entry-level computer technicians. Prepare to meet the objectives of the A+ certification. General computer proficiency is expected.

**CIS1680**  
(3-0) 3 cr. hrs.  
**Fundamentals of Network Security**  
Prerequisites: CIS1610, CIS1870 or CIS1875 with a minimum grade of C.  
Examine entry-level network security principles and recent trends. Explore common elements of cryptography, social engineering, public key infrastructure, access controls, disaster recovery, and business continuity. Study objectives covered in the CompTIA Security+ certification.

**CIS1730**  
(2-0) 2 cr. hrs.  
**Office Applications**  
Gain hands-on proficiency in accomplishing basic tasks in word processing, spreadsheet, and presentation software. Skills included are: creating documents, tables, workbooks and presentations. Including formatting text, using formulas and functions, creating charts, and presentation design.

**CIS1750**  
(3-0) 3 cr. hrs.  
**Microcomputer Applications**  
Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Concurrent enrollment in CIS1750 and CIS1950 or CIS1730 is prohibited.  
Gain proficiency in the most commonly used applications in the business environment. Develop skills using a current, integrated word processing, spreadsheet, presentation, and database suite of applications.

**CIS1840**  
(3-0) 3 cr. hrs.  
**Microsoft Network Administration**  
Prerequisites: CIS1670, CIS1870, or CIS1875 with a minimum grade of C, or concurrent enrollment in CIS1670, CIS1870, or CIS1875, or instructor consent.  
Learn basic responsibilities of maintaining a Microsoft network environment including the installation and upgrade of domain controller. Gain skills implementing Active Directory, file management, access controls, authentication, group policies, server roles, and virtualization.

**CIS1875**  
(4-0) 4 cr. hrs.  
**CCNA 1: Introduction to Networks**  
Prerequisites: CIS1610, CIS1870, or CIS1875 with a minimum grade of C, or concurrent enrollment in CIS1610, CIS1870, or CIS1875, or instructor consent.  
Covers the architecture, structure, functions, and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build local area networks (LAN). Perform basic configuration for routers and switches, and implement Internet Protocol (IP). This is the first of three courses in the CISCO Networking Academy.

**CIS1885**  
(4-0) 4 cr. hrs.  
**CCNA 2: Switching/Routing/Wireless**  
Prerequisite: CIS1875 with a minimum grade of C.  
Covers the architecture, structure, functions, and components of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. This is the second of three courses in the CISCO Networking Academy.

**CIS1930**  
(3-0) 3 cr. hrs.  
**Computer Ethics**  
Examine the ethical challenges and responsibilities of IT professionals as well as the casual computer user. Explore legal issues such as piracy, hacking, intellectual property, privacy, freedom of expression, and social networking issues. Learn about proper
Course Descriptions

**CIS1950** (3-0) 3 cr. hrs. Computer Forensics
Prerequisite: CIS1680 with a minimum grade of C.
Investigate methods of analyzing computers and devices that have been used to commit a crime or as the target of a cybercrime. Learn the importance of maintaining the chain of custody and proper documentation of digital software and hardware.

**CIS2080** (3-0) 3 cr. hrs. Fundamentals of Linux
Prerequisites: CIS1610, CIS1670, CIS1870 or CIS1875 or equivalent with a minimum grade of C.
Explore the fundamental elements of the Linux operating system, including concepts, architecture, networking, and administration.

**CIS2100** (3-0) 3 cr. hrs. Microcomputer Database Management
Develop practical skills utilizing one of the most desired database management software programs in modern business. Study moderately complex topics that include file design and creation, table manipulation, record editing and display, queries, and report generation. General computer proficiency is expected.

**CIS2120** (4-0) 4 cr. hrs. CCNA 3: Enterprise Network/Sec/Autom
Prerequisite: CIS1885 with a minimum grade of C.
Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. This is the third of three courses in the CISCO Networking Academy.

**CIS2200** (3-0) 3 cr. hrs. Micro Spreadsheet Applications
Gain industry-valued skills using current electronic spreadsheet software. Study moderately complex topics such as file creation, manipulation, cell editing, ranges, functions, sorting, formulas, graphs and charts. General computer proficiency is expected.

**CIS2350** (3-0) 3 cr. hrs. Word Processing-Microsoft Word
Develop practical and moderately complex word processing skills and understand the importance of properly formatted documents, columnar designs, and appealing text enhancement. General computer proficiency is expected.

**CIS2400** (3-0) 3 cr. hrs. Web Page Development
Develop practical skills using HTML and popular web design applications to develop and design a website. Learn effective navigational concepts and design practices using CSS, templates, and library items. General computer proficiency is expected.

**CIS2520** (3-0) 3 cr. hrs. Ethical Hacking
Prerequisite: CIS1680 with a minimum grade of C.
Understand the importance of security testing for the purpose of identifying computer and network vulnerabilities. Learn how to use common tools and technologies to analyze vulnerabilities in common operating systems, applications, protocols, encryption methods, and social engineering.

**CIS2800** (3-0) 3 cr. hrs. Management of Information Security
Prerequisite: CIS1680 with a minimum grade of C.
Learn the importance of the sound managerial practices in protecting information. With legal compliance as a guide, students will value the significance of identifying and calculating risks, creating sound policies and security programs, and contingency planning. Understand the role of managers in a crisis situation and effective response to the public.

**CIS2960** (Arranged) 3 cr. hrs. Computer Networking Internship
Prerequisites: Sophomore standing in Computer Networking and instructor consent.
Obtain supervised work experience and apply practical knowledge and skills attained in coursework.

**COM1000** (3-0) 3 cr. hrs. Introduction to Mass Media
Explore all forms of mass media from print to recording to movies and electronic media including new media and the Internet. Also covers the impact of advertising and public relations on the media industries as well as focuses on the effects of the media and associated regulation.

**COM1020** (3-0) 3 cr. hrs. Introduction to Broadcasting
Examine the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

**COM1600** (3-0) 3 cr. hrs. Introduction to Cinema
Explore the techniques involved in creating a movie including: photography, mise-en-scene (elements in visual composition), the moving camera and special effects, editing, 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. Gain an appreciation of film as an art form.

**CRJ1000** (3-0) 3 cr. hrs. Basic Police Science I
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
Open to 1000 Hour Law Enforcement Academy students only.
Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for the subject areas in Missouri Statutory Law, Civil Process and Tactical Communications.

**CRJ1010** (3-0) 3 cr. hrs. Criminal Justice Internship
Prerequisite: CRJ1100 with a minimum grade of C.
Gain experience creating a broadcast-ready product.

**COM2000** (3-0) 3 cr. hrs. T.V. Production
Prerequisite: COM1020 with a minimum grade of C or instructor consent.
Gain hands-on experience using both audio and video production equipment as well as usage and production techniques. Examine production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individuals and group production assimilation.

**COM2980** (Arranged) 1 cr. hrs. Capstone-Computer Networking
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.
Prepare to enter the Computer Networking career field by reviewing coursework completed in the degree or certificate program. Complete the Technical Skills Assessment requirement for Career and Technical Education majors.

**COMMUNICATIONS**

**COM1000** (3-0) 3 cr. hrs. Introduction to Mass Media
Explore all forms of mass media from print to recording to movies and electronic media including new media and the Internet. Also covers the impact of advertising and public relations on the media industries as well as focuses on the effects of the media and associated regulation.

**COM1020** (3-0) 3 cr. hrs. Introduction to Broadcasting
Examine the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

**COM1600** (3-0) 3 cr. hrs. Introduction to Cinema
Explore the techniques involved in creating a movie including: photography, mise-en-scene (elements in visual composition), the moving camera and special effects, editing, 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. Gain an appreciation of film as an art form.

**CRJ1100** (3-0) 3 cr. hrs. Introduction to Criminal Justice
Open to 1000 Hour Law Enforcement Academy students only.
Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Community Policing and Human Behavior.

**CRJ1130** (3-0) 3 cr. hrs. Introduction to Forensics
Designed to make the subject of forensic science comprehensible to a wide variety of students who are or plan to be aligned with the forensic science profession. This class will give the students an introduction to the forensic crime laboratory, its functions, services and organization. Will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

**CRJ1150** (3-0) 3 cr. hrs. Basic Police Science III
Open to 1000 Hour Law Enforcement Academy students only.
Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Criminal Justice Internship, and Introduction to Criminal Justice.
Course Descriptions

CRJ1170 __________________ (3-0) 3 cr. hrs.
Introduction to Courts
Provides students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. Will review the juvenile court system and its differences from the adult judicial system.

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

CRJ1250 __________________ (3-0) 3 cr. hrs.
Basic Police Science IV
Open to 1000 Hour Law Enforcement Academy students only. Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for defensive tactics, tasers certification, NHTSA field sobriety testing and certification and Datamaster Type III breathalyzer training and certification.

CRJ1300 __________________ (3-0) 3 cr. hrs.
Criminal Investigation II
Prerequisite: Instructor consent for 1000 HR LEA students.
Law Enforcement Academy students only. The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ1400 __________________ (3-0) 3 cr. hrs.
Criminal Law
The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ1440 __________________ (3-0) 3 cr. hrs.
Criminal Courts-Process & Issues
Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

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

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

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

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

CRJ1700 _________________ (3-0) 3 cr. hrs.
Patrol & Traffic Law
Open to Law Enforcement Academy students only.
The foundations of police operations, providing patrol coverage and call-for-services, the process of rules of conduct for law enforcement officers, and the protections of individual rights. Emphasis is placed on the role of police officers as public servants, the principles of police work, and the appropriate use of police power.

CRJ1710 _________________ (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 challenges they face in organizing and coordinating its efforts. The emphasis will be on the problem-oriented approach to community policing.

CRJ1750 _________________ (3-0) 3 cr. hrs.
Advanced Patrol/Traffic Law
Open to Law Enforcement Academy students only.
Discusses preparation for duty by the patrol officer. It discusses the legal issues that are applicable to their work and the role of the patrol officer in the criminal justice process. It also discusses the practical applications of the law enforcement process.

CRJ1760 _________________ (6-0) 6 cr. hrs.
Commercial Vehicle Enforce Inspect
Open to MSHP CVI students only.
The object of this course is to give the Probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVIs will also receive training in profiling, cultural awareness, as well as other areas important to the law enforcement community.

CRJ1800 __________________ (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 practical exercises using photography, fingerprint identification and comparison, sketching, microscopy, forensic analysis of bloodstains, shoesprints, fingerprints, tool mark analysis and microscopic and trace evidence. The student will have to accurately perform the above-mentioned tasks through practical skill demonstrations.

CRJ1820 _________________ (3-0) 3 cr. hrs.
Ethics for Legal Professionals
Looks at the ethical dilemmas and problems faced by criminal justice professionals. Students will review various ethical perspectives and discuss the practical applicability of ethical theories and organizational codes and standards.

CRJ1900 _________________ (3-0) 3 cr. hrs.
Police Administration
A study of the administration and organization of various and the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police and the police department. The most popular and prevalent ideas, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman’s functioning.

CRJ2000 _________________ (3-0) 3 cr. hrs.
Criminal Justice Report Writing
Prerequisites: Instructor consent for Law Enforcement Academy students only.
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 require for the admissibility of evidence in a criminal adjudication.

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

CRJ2140 _________________ (3-0) 3 cr. hrs.
Probationary Commercial Vehicle Inspector
Prerequisite: Instructor consent for the probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVIs will also receive training in profiling, cultural awareness, as well as other areas important to the law enforcement community.

CRJ2160 _________________ (3-0) 3 cr. hrs.
Ethics for Legal Professionals
Looks at the ethical dilemmas and problems faced by criminal justice professionals. Students will review various ethical perspectives and discuss the practical applicability of ethical theories and organizational codes and standards.
Appendix

Course Descriptions

CRJ2200 Principles of Homeland Security
Prerequisite: CRJ1100 with a minimum grade of C.
Provides an overview and examination of the history, mission, and development of homeland security at the federal, state, local, and private sector levels.

CRJ3200 Criminal Justice Career Preparation
The presentation 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, mock interviews, and portfolio creation will also be a requirement for student achievement in this course.

CRJ3220 Admin of Correctional Service
Focusing on the criminal justice field of corrections, this course explores fundamental concepts related to the administration, organization and management of correctional services.

CRJ2340 Concepts of Community Corrections
Examines the various aspects of offender treatment planning, implementation, and special needs identification in the context of community-based correctional programs. Utilizes a comparative approach to examining the differences between traditional and community-based correctional programs.

CRJ2380 Probation and Parole in America
Provides the successful student with an overview of the history and role of probation and parole services in the American criminal justice system. Includes an examination of common techniques used by probation and parole officers, as well as an overview of the pre-sentence investigation process.

DEAF COMMUNICATION STUDIES

DCS1000 Sign Language I
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors awareness of deaf culture.

DCS1010 Sign Language II
Prerequisite: DCS1000 with a minimum grade of C.
A continuation of DCS1000. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

EARLY CHILDHOOD EDUCATION

ECE1000 Intro to Early Childhood Education
Focuses on research-based theories that have affected the evolution of current developmentally-appropriate curriculums used in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for age birth to eight will be explored. Developmental affects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 Guidance Altern for Young Children
The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children from birth through age eight years. Guidance skills, observation tools, and techniques of redirection will be explored. Children's traumas, fears, and negative environmental issues will be identified and assessed. The prosocial environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 Early Child Hth/Safety/Nutrition
Focus on young children's (age birth through eight years) healthy environment. The child's environment includes all aspects that effect the child's health, safety and nutrition. National Health Standards are used to plan the child's healthy environment. Learning concepts are based on the response to the standards in an effort to provide an optimal learning environment for the young child. The healthy learning environment and record-keeping techniques required for licensing will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

COMPUTER SCIENCE

CSC1100 Programming Logic
Explore the basics of programming and prepare for more complicated languages. Learn how to program with a focus to gain confidence in skills and acquire the logic necessary for developing high-quality programs. Learn control structures, functions, lists, and file I/O before being introduced to classes.

CSC1300 Video Game Design & Development (Spring)
Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
Provides the foundations for creating multimedia assets and developing the basic programming abilities. Construct and animate 2D and 3D objects and creative game environments.

CSC1600 C# Programming
Prerequisites: CSC 1100 with a minimum grade of C or instructor consent.
Introduction to C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC2400 Computer Programming in C++
Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
Develop skills using language syntax and semantics, data and variable types, functions, and object-oriented design.

ECE1060 Child Dev Associate Credential Prep
Prerequisites: ECE1000, ECE1020, and ECE1040 with a minimum grade of C, and meet all CDA competency standards including a resource collection of required artifacts in all three courses.
Focuses on final preparation for the nationally-accredited Child Development Associate credential. Students will begin to build the professional resource collection that exemplifies CDA standards. Coursework also includes writing competency standards required in the CDA 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The Professional Development specialist will conduct final observations and evaluations of the student in the student's child care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test which will be taken on campus through online testing PearsonVue.

ECE1200 Caring for School Age Children
Intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school-age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The students will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.
Course Descriptions

ECE1220 _________________ (3-0) 3 cr. hrs. 
Home Visits 
The main focus of the course is to educate and prepare the early-care and education provider/teacher in developing partnerships with parents and family through developmentally appropriate collaborations. Family-centered philosophy and practice will be used to develop strong partnerships between the program and home environments. The family status and stress will be explored and its implications for educators to prepare for home visits. Working with families from diverse cultures and the teacher’s attitudes toward those diversities will be addressed. Working with children with special needs and their families along with the challenges and concerns will also be explored. 
NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2002 _________________ (2-4) 4 cr. hrs. Practicum Classroom Experiences 
Prerequisites: ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000-level course with a minimum grade of C. It is recommended that students take this course at the senior level before qualifications have been met for graduation. Focuses on the application of learned concepts of planning, observing, and documenting the growth and development of young children. The student will plan and apply the learned concepts in a (15-week) four-hour practicum classroom experience and (2-hours) 15-week (50 minute) lecture. The practicum experiences will apply to preschool children 3 to 5 years of age. Children’s portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriate (DAP) environment. Five hours of required practicum classroom experience is assigned each week for a total of forty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2020 _________________ (3-0) 3 cr. hrs. Emerging Language and Literacy 
The course explores the development of language from birth through eight years; print-rich environment; print awareness; and pre-reading skills necessary for kindergarten preparedness. The integration of language experience and the systematic approach to several teaching techniques are identified throughout the course to prepare the early care and education teacher for working with young children birth through eight years of age. The emergent language and literacy techniques will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2040 _________________ (3-0) 3 cr. hrs. Home, School and Family 
The course explores the positive relationships between the early childhood education, program staff, parents/families, and the community. Collaboration techniques; communication skills; and parent/provider/child/community partnerships are the primary focus of the course. Family partnerships will be explored through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting this course competencies will be collected for the capstone course.

ECE2300 _________________ (1-1) 1 cr. hrs. Professional Portfolio Assessment 
Prerequisites: ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000-level course with a minimum grade of C. Intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student’s work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met throughout the AAS in Child Development. Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.

EDUCATION

EDEU1000 _________________ (3-0) 3 cr. hrs. Psychology of Adolescence 
Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) earned 24 college-level semester credit hours. 
Study factors and issues of the period from puberty to adulthood with emphasis upon conditions leading to optimal development. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDEU1200 _________________ (3-0) 3 cr. hrs. Child Development 
Corequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be admitted to the AAT program by separate application through the Education Department. 
Explore development from conception through adolescence. Review theories related to the four areas of development: cognitive, physical, language, and social/emotional. Explore the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child’s learning environment.

EDEU2030 _________________ (3-0) 3 cr. hrs. Found. of Ed. in a Diverse Soc. 
Prerequisite: ENG1330 and PSY1130 with a minimum grade of C and a minimum of 15 earned degree applicable semester hours (excluding developmental). 
Examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. Will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justices, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12.

EDU2100 _________________ (3-0) 3 cr. hrs. Teach Profession w/Field Experience 
Prerequisites: ENG 1330 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. 
Corequisite: EDU2030 or EDU2040. 
Provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Explore the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. Designed to assist students in determining if teaching is an appropriate goal. Students will be required to complete the Missouri Educator Profile. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2150 _________________ (3-0) 3 cr. hrs. Multicultural Education 
Examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. Will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justices, and democratic citizenship.

EDU2280 _________________ (3-0) 3 cr. hrs. Educational Technology 
Prerequisites: EDU2030 or EDU2040 with a minimum grade of B. Must be admitted to the AAT program by separate application through the Education Department. 
Integrate instructional technology into P-12 classrooms and will study a variety of software programs, learning activities, and presentation and assistive technology. Focus will be on social, ethical, legal, and human issues surrounding the use of technology.

EDU2320 _________________ (3-0) 3 cr. hrs. Educational Psychology 
Prerequisites: EDU2030 or EDU2040 with a minimum grade of B. Must be admitted to the AAT program by separate application through the Education Department. 
Relate the application of psychological principles to teaching and assessment and the educational practice in P-12 classrooms. Focuses on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2400 _________________ (3-0) 3 cr. hrs. Infant/Toddler Curriculum Methods 
Prerequisites: EDU1330 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

(Continued on next page)
score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Examine the areas of development during a child's first three years of life as well as the current theories and practices of the developmental domains during infancy and toddlerhood. Meet developmental needs by planning for the environment with appropriate materials and equipment. The growth and development of the young child is applied through active learning activities. An early childhood curriculum is used to determine the choices of developmentally-appropriate activities and lesson plans. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EEE1550 __________ (3-0) 3 cr. hrs.
Electrical Systems
An introductory study of basic electrical theory including OHM's Law as it relates to AC/DC circuits, series/parallel/combination circuits, electrical measurement, inductance, capacitance, and transformers.

EEE1580 __________ (3-0) 3 cr. hrs.
Practical Electronics I
Prerequisite: EEE1550 with a minimum grade of C or instructor consent.
A combination of lecture and lab experiences involving fundamental knowledge of motor control wiring, single and three-phase electrical systems.

EEE1600 __________ (3-0) 3 cr. hrs.
Practical Electronics II
Prerequisite: EEE1580 with a minimum grade of C or instructor consent.
A continuation of EEE1550 covering complex electrical circuits and AC/DC drive systems.

EEE1710 __________ (3-0) 3 cr. hrs.
National Electric Code
An independent study course designed to introduce students to use the national electric code as a reference tool.

EEE1910 __________ (3-0) 3 cr. hrs.
Electronic Servicing
Prerequisite: EEE1580 with a minimum grade of C.
Teaches the basic principles of process automation and demonstrate the application of these principles on modern industrial practice. This is an introductory or first-level course. Intended to be both theoretical and practical to show the basic concepts of process control theory and troubleshooting.

EEE2040 __________ (3-0) 3 cr. hrs.
Digital Electronics I
Prerequisites: TEC1900, MAT1230, or MAT1240 or higher with minimum grade of C or instructor consent.
The study of electronic circuits that are used to process and control digital signals. In contrast to analog electronics, where information is represented by a continuously varying voltage, digital signals are represented by two discrete voltages or logic levels. This distinction allows for greater signal speed and storage capabilities and has revolutionized the world of electronics. Exposes students to the design process of combinational and sequential logic design, teamwork, communication methods, engineering standards, and technical documentation.

ENG0920 __________ (3-0) 3 cr. hrs.
Introduction to College Writing
Prerequisites: ACT English score 0-14, Accuplacer Next Generation writing score of 200-236, AND one of the following: (1) a minimum score of 18 on the ACT reading, or Accuplacer Next Generation reading score of 250, or (2) a minimum reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0750 or RDG0900, or (5) have earned 24 college-level semester credit hours.
Emphasizes developing sentences, paragraphs, and brief essays. Includes a thorough review of mechanics, usage, and grammar through competency-based instruction.

ENG0930 __________ (3-0) 3 cr. hrs.
Strategies for Composition
Prerequisites: One of the following: (1) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, or (2) ENG0920 or ENG0980 or (3) modules ENG0210, ENG0220, with a minimum grade of C AND concurrent enrollment in ENG1330.
Delivers supplementary instruction for English Composition I and emphasizes paragraph development, sentence structure, grammar, and diction. Reinforces academic reading and writing strategies useful for college-level work in general and for English Composition II in particular. Pass/No Pass grading scale.

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

ENG1050 __________ (1-1) 1 cr. hrs.
Use of Library Resource
Designed to improve student skills related to locating, evaluating, and documenting information. Familiarizes students with both brick-and-mortar and online library environments and processes.

ENG1330 __________ (3-0) 3 cr. hrs.
English Composition I
Prerequisite: One of the following: (1) a minimum ACT English score of 18, or minimum Accuplacer Writer score of 5, or (2) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, and a 3.0 cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.
A purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction includes basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 __________ (3-0) 3 cr. hrs.
English Composition II
Prerequisite: ENG1330 with a minimum grade of C.
Emphasizes argument, critical thinking, research, and documentation.
**Course Descriptions**

Students will be expected to read critically and synthesize information cogently and effectively.

**ENG1360 Creative Writing**

Prerequisite: ENG1330 with a minimum grade of C.

An introduction to writing short fiction, creative nonfiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

**ENG1440 Public Speaking**

Prerequisite: Must have met one of the following: (1) minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average, (3) or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0900, or (4) have earned 24 college-level semester credit hours.

Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

**ENG1570 Intro Lit/Prose/Poetry**

Prerequisite: ENG1330 with a minimum grade of C.

An introductory survey of the prose forms of literature, primarily short story, 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. A strong emphasis will be placed on reading and discussion.

**ENG1670 Interpersonal Communications I**

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation Reading score of 240, AND a 2.8 cumulative high school grade point average, (3) or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0900, or (4) have earned 24 college-level semester credit hours.

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.

**ENG2150 Leadership Development**

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on leadership development and provides opportunities for developing a personal leadership philosophy, analyzing one’s leadership abilities, and learning about different elements of successful leadership. Students will learn through reading, observation, and application of leadership skill sets.

**ENG2330 English Literature I**

Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

**ENG2340 English Literature II**

Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

**ENG2430 American Literature I**

Prerequisite: ENG1330 with a minimum grade of C.

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 about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

**ENG2440 American Literature II**

Prerequisite: ENG1330 with a minimum grade of C.

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. A strong emphasis will be placed on reading and discussion.

**ENG2492 Women’s Literature**

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on the ideas, experiences, and perceptions of women in various literary genres and time periods. Explores the political, historical, social, and religious contexts in which women live and write. A strong emphasis will be placed on reading and discussion.

**ENG2500 Multicultural Literature**

Prerequisite: ENG1330 with a minimum grade of C.

Designed to give students an introduction to and appreciation of cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. A strong emphasis will be placed on reading and discussion.

**ENG2520 Children’s Literature**

Prerequisite: EDU2030 or EDU2040 or ECE1000 with a minimum grade of C and acceptance into the AAT program or AAS in Child Development Program.

Designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children’s literature, and formulating techniques for using literature in the classroom.

**ENG2530 Young Adult Literature**

Prerequisites: ENG1330 AND EDU2030 or EDU2040 or ECE1000 with a minimum grade of C, AND acceptance into AAT program or AAS in Child Development.

Designed for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and attitude needed for understanding and appreciating literature.

**ENG2560 Creative Nonfiction Literature**

Prerequisite: ENG1330 with a minimum grade of C.

Investigates a variety of issues surrounding the genre of creative non-fiction. These issues will include but will not be limited to defining the genre, ethical concerns faced by authors, the evolution of the genre. A strong emphasis will be placed on reading and discussion.

**ENG2580 Poetry and the Human Experience**

Prerequisite: ENG1330 with a minimum grade of C.

Investigates the impact of culture on poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion.

**ELECTRICAL TECHNOLOGY**

**ETT1030 Intro Electro Tech, Materials & Supplies**

A study of electrical wire, electrical boxes, conduits, load centers, overcurrent protection, and materials and supplies used in residential, commercial, and industrial applications.

**ETT1200 Residential Circuits**

A lecture/laboratory study of the installation of complete electrical systems for residential application.

**ETT1300 Commercial Circuits**

A lecture/laboratory study of the installation of complete electrical systems for commercial structures, to include high bay and outdoor lighting systems and power distribution for commercial applications.
Catalog

Course Descriptions

ETT1400  (3-0) 3 cr. hrs.
Industrial Circuits
A study of the planning, installation, troubleshooting, and repair of industrial control systems, including motor controls and programmable control systems used in industrial settings.

ETT1420  (3-2) 3 cr. hrs.
Electrical Construction
This course will address the knowledge and skills necessary to properly use common hand and power tools used in the field of electrical technology, to include conduit bending, conduit threading, wire pulling, drilling structural members, use of hole punching and drilling equipment, electrical motor and transformer selection and installation, and equipment and materials.

ETT1700  (0-6) 3 cr. hrs.
Electrical Tech Internship I
A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

ETT1720  (0-6) 3 cr. hrs.
Electrical Tech Internship II
Prerequisite: ETT1700 with a minimum grade of C.
A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

FIRE SCIENCE TECHNOLOGY

FST1000  (Arranged) 3 cr. hrs.
Introduction to Firefighting
Designed to prepare the FST student in the first phase of classroom instruction for fire fighter certification (through Missouri Fire Marshal's Office). Will use the Missouri Division of Fire Safety's Basic Firefighter 36-hour course, combined with a basic Hazmat, awareness course and incident command system NIMS 700.

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

FST1080  Arranged 1 cr. hrs.
Self-Contained Breathing Apparatus
Prerequisite: FST1050 with a minimum grade of C or instructor consent.
An advanced course designed to instruct the student in the use of the SCBA functions for all purposes of safety firefighting and the importance of personal safety.

FST1110  Arranged 1 cr. hrs.
Vehicle Fire Fighting
Covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

FST1150  Arranged 1 cr. hrs.
Pump Operations
Prerequisite: FST1050 with a minimum grade of C. Math and TEC1070 are recommended.
Pump Operations traces the history of fire service pump, develops the theory of operations and develops practical skills in the operation of fire service pumps.

FST1200  Arranged 1 cr. hrs.
Fire Prevention
Prerequisite: FST1050 with a minimum grade of C.
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.

FST1310  Arranged 1 cr. hrs.
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.

FST1312  Arranged 1 cr. hrs.
Highway Safety for First Responder
Designed to assist the students with making emergency scenes safe, not only for the citizens they serve, but for them as responders as well.

FST1314  Arranged 1 cr. hrs.
Calling A Mayday
Designed to increase the student's awareness that as an emergency responder they may be required to call a mayday or respond to a mayday incident. Recognized by the National Fire Academy.

FST1330  Arranged 1 cr. hrs.
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. Component of Rescue Technician skills.

FST1340  Arranged 1 cr. hrs.
Foam Applications
Expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

FST1350  Arranged 3 cr. hrs.
Basic Wildland Firefighting
This 48-hour course is designed to provide the entry level firefighter with the knowledge and skill sets to recognize the primary factors affecting the start and spread of wildfire, potentially hazardous situations, and basic tool/line construction skills. All classes are taught with the mandated NWCG curriculum. This course includes S-130 Firefighter Training, S-190 Introduction to Wildland Fire Behavior, and L-180 Human Factors in the Wildland Fire Service.

FST1390  Arranged 1 cr. hrs.
Natural Cover Fires
Covers the concepts of weather and geographic factors, equipment tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

FST1400  Arranged 1 cr. hrs.
Industrial Fire Brigade
Designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

FST1420  Arranged 2 cr. hrs.
Hazardous Mat/Rec Handling
Provides the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

FST1520  Arranged 1 cr. hrs.
Vehicle Extrication - Passenger
Addresses the specialized topics of removing victims from passenger vehicles. Covers the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the direction of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

FST1600  Arranged 1 cr. hrs.
Training Operations in Small Depts
Designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

FST1620  Arranged 1 cr. hrs.
Managing Company Tactical Operation
Provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural firefighting operations.

FST1630  Arranged 1 cr. hrs.
Sociological Changes/Fire Service
Prin Building Construction/Non-Com
Addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

FST1640  Arranged 1 cr. hrs.
Sociological Changes/Fire Service
Shaping The Future
Provides students with an understanding of concepts, functions, and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

FST1650  Arranged 3 cr. hrs.
Sociological Changes/Fire Service
Designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and co-workers who may originate from diverse backgrounds. Intended for FST majors only.

FST1680  Arranged 2 cr. hrs.
Sociological Changes/Fire Service
Building Construct for Fire Service
Provides an understanding of the principles of building construction and their impact on firefighting strategy. It explains building materials and processes that are commonly involved in the construction of structures.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST1702</td>
<td>Fire Service Law</td>
<td>3 cr. hrs.</td>
<td>Provides an overview of the law and how it affects the Fire Service while providing services to the community and how the law affects firefighters at work.</td>
</tr>
<tr>
<td>FST2080</td>
<td>Pract Apps Hydraulic Theory Firefighting</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: FST1050 with a minimum grade of C. Designed to further the student's understanding of everyday applications of hydraulics as it applies to water applications within firefighting. Formulas used in pumping water, moving it in hoses, and discharging it from nozzles are developed and examined in detail. Serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. Intended for FST majors only.</td>
</tr>
<tr>
<td>FST2130</td>
<td>Intro to Fire Inspections/Prin/Prac</td>
<td>2 cr. hrs.</td>
<td>Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.</td>
</tr>
<tr>
<td>FST2140</td>
<td>Tech Prin/Pac of Fire Prevention</td>
<td>3 cr. hrs.</td>
<td>Provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspectors to understand the scope of knowledge required and to identify the various steps in the inspection process.</td>
</tr>
<tr>
<td>FST2150</td>
<td>Prin Building Const/Combustible</td>
<td>1 cr. hrs.</td>
<td>Designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.</td>
</tr>
<tr>
<td>FST2160</td>
<td>Intro Wilderness Search/Rescue</td>
<td>1 cr. hrs.</td>
<td>Introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.</td>
</tr>
<tr>
<td>FST2180</td>
<td>Adv Wilderness Search/Rescue</td>
<td>1 cr. hrs.</td>
<td>Prerequisite: FST2160 with a minimum grade of C or instructor consent. A continuation of FST2160, this course is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. Provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.</td>
</tr>
<tr>
<td>FST2220</td>
<td>Managing in a Changing Environment</td>
<td>1 cr. hrs.</td>
<td>Focuses on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.</td>
</tr>
<tr>
<td>FST2224</td>
<td>Strat &amp; Tact Consider/Fireground</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: FST1050 with a minimum grade of C or current rating of Firefighter I &amp; II through the Missouri Division of Fire Safety. Provides information to Incident Commanders for the standardization and implementation of one standard management tool for those operating on the scene of fire emergencies.</td>
</tr>
<tr>
<td>FST2320</td>
<td>Incident Command System: Basic</td>
<td>1 cr. hrs.</td>
<td>Designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. Conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.</td>
</tr>
<tr>
<td>FST2330</td>
<td>Incident Command System: Intermed</td>
<td>1 cr. hrs.</td>
<td>Prerequisite: FST2320 with a minimum grade of C. Provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.</td>
</tr>
<tr>
<td>FST2340</td>
<td>Incident Response to Terrorism</td>
<td>1 cr. hrs.</td>
<td>Introduces the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Includes the prepared terrorist response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.</td>
</tr>
<tr>
<td>FST2350</td>
<td>Incident Command System: Advanced</td>
<td>1 cr. hrs.</td>
<td>Intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.</td>
</tr>
<tr>
<td>FST2390</td>
<td>Rapid Intervention Teams</td>
<td>1 cr. hrs.</td>
<td>Addresses various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.</td>
</tr>
<tr>
<td>FST2400</td>
<td>Hazardous Materials Operations</td>
<td>2 cr. hrs.</td>
<td>Meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.</td>
</tr>
<tr>
<td>FST2420</td>
<td>Hazardous Materials Awareness</td>
<td>1 cr. hrs.</td>
<td>Prerequisite: FST2400 with a minimum grade of C. A continuation of FST2400 with the exception of applied classroom instruction with a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.</td>
</tr>
<tr>
<td>FST2540</td>
<td>Fire Service Instructor I</td>
<td>2 cr. hrs.</td>
<td>Prerequisite: FST1050 with a minimum grade of C or instructor consent. Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.</td>
</tr>
<tr>
<td>FST2550</td>
<td>Fire Service Instructor II</td>
<td>1 cr. hrs.</td>
<td>Prerequisite: FST2540 with a minimum grade of C. Expands the knowledge and skills of the Fire Service Instructor I course by developing an understanding of instructor and course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.</td>
</tr>
<tr>
<td>GEO1130</td>
<td>Regional World Geography</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading score, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0900, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Explore the physical, cultural, economic, and political geography of the world's major regions including: The Americas, Asia, Europe, North Africa and Southwest Asia and Sub-Saharan Africa.</td>
</tr>
</tbody>
</table>

**GUIDANCE**

**GU1010** | (1-0) 1 cr. hrs. | First Year Seminar | Required of all freshmen with a catalog term/year of fall 2018 pursuing an AA, AGS, or AAT degree. Orients students to college life to make success in college achievable. Designed to increase awareness of resources on campus, teach behavioral expectations of college, and teach skills for academic success, such as note taking, test taking, study skills, time management, decision making, and goal setting. |
HIS1110 - World Civilization I 3 cr. hrs. 
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Study the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

HIS1190 - American History I 3 cr. hrs. 
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Study the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

HIS1230 - History of Christianity 3 cr. hrs. 
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Study the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

HIS1350 - Directed Studies/History-Honors 1 cr. hrs. 
Prerequisite: Department chairperson/instructor consent.
The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS1520 - World Civilization II 3 cr. hrs. 
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Explore multicultural and comparative developments of major world civilizations from approximately 1500 until the present.

HEALTH RELATED TECHNOLOGY

HLT1104 - Basic Electrocardiography 4 cr. hrs. 
Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent, and minimum ACT math score of 15, AND one of the following: a minimum score of 18 on the ACT reading or, 250 on the Accuplacer Next Generation reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0900, or have earned 24 college-level semester credit hours.
Must have a declared major of EMT, Paramedic Technology, Radiology, or Nursing. Provides the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 - Emergency Med Tech Refresh 3 cr. hrs. 
Prerequisite: Graduate of a state accredited EMT program or licensed EMT, CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
Refreshes/Re-licensure course to enhance the knowledge and expand the scope of the recertifying EMT. Designed to assure maintenance of a uniformity high level of proficiency in skills and training among EMTs and keep their training competency equivalent to those of the EMT graduate. Provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedure regarding the emergency management of acute & chronic medical illness and acute trauma related injury. Meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS re-licensure requirements.

HLT1716 - Emergency Medical Technician (EMT) 12 cr. hrs. 
Prerequisite: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be 18 year of age by completion of the program and have basic computer and internet skills. Must attend orientation on first day class.
Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, & A.P., Radiologic terminology, assessment, therapeutic communication, physical exam techniques, communications, documentation, diverse cultures, ventilatory management, resuscitation, medical/trauma emergencies. HAZMAT, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response, and MCI. Includes 210 didactic hours and clinical hours. 36 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam and apply for a Missouri State EMT license. Exceeds EMT level NAEMSE and BEMS
### Course Descriptions

**Course**

**Division**

Technical Ed.

**Policies**

General College

Academic & Support Services

Area College

About Mineral Area College

Admissions & Contact Info

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### Heat/Cold Related Illnesses, Allergic Reactions

Students will learn how to recognize and act in common heat/cold related illnesses, allergic reactions, and to aid in a wilderness setting. Students will learn computer and internet skills.

**Prerequisite:** CIS1050 or CIS1750 is recommended. Student must have basic

### First Aid

Provides basic instruction for fire department personnel, law enforcement officers, and other volunteers in the delivery of initial emergency medical services (EMS). Includes 100 hours of instruction with arranged practical lab. The EMR is often the first to arrive on scene of an emergency, such as a motor vehicle collision, a heart attack, or a disaster. EMRs provide medical assistance and aide other emergency care providers. The EMR course will help the student gain the knowledge, attitude, and skills necessary to be a competent, productive, and valuable member of the healthcare or public service team. Exceeds EMR level NAEHME and BEMS licensure requirements.

**HLT1770** (3-0) 3 cr. hrs.

**First Responder**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic

### Emergency Medical Responder

Prerequisites: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. CIS1050 or CIS1750 is recommended. Student must be 18 before taking the national registry exam. Student must meet selection criteria and attend mandatory orientation.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion, the student will be eligible to license as a Nationally Registered EMR.

**HLT2080** (3-0) 3 cr. hrs.

**First Aid**

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Students will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, and cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course.

**HLT2082** (3-0) 3 cr. hrs.

**Wilderness First Aid**

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Provides instruction for the delivery of First Aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration, and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written and practical exam will allow the student to receive certification as a Wilderness First Aid provider.

**HLT2084** (3-0) 3 cr. hrs.

**Pediatric First Aid**

Prerequisite: Access to high-speed internet is required. CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

A hybrid course that teaches the unique approach to first aid for the pediatric patient.

**HLT2350** (3-0) 3 cr. hrs.

**Med Terminology I/Intro Pathology**

Prerequisite: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. A study of work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

**HLT2360** (3-0) 3 cr. hrs.

**Medical Terminology II**

Prerequisite: HLT2350 with a minimum grade of C.

Continuation of HLT2350. Consists of individualized instruction to increase the working knowledge of medical terminology.

**HLT2400** (3-0) 3 cr. hrs.

**Intravenous Therapy**

Prerequisites: Current Missouri-issued LPN license or be admitted to the practical nursing program.

Prepares students to perform I.V. therapy. 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.

**HLT2502** (4-0) 4 cr. hrs.

**Introduction to Paramedic Science**

Prerequisite: HLT1782 with a minimum grade of C or current Missouri or NREMT EMT license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content.

**HLT2504** (2-2) 2 cr. hrs.

**EMT Internship**

Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content through 100 hours of field internship.

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### Horticulture

**HRT1010** (5-0) 5 cr. hrs.

**Introduction to Horticulture (Fall)**

Designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

**HRT1050** (3-0) 3 cr. hrs.

**Herbaceous Landscape Plants (Spring)**

A study of major plants including annuals, perennials, bulbs, ornamental grasses and wildflowers, that grow in the Midwest landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

**HRT1070** (3-0) 3 cr. hrs.

**Plant Propagation & Cloning (Spring)**

An introduction to common methods of commercial plant propagation including seeds, cuttings, layering, grafting, and division. Makes use of the greenhouse propagation facilities.

**HRT1092** (3-0) 3 cr. hrs.

** Woody Plants (Fall)**

Study of trees, shrubs, vines and ground covers with regard to proper identification, scientific name, growth habit and landscape value. In the Midwest concern is given to the cultural aspects of proper planting in functional landscape design and maintenance.

**HRT1150** (3-0) 3 cr. hrs.

**Applied Plant Pest Mgmt (Fall)**

A study of insects with special reference to taxonomy, life cycle, economic important and management. Insects that impact the agriculture/horticulture industry of Eastern Missouri will be the major topic. Plant diseases and weeds commonly encountered in the horticulture industry will also be discussed.

**HRT1210** (3-0) 3 cr. hrs.

**Introduction to Turfgrass Mgt (Fall)**

Principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway roadways and seed and sod production will be presented. The biology and control of turfgrass pests will be discussed.

**HRT1330** (3-0) 3 cr. hrs.

**Plants for Interior Design (Spring)**

Pursues the increasingly popular interior plantscaping where interior design skills are developed along with cultural management of tropical plants. Focuses on identification, scientific name, culture, and functional use of indoor and florist plants.

**HRT2092** (3-0) 3 cr. hrs.

**Landscape Design (Fall)**

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. The principles and elements of design are stressed to create pleasing, functional designs.

**HRT2170** (3-0) 3 cr. hrs.

**Horticulture Maintenance (Spring)**

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. Attention will be given to the business side of horticulture maintenance.

**HRT2172** (3-0) 3 cr. hrs.

**Crop Science (Spring)**

Prerequisites: HRT1010 or AGR1220 with a minimum grade of C.
Course Descriptions

Objectives will be to familiarize the student with the necessary management practices required to grow a commodity crop in the Midwest. A detailed explanation of individual crops common to the region will be covered.

HRT210 (3-0) 3 cr. hrs. Greenhouse Management Cultivation (Spring)
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.

HRT2310 (3-0) 3 cr. hrs. Golf Course Management (Spring)
Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while touching on equipment, irrigation, pest and diseases.

MAT0950 with a minimum grade of C AND score of 226-249, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-236, or Accuplacer Advanced Algebra and Functions score of 200-229, or MAT0960 or MAT0990 with a minimum grade of C.

Provides students with "just in time" instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0930 (5-0) 5 cr. hrs. Fundamentals of Mathematics
Prerequisite: ACT math score of 0-16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-226, or Accuplacer Advanced Algebra and Functions of 200-229, or MAT0900 or MAT0920 with a minimum grade of C.

Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0935 (3-0) 3 cr. hrs. Fundamentals of Mathematics
Prerequisite: ACT math score of 0-14, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-225, or Accuplacer Advanced Algebra and Functions of 200-223, or MAT0900 or MAT0920 with a minimum grade of C.

Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0940 (0-2) 1 cr. hrs. Coreq: Quantitative Reasoning
Prerequisite: One of the following: (1) an ACT math score of 15-18, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240 or (2) MAT0930 or MAT0935 with a minimum grade of C.

Provides "just in time" instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0960 (0-2) 1 cr. hrs. Coreq: Elementary Statistics
Prerequisite: One of the following: (1) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1260, or (2) MAT0930 or MAT0935 with a minimum grade of C.

Provides "just in time" instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0970 (0-2) 1 cr. hrs. Coreq: Precal: Algebraic Reasoning
Prerequisite: One of the following: (1) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-275, or Accuplacer Advanced Algebra and Functions score of 237-249, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1270 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics scores of 237-249, or Accuplacer Advanced Algebra and Functions scores of 230-236, or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics scores of 240-249, or Accuplacer Advanced Algebra and Functions scores of 226-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1190 or (4) MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands found in modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

Provides a comprehensive overview of the skills required to navigate the mathematical demands found in modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students’ ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Recommended for Allied Health and technical
Course Descriptions

MAT1255 - Math for Elementary Teachers 1
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224 or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 220, or Accuplacer Advanced Algebra and Functions score of 230, or (3) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 224, or minimum Accuplacer Advanced Algebra and Functions score of 230, or (4) MAT215, MAT220, or MAT225 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

MAT1260 - Elementary Statistics
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224 or (2) MAT0930, MAT0935, MAT0950, MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Provides a deeper understanding of the real number system and its subsystems, along with topics in algebra and logic. Explore, conjecture and reason logically using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT2170 - PreCalculus: Trig & Geom Reasoning
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 276, or Accuplacer Advanced Algebra and Functions score of 250, or (2) a minimum high school grade point average of 3.0 and a minimum ACT math score of 16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 270-275, or Accuplacer Advanced Algebra and Functions score of 240-249, or (3) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-255, or Accuplacer Advanced Algebra and Functions score of 237-249, or Accuplacer Advanced Algebra and Functions score of 226-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) MAT1130, MAT1180, MAT1185, MAT1215, MAT1225, MAT1230, MAT1240, or MAT1270 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

MAT1550 - Calculus I (Fall)
Prerequisite: A minimum ACT math score of 27, or Accuplacer Next Gen Quantitative Reasoning, Algebra & Statistics of 276, or a minimum grade of C in MAT1270.

Provides a study of mathematical applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (by using derivative rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT2250 - Analytic Geometry and Calculus III (Spring)
Prerequisite: MAT2150 with a minimum grade of C.

The third course in the calculus sequence dealing primarily with functions of several variables. Includes vector-valued functions; partial derivatives; motion in space, multiple integration; and vector calculus.

MAT2330 - Differential Equations (Spring)
Prerequisite: MAT2250 with a minimum grade of C.

Provides an introduction to the study of differential equations. Includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

MANUFACTURING

MG1060 - Mfg Equipment Maintenance/Operations
Prerequisite: MAT1255 with a minimum grade of C.

Designed to provide students with an introduction to the principals involved in the performance of mechanical equipment. Emphasis is placed on various types of equipment maintenance, troubleshooting, equipment safety, operation and design. Instruction may be a combination of hands-on learning systems, lecture and e-learning components.
MODERN FOREIGN LANGUAGE

MFL1000 _______________ (1-1) 1 cr. hrs. Global Studies Seminar Required for students pursuing a Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060 _______________ (3-0) 3 cr. hrs. Intro to Spanish for Hlth Care Wrk Designed for individuals and students in the health care field. Develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

MFL1370 _______________ (3-0) 3 cr. hrs. Elementary Spanish I MOTR LANG103 Prerequisite: One of the following: (1) a minimum ACT English score of 18, or Accuplacer Next Gen writing score of 250, or (2) an ACT English score of 15–17, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, and a 3.5 cumulative high school grade point average (3) or concurrent enrollment in ENG0930, or (4) ENG0970 or modules ENG2240, ENG2250 & ENG2260 with a minimum grade of C. An introduction to the Spanish language and to the Hispanic culture. Practice all four language skills, with special emphasis on conversation.

MFL1470 _______________ (3-0) 3 cr. hrs. Elementary Spanish II MOTR LANG104 Prerequisite: MFL1370 with a minimum grade of C. A continuation of MFL1370. By the end of the second semester, all major language structures will have been introduced.

MFL1700 _______________ (3-0) 3 cr. hrs. American Sign Language I MOTR LANG105 - 2019 Prerequisite: One of the following: (1) a minimum ACT English score of 18, or Accuplacer Next Gen writing score of 250, or (2) an ACT English score of 15–17, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, and a 3.5 cumulative high school grade point average (3) or concurrent enrollment in ENG0930, or (4) ENG0970 or modules ENG2240, ENG2250 & ENG2260 with a minimum grade of C. Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Acquisition of a basic level of communicative competency in American Sign Language.

MFL1720 _______________ (3-0) 3 cr. hrs. American Sign Language II MOTR LANG106 - 2019 Prerequisite: MFL1700 or DCS1000 with a minimum grade of C. A continuation of MFL1700. Develop a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increase knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

MFL1740 _______________ (3-0) 3 cr. hrs. Introduction to Deaf Culture Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Gen reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0990; or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Prior or concurrent enrollment in DCS1000/MFL1700 is recommended. Examines the social, political, linguistic and psychological aspects of deafness and introduces the organizations of the deaf and how they impact their lives. Explores the history of deaf education and culture and how deaf think and learn signed languages.

MFL2230 _______________ (3-0) 3 cr. hrs. Intermediate Spanish I Prerequisites: MFL1370 and MFL1470 with a minimum grade of C or the equivalent. Review the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation.

MFL2250 _______________ (3-0) 3 cr. hrs. Intermediate Spanish II Prerequisite: MFL 1370 and MFL1470 with a minimum grade of C or the equivalent. Develop the ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Learn about Hispanic culture and literature.

MLT1000 _______________ (3-0) 3 cr. hrs. Introduction to Laboratory Science Prerequisite: Admission to the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better. Orient the student to the concepts and knowledge encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism.

MLT2200 _______________ (3-0) 3 cr. hrs. Immunology Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better. Consists of the principles and theories of antigen and antibody reactions and the immune systems as related to diagnostic serologic procedures.

MG1090 _______________ (3-0) 3 cr. hrs. Immunology Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better. Consists of the principles and theories of antigen and antibody reactions and the immune systems as related to diagnostic serologic procedures.
Course Descriptions

MLT2500  __________ Arranged 5 cr. hrs.
Hematology and Coagulation
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation.

MLT2600  __________ Arranged 2 cr. hrs.
Phlebotomy
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices.

MLT2700  __________ Arranged 5 cr. hrs.
Clinical Immunohematology
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies.

MLT2800  __________ Arranged 4 cr. hrs.
Clinical Microbiology
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass).

MLT2900  __________ (1-0) 1 cr. hrs.
Parasitology, Mycology and Virology
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Introduces the student to parasites, fungi and viruses and their role in human health and disease.

MLT2910  __________ Arranged 2 cr. hrs.
Hematology and Coagulation Practicum
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates.

MLT2920  __________ Arranged 2 cr. hrs.
Clinical Chemistry & Urinalysis Practicum
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the chemistry lab of selected clinical affiliates.

MLT2930  __________ Arranged 2 cr. hrs.
Clinical Microbiology Practicum
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates.

MLT2940  __________ Arranged 2 cr. hrs.
Clinical Immunohematology Practicum
[Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates.

MUSIC

MSC1001. __________ (2-0) 1 cr. hrs.
Concert Band I (Music Ensemble) MOTR PERF102B
[Prerequisite: Must have had at least some high school experience or equivalent on a band instrument.

A performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles will be rehearsed and performed each semester.

Open to all students and community people who play an instrument.

MSC1002. __________ (1-1) 1 cr. hrs.
Concert Band II MOTR PERF102B - 2022
[Prerequisite: MSC1001 with a minimum grade of C. A continuation of MSC1001.

MSC1011. __________ (1-1) 1 cr. hrs.
Jazz Ensemble I MOTR PERF102B - 2020
[Prerequisite: Open to all students who play an instrument associated with big band jazz.

A performing ensemble focusing on music from the jazz ensemble (Big Band) repertoire. A variety of styles will be rehearsed and performed each semester.

MSC1012. __________ (1-1) 1 cr. hrs.
Jazz Ensemble II MOTR PERF102B - 2020
[Prerequisite: MSC1011 with a minimum grade of C. A continuation of MSC1011.

MSC1021. __________ (1-1) 1 cr. hrs.
Jazz Combo I MOTR PERF102B - 2020
[Prerequisite: Open to all vocalists or instrumentalists through consent of the director.

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.

MSC1032. __________ (1-1) 1 cr. hrs.
Steel Drum Ensemble II MOTR PERF102B - 2020
[Prerequisite: MSC1031 with a minimum grade of C. A continuation of MSC1031.

MSC1041. __________ (1-1) 1 cr. hrs.
Studio Music I Prerequisite: Open to all students and community people who sing or play an instrument in any style of music, through audition the first week of each semester.

A performing ensemble focusing on the creation and production of a large-scale, musical-variety show.

MSC1042. __________ (1-1) 1 cr. hrs.
Studio Music II Prerequisite: MSC1041 with a minimum grade of C.

A continuation of MSC1041.

MSC1051. __________ (1-1) 1 cr. hrs.
MAC Singers I MOTR PERF102C
[Prerequisite: Open to all students with the consent of the instructor.

A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass).

MSC1052. __________ (1-1) 1 cr. hrs.
MAC Singers II MOTR PERF102C - 2020
[Prerequisite: MSC1051 with a minimum grade of C. A continuation of MSC1051.

MSC1061. __________ (1-1) 1 cr. hrs.
Chamber Singers I Prerequisite: This class is open to all students through audition only.

A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from madrigals to vocal jazz.

MSC1062. __________ (1-1) 1 cr. hrs.
Chamber Singers II Prerequisite: MSC1061 with a minimum grade of C.

A continuation of MSC1061.

(Continued on next page)
Course Descriptions

MSC1071 ______________ (1-1) 1 cr. hrs.  
Mineral Area Community Singers I  
Prerequisite: MSC1071 with a minimum grade of C.  
A continuation of MSC1071.

MSC1072 ______________ (1-1) 1 cr. hrs.  
Mineral Area Community Singers II  
Prerequisite: MSC1071 with a minimum grade of C.  
A continuation of MSC1071.

MSC1081 ______________ (1-1) 1 cr. hrs.  
Guitar Ensemble I  
Prerequisite: MSC1841 with a minimum grade of C or previous guitar experience.  
Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.

MSC1082 ______________ (1-1) 1 cr. hrs.  
Guitar Ensemble II  
Prerequisite: MSC1081 with a minimum grade of C.  
A continuation of MSC1081.

MSC1201 ______________ (3-0) 3 cr. hrs.  
Music Theory I (Fall)  
A beginning study of music theory and harmony including intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 ______________ (3-0) 3 cr. hrs.  
Music Theory II (Spring)  
Prerequisite: MSC1201 with a minimum grade of C.  
A continuation of MSC1201 extending into the areas of seventh chords and nonharmonic tones.

MSC1211 ______________ (2-2) 2 cr. hrs.  
Sight-Singing/Ear Training I (Fall)  
A beginning study of aural, vocal, and cognitive skills in the singing of music at sight.  
Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight.  
The study of major and minor keys, rhythm, and simple and compound time will also be included.

MSC1212 ______________ (2-2) 2 cr. hrs.  
Sight-Singing/Ear Training II (Spring)  
Prerequisite: MSC1211 with a minimum grade of C.  
A continuation of MSC1211, extending studies into the areas of dominant chords, alto and tenor clefs, diatonic leaps in simple and compound meters.

MSC1221 ______________ (2-2) 2 cr. hrs.  
Class Piano I (Fall)  
Required of all music majors that are not piano specialists.  
Skills acquired in this course will include the proper technique of playing scales and chords.  
The student will also learn how to harmonize simple melodies.

MSC1222 ______________ (2-2) 2 cr. hrs.  
Class Piano II (Spring)  
Prerequisite: MSC1221 with a minimum grade of C.  
Required for all music majors who are not piano specialists.  
A continuation and expansion of skills learned in MSC1221.

MSC1401 ______________ (1-1) 1 cr. hrs.  
Applied Voice I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.

MSC1402 ______________ (1-1) 1 cr. hrs.  
Applied Voice II  
Prerequisite: MSC1401 with a minimum grade of C.  
A continuation of MSC1401.

MSC1411 ______________ (1-1) 1 cr. hrs.  
Applied Piano I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (piano specialization) who have had previous comparable experience.

MSC1412 ______________ (1-1) 1 cr. hrs.  
Applied Piano II  
Prerequisite: MSC1411 with a minimum grade of C.  
A continuation of MSC1411.

MSC1421 ______________ (1-1) 1 cr. hrs.  
Applied Woodwinds I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (woodwind specialization) or who have had previous comparable experience.

MSC1422 ______________ (1-1) 1 cr. hrs.  
Applied Woodwinds II  
Prerequisite: MSC1421 with a minimum grade of C.  
A continuation of MSC1421.

MSC1431 ______________ (1-1) 1 cr. hrs.  
Applied Brass I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (brass specialization) or for those with previous comparable experience.

MSC1432 ______________ (1-1) 1 cr. hrs.  
Applied Brass II  
Prerequisite: MSC1431 with a minimum grade of C.  
A continuation of MSC1431.

MSC1441 ______________ (1-1) 1 cr. hrs.  
Applied Percussion I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (percussion specialization) or with previous comparable experience.

MSC1442 ______________ (1-1) 1 cr. hrs.  
Applied Percussion II  
Prerequisite: MSC1441 with a minimum grade of C.  
A continuation of MSC1441.

MSC1451 ______________ (1-1) 1 cr. hrs.  
Applied Guitar I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (guitar specialization) or with previous comparable experience.

MSC1452 ______________ (1-1) 1 cr. hrs.  
Applied Guitar II  
Prerequisite: MSC1451 with a minimum grade of C.  
A continuation of MSC1451.

MSC1461 ______________ (1-1) 1 cr. hrs.  
Applied Bass I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (bass specialization) or with previous comparable experience.

MSC1462 ______________ (1-1) 1 cr. hrs.  
Applied Bass II  
Prerequisite: MSC1461 with a minimum grade of C.  
A continuation of MSC1461.

MSC1471 ______________ (1-1) 1 cr. hrs.  
Applied Composition I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (composition specialization) or with previous comparable experience.

MSC1472 ______________ (1-1) 1 cr. hrs.  
Applied Composition II  
Prerequisite: MSC1471 with a minimum grade of C.  
A continuation of MSC1471.

MSC1481 ______________ (1-1) 1 cr. hrs.  
Applied Jazz I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor.  
Primarily for students majoring in music (jazz specialization) or with previous comparable experience.

MSC1482 ______________ (1-1) 1 cr. hrs.  
Applied Jazz II  
Prerequisite: MSC1481 with a minimum grade of C.  
A continuation of MSC1481.

MSC1801 ______________ (3-0) 3 cr. hrs.  
Appreciation of Music  
MOTR MUSC100  
Examines the nature of music as well as the development of Western music from the Middle Ages until the present time.  
This study provides the basis for the understanding and appreciation of music.

MSC1811 ______________ (3-0) 3 cr. hrs.  
Appreciation of Jazz  
MOTR MUSC100J  
Students will study the major eras of jazz and the significant jazz artists from each period.  
They will be taught to recognize instruments by sound and sight; as well as to identify forms through listening alone.

MSC1821 ______________ (3-0) 3 cr. hrs.  
History and Form of Rock Music  
MOTR MUSC100RP  
Covers the history of Rock/Pop music from the beginning of the Blues up until present time.  
Includes an emphasis on teaching the student to recognize common music forms through listening alone.

MSC1841 ______________ (3-0) 3 cr. hrs.  
Beginning Guitar  
MOTR MUSC100B  
Intended to present basic music reading and playing skills as they pertain to the beginning guitar player.  
Students will learn to play songs in the Country-Western, Rock n Roll, Blues, and Classical genres.  
Students will be required to play select pieces representative of each genre for unit and assessment purposes.
MSC1861 _________________ (3-0) 3 cr. hrs.
Analyzing Pop/Rock Music Lyrics
Prerequisites: MSC1031, MSC1032, and MSC1051 with a minimum grade of C.
A continuation of MSC2051.

MSC2003 _________________ (1-1) 1 cr. hrs.
Concert Band III
Prerequisites: MSC1001, MSC1002, and MSC2003 with a minimum grade of C.
A continuation of MSC2003.

MSC2004 _________________ (1-1) 1 cr. hrs.
Concert Band IV
Prerequisites: MSC1001, MSC1002, and MSC2003 with a minimum grade of C.
A continuation of MSC2003.

MSC2013 _________________ (1-1) 1 cr. hrs.
Jazz Ensemble III
Prerequisites: MSC1011, MSC1012 and MSC2013 with a minimum grade of C.
A continuation of MSC2013.

MSC2023 _________________ (1-1) 1 cr. hrs.
Jazz Combo III
Prerequisites: MSC1021 and MSC1022 with a minimum grade of C.
A continuation of MSC2023.

MSC2033 _________________ (1-1) 1 cr. hrs.
Steel Drum Ensemble III
Prerequisites: MSC1031 and MSC1032 with a minimum grade of C.
A continuation of MSC2032.

MSC2034 _________________ (1-1) 1 cr. hrs.
Steel Drum Ensemble IV
Prerequisites: MSC1031, MSC1032, and MSC2033 with a minimum grade of C.
A continuation of MSC2033.

MSC2043 _________________ (1-1) 1 cr. hrs.
Studio Music III
Prerequisites: MSC1041 and MSC1042 with a minimum grade of C.
A continuation of MSC2042.

MSC2044 _________________ (1-1) 1 cr. hrs.
Studio Music IV
Prerequisites: MSC1041, MSC1042, and MSC2043 with a minimum grade of C.
A continuation of MSC2043.

MSC2053 _________________ (1-1) 1 cr. hrs.
MAC Singers III
Prerequisites: MSC1051, MSC1052 and MSC2053 with a minimum grade of C.
A continuation of MSC2051.

MSC2054 (1-1) 1 cr. hrs.
MAC Singers IV
Prerequisites: MSC1051, MSC1052, and MSC2053 with a minimum grade of C.
A continuation of MSC2053.

MSC2063 (1-1) 1 cr. hrs.
Chamber Singers III
Prerequisites: MSC1061 and MSC1062 with a minimum grade of C.
A continuation of MSC2063.

MSC2064 (1-1) 1 cr. hrs.
Chamber Singers IV
Prerequisites: MSC1061, MSC1062, and MSC2063 with a minimum grade of C.
A continuation of MSC2063.

MSC2073 (1-1) 1 cr. hrs.
Mineral Area Community Singers III
Prerequisites: MSC1071 and MSC1072 with a minimum grade of C.
A continuation of MSC2073.

MSC2084 (1-1) 1 cr. hrs.
Guitar Ensemble IV
Prerequisites: MSC1081, MSC1082, and MSC2083 with a minimum grade of C.
A continuation of MSC2083.

MSC2095 _________________ (1-0) 1 cr. hrs.
Special Topics: Ensemble I
Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, or MSC2073 with a minimum grade of C.
A continuation of MSC2083.

MSC2096 _________________ (1-0) 1 cr. hrs.
Special Topics: Ensemble II
Prerequisite: MSC2095 with a minimum grade of C.
A continuation of one of the musical ensembles offered through the Mineral Area College music department.

MSC2203 _________________ (3-0) 3 cr. hrs.
Music Theory III (Fall)
Prerequisite: MSC1202 with a minimum grade of C.
Extension of materials of MSC1202 to include a more complex chordal vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204 _________________ (3-0) 3 cr. hrs.
Music Theory IV (Spring)
Prerequisite: MSC2203 with a minimum grade of C.
Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 (2-2) 2 cr. hrs.
Sight-Singing/Ear Training III (Fall)
Prerequisite: MSC1212 with a minimum grade of C.
A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2244 (2-2) 2 cr. hrs.
Sight-Singing/Ear Training IV (Spring)
Prerequisite: MSC2213 with a minimum grade of C.
A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.
MSC2463 __________ (1-1) 1 cr. hrs.
Applied Bass III
Prerequisites: MSC1461 and MSC1462 with a minimum grade of C.
A continuation of MSC1462.

MSC2464 __________ (1-1) 1 cr. hrs.
Applied Bass IV
Prerequisites: MSC1461, MSC1462, and MSC2463 with a minimum grade of C.
A continuation of MSC2463.

MSC2473 __________ (1-1) 1 cr. hrs.
Applied Composition III
Prerequisites: MSC1471 and MSC1472 with a minimum grade of C.
A continuation of MSC1472.

MSC2474 __________ (1-1) 1 cr. hrs.
Applied Composition IV
Prerequisites: MSC1471, MSC1472, and MSC2473 with a minimum grade of C.
A continuation of MSC2473.

MSC2483 __________ (1-1) 1 cr. hrs.
Applied Jazz III
Prerequisites: MSC1481 and MSC1482 with a minimum grade of C.
A continuation of MSC1482.

MSC2484 __________ (1-1) 1 cr. hrs.
Applied Jazz IV
Prerequisites: MSC1481, MSC1482, and MSC2483 with a minimum grade of C.
A continuation of MSC2483.

MSC2495 __________ (1-0) 1 cr. hrs.
Special Topics: Applied Lesson I
Prerequisites: MSC2494, MSC2441, MSC2424, MSC2434, MSC2444, MSC2454, MSC2464, MSC2474, or MSC2484 with a minimum grade of C, respectively, depending on student’s music area.
A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

MSC2496 __________ (1-0) 1 cr. hrs.
Special Topics: Applied Lesson II
Prerequisite: MSC2495 with a minimum grade of C.
A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

NUR1002 __________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.
Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat.
Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

NUR1003 __________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for a nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

NUR1004 __________ Arranged 1 cr. hrs.
Nursing Reinforcement
Prerequisites: Acceptance into the nursing program for a nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

NUR1270 __________ (2-2) 2 cr. hrs.
Body Function
Prerequisite: Acceptance into the Practical Nursing Program or Sequential Practical Nursing program courses, inclusive of 5 credit hours of anatomy, with a minimum grade of C.
Provides students with fundamental knowledge of the functions of the major body systems. Relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions. With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. Covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how “normal” interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

NUR1290 __________ (6-0) 6 cr. hrs.
Fundamentals of Nursing
Prerequisite: Acceptance into the current Practical Nursing program.
Designed to provide basic knowledge and nursing skills upon which all future care is based. Communicates the nurse-client relationship, maintenance of a safe environment, body mechanics, assessment skills, utilization of observational and manipulative skills and equipment to perform physical examinations, documentation (including spelling, punctuation, and common medical abbreviations), legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing spread of communicable disease, sterile technique, client care of dependent bowel elimination, care of the inactive client, wound assessment and care, care of the surgical client, airway management, pain management, and care of the terminally ill are emphasized.

NUR1300 __________ (3-0) 3 cr. hrs.
Therapeutic Nutrition
Prerequisite: Acceptance into the current Practical Nursing program.
Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; describe how health care providers can teach/assist clients to manipulate use of essential nutrients when pathology occurs, or is caused by, nutritional impairment. Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation for safety. Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and广电. Legal and ethical decision-making issues are explored to emphasize the nurse’s role as patient advocate regarding food choices and consumption based on their beliefs and to protect patient rights. Critical thinking through the nursing process provides the foundation for students to assume accountability for their own nursing practice. Discussion includes current trends and future issues in nutrition research.

NUR1310 __________ (1-1) 1 cr. hrs.
Personal and Vocational Concepts
Prerequisite: Acceptance into the current Practical Nursing program.
Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.
Course Descriptions

NUR1320 (2-2) 2 cr. hrs.
Geriatric Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care. Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of body systems assessment handout. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

NUR1350 (4-2) 4 cr. hrs.
Maternity Nursing
Prerequisite: Successful completion of all courses in the first and second trimester, and sequential Practical Nursing program courses, with a minimum grade of C.

NUR1350 is designed to provide students with the knowledge and skills necessary to provide safe, ethical, and legal care to the pregnant patient and her family. The student will be able to assess and document normal and abnormal antepartum, intrapartum, and postpartum outcomes. The student will also be able to identify and manage complications of pregnancy and birth. Clinical opportunities are provided in hospital and community settings for the student to apply theoretical knowledge and skills to practice.

NUR1360 (4-2) 4 cr. hrs.
Basic Pharmacology
Prerequisite: Acceptance into the current Practical Nursing program.

NUR1360 is designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

NUR1380 (12-0) 12 cr. hrs.
Medical-Surgical Nursing
Prerequisite: Successful completion of all program in Practical Nursing first and second trimester courses, and sequential Practical Nursing program courses, with a minimum grade of C.

NUR1380 is designed to prepare students to respond to a wide array of clinical situations with the current shifting of nursing care from acute care hospital to community-based settings and the home. A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and demands of patient management, including concepts and general principles in peripertoperative, intraoperative, and postoperative client management, are stressed. Assessment, general management, and therapeutic interventions of specific pathophysiological dysfunctions of major body systems as well as acute problems of infectious diseases are covered, and include exploration of legal and ethical decision-making issues to continue the emphasis of nurses as client advocates.

NUR1410 (1-1) 1 cr. hrs.
Applied Pharmacology
Prerequisite: Successful completion of all courses in the first and second trimester, and sequential Practical Nursing program courses, with a minimum grade of C.

NUR1410 is designed to provide students with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. Also serves as a comprehensive review of the first trimester Applied Pharmacology for beginning nurse generalists.

Discussion includes the various drug classifications, profiles of drugs within each classification, and the physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications. These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

NUR1420 (3-0) 3 cr. hrs.
Pediatric Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, NUR1350, and sequential Practical Nursing program courses, with a minimum grade of C.

NUR1420 is designed to prepare the student to carry the responsibility of providing safe, ethical, and legal care for children and adolescents in any health care setting. Children and their families are emphasized to provide the student with a better understanding of the child and family. The roles that emotions and stress play in the behavior of the client and client’s family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. Also serves as a comprehensive review of the first trimester Applied Pharmacology for beginning nurse generalists.

Discussion includes the various drug classifications, profiles of drugs within each classification, and the physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications. These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

OFFICE SYSTEMS TECHNOLOGY

OST1000 (3-0) 3 cr. hrs.
Keyboarding I

The development of sound techniques in touch keyboarding, with an introduction to formatting and keying a variety of business documents, with an emphasis on improvement of accuracy and speed as well as spelling, grammar, and punctuation.

OST1020 (3-0) 3 cr. hrs.
Keyboarding II

Prerequisite: OST1000 or equivalent with a minimum grade of C, or instructor consent.

Designed to improve speed, accuracy, and production of marketable copy. Advanced keyboarding applications are introduced, including various business documents, office forms, itineraries, and cover pages.

OST1080 (1-0) 1 cr. hrs.
10-Key Numeric Skill

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100 (2-2) 2 cr. hrs.
Filing Systems/Records Management

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.

OST1300 (3-0) 3 cr. hrs.
Office Procedures I

Prerequisite: OST1000, OST1020, or equivalent with a minimum grade of C.

Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, answering the telephone, and the administrative assistant as office hostess.
OST1150 ___________ (3-0) 3 cr. hrs.   Administrative Office Procedures
Designed to prepare students to be successful as an administrative professional and carry out the responsibilities of an administrative assistant in today’s electronic office. Covers topics in the areas of workplace technology and efficiencies, time management, human relations techniques, ethical behavior communications, travel and meeting arrangements, document formatting, records management, job application procedures, proofreading and English skills, and decision-making skills.

OST1400 ___________ (3-0) 3 cr. hrs.   Business Communication I
Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

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

OST2200 ___________ (3-0) 3 cr. hrs.   Introduction to Business
A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2400 ___________ (3-0) 3 cr. hrs.   Business Intern I (Secretarial)
Prerequisites: Sophomore standing and instructor consent.
Supervised occupational experience in local business establishments.

OST2420 ___________ (3-0) 3 cr. hrs.   Business Intern II (Secretarial)
Prerequisites: Sophomore standing and instructor consent.
A continuation of OST2200.

OST2610 ___________ (3-0) 3 cr. hrs.   Medical Transcription
Prerequisite: HLT2360 and OST1020 with a minimum grade of C. Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

OST2980 ___________ Arranged 1 cr. hrs.   Capstone-Office Systems Technology
Prerequisite: Consent of instructor. Must be taken in the last semester prior to graduation. Prepares students entering the Office Systems-Administrative Systems and Medical Coding career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

PAR1001 ___________ (0-5) 5 cr. hrs.   Paramedic Reinforcement
Prerequisite: Acceptance into the paramedic program.
This course provides instruction in the following: foundations of professional paramedic practice, roles/responsibilities of the paramedic, the EMS agenda, workforce safety/wellness, research methods, scientific principles and paramedic science, ethics/legal issues, public health, illness/injury prevention, principles of pathophysiology and disease process, review of anatomy and physiology, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, patients of diverse cultures, basic and advanced airway management, ventilatory management, resuscitation of the trauma patient, trauma care and trauma systems.

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

PAR2020 ___________ (3-0) 3 cr. hrs.   Principles Paramedic Technology I
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C. Corequisites: PAR2123 & PAR2223.
Continuation of the Principles of Paramedic Technology series. Integrates the theory behind the use of advanced diagnostic and treatment procedures into the management of cardiovascular emergencies including the following: cardiovascular pharmacology, applied cardiac anatomy and physiology, cardiac pathophysiology, principles of electrocardiography, ECG monitoring, systematic approach to ECG rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, automated external defibrillators (AED), diagnostic 12-lead ECG interpretation and application, 15-lead ECG interpretation and application, right sided ECG interpretation and application, posterior ECG interpretation and application, evaluating quality of CPR, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias and current American Heart Association (AHA) guidelines for Adult Advanced Cardiac Life Support and Emergency Cardiac Care (ECC).

PAR2023 ___________ (5-1) 6 cr. hrs.   Principles Paramedic Technology II
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C. Corequisites: PAR2123 & PAR2223.
Continuation of the Principles of Paramedic Technology series. Integrates the theory behind the use of advanced diagnostic and treatment procedures into the management of chronic & acute illness and injuries. Content includes: pulmonology, immunology, GI/GU and nephrology, endocrine, allergies and anaphylaxis, pediatrics, toxicology, abuse and neglect. PAL5 and NRP certification courses will be completed. This course consists of 2/3 lecture and 1/3 lab time.

PAR2042 ___________ (5-0) 5 cr. hrs.   Principles of Paramedic Tech III
Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.
Corequisites: PAR2020 and PAR2162.
A continuation of the Principles of Paramedic Technology series. Content includes: pulmonology, neurology, endocrinology, immunology, allergies/ anaphylaxis, hematology, environmental, pediatrics, neonatology, gastroenterology, toxicology, nephrology, urology, disease system pharmacology, applied A&P, pathophysiology, waves, Next Capnography, pediatric electrocardiography, pediatric ECG interpretation & monitoring, ECG devices and...
Course Descriptions

### PAR2043 5 cr. hrs. Principles Paramedic Technology III
- Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum ACCP Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223 with a minimum grade of C.
- Corequisites: PAR2263.
- Continuation of the Principles of Paramedic Technology series. Integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illnesses and injuries. Content includes: Neurology, behavioral emergencies, infection control, communicable diseases, geriatrics, trauma. This course consists of 2/3 lecture and 1/3 lab time.

### PAR2072 5 cr. hrs. Principles of Paramedic Tech IV
- Prerequisite: Admittance to Paramedic Technology program.
- A continuation of the Principles of Paramedic Technology series. Provides instruction of paramedic practice, integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of acute traumatic injuries and instruction in the following: trauma assessment and management in all age groups, shock, trauma clinical skills, resuscitation of the trauma patient, and the trauma patient in cardiac arrest.

### PAR2082 5 cr. hrs. Pharmacology for Paramedics
- Prerequisite: Acceptance into Paramedic program and instructor consent.
- Provides instruction and application of the following: historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, blood products and transfusions. Emphasis is placed on assimilation of knowledge regarding all drug classes, common prescribed medications, and common emergency and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

### PAR2083 6 cr. hrs. Paramedic Pharmacology
- Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.
- Corequisites: PAR2013 & PAR2223.
- Provides instruction and application of the following: Historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, medication routes, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, blood products and transfusions, emphasis is placed on assimilation of knowledge regarding all drug classes, common prescribed medications, and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

### PAR2092 4 cr. hrs. Principles of Paramedic Tech V
- Prerequisite: Admittance to Paramedic Technology program.
- A continuation of the Principles of Paramedic Technology series. Provides evaluation, remediation, and verification of paramedic science core content to meet the objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator’s (NAEMSE) Education Standards (2009), and the National Scope of Practice Model (2005).

### PAR2100 4 cr. hrs. Paramedic Anatomy & Physiology
- Prerequisites: Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.
- Designed specifically for the paramedic student to provide a basic understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized as a major objective of the program. Learning and evaluation of anatomy will be facilitated using anatomy models and diagrams. Learning of physiology and pathophysiology should be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

### PAR2123 6 cr. hrs. Paramedic Cardiology
- Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250.
- Corequisites: PAR2013 & PAR2223.
- Provides education in the following areas: cardiovascular pharmacology, applied cardiac anatomy and physiology, cardiac pathophysiology, electrocardiography, ECG monitoring, systematic approach to ECG rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, automated external defibrillators (AED), diagnostic 12-lead ECG interpretation and application, 15-lead ECG interpretation and application, right-sided ECG interpretation and application, posterior ECG interpretation and application, evaluating quality of CPR, managing of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion. ACLS certification is completed in this course. This course consists of 2/3 lecture and 1/3 lab time.

### PAR2152 6 cr. hrs. Paramedic Laboratory I
- Prerequisite: Acceptance into Paramedic program.
- This course provides practical application regarding assessment, diagnosis and management of introductory acute illness and trauma injuries, while synergistically developing critical-thinking/problem-solving skills and application of emergency care theory. A significant component of this course includes orientation, introduction and utilization of patient simulation. This course provides practical application and instruction to compliment theory and procedures discussed in the first semester of the paramedic program. Practical application includes but is not limited to the following: review of basic EMT psychomotor skills, assessment and management of the medical and trauma patient, the patient interview, communication and therapeutic communication, critical thinking and clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, airway management and ventilatory management, cardiopulmonary resuscitation, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT required psychomotor skills.
- Students are required to demonstrate 100% competency regarding the mandatory procedure list and required NREMT psychomotor skills.

### PAR2172 5 cr. hrs. Paramedic Laboratory II
- Prerequisite: Admittance to Paramedic Technology Program.
- Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical-thinking/problem-solving skills and application of emergency care theory.

### PAR2200 1 cr. hrs. Paramedic Clinical I
- Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 and CIS1750 is recommended.
- Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.
Course Descriptions

PAR2213 ______ Arranged 3 cr. hrs.  
Paramedic Clinical I  
Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.  
Corequisites: PAR2013 & PAR2083.  
Provides practical application regarding assessment, diagnosis and management of introductory acute illness and trauma injuries, while synergistically developing critical thinking capabilities and technical skills and application of emergency care theory. A significant component of this course will include orientation, introduction, and utilization of patient simulation. Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Assignments must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with emergency department and hospital-based patients. Clinical objectives meet or exceed current National Association of EMS Educators (NAEMSE), EMS Education Standards and NREMT requirements.

PAR2220 ______ Arranged 2 cr. hrs.  
Paramedic Clinical II  
Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.  
Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, blood-borne pathogen training, physical hygiene training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2223 ______ Arranged 4 cr. hrs.  
Paramedic Clinical III  
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2083, and PAR2213 with a minimum grade of C.  
Corequisites: PAR2023 & PAR2123.  
Facilitates application of advanced care in the hospital and field clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT course requirements. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, catheter related infections training, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2260 ______ Arranged 2 cr. hrs.  
Paramedic Clinical IV  
Prerequisites: Acceptance into Paramedic Technology program.  
Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Students are responsible for seeking out opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting.

PAR2263 ______ Arranged 3 cr. hrs.  
Paramedic Clinical V  
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223.  
Corequisites: PAR2043.  
Facilitates application of advanced care in the hospital and field clinical setting under the supervision of licensed preceptors. This is the final clinical course prior to the field internship phase. The student should be working on transition to the team leader role. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, catheter related infections training, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2350 ______(0-3) cr. hrs.  
Paramedic Laboratory III  
Prerequisite: Admission to Paramedic Technology program.  
Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical-thinking/problem-solving skills and application of emergency care theory.

PAR2353 ______(1-0) 1 cr. hrs.  
Paramedic Internship Seminar  
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2043, and PAR2263 with a minimum grade of C.  
Corequisites: PAR2373.  
Classroom aspect of the field internship capstone for paramedic students. Requires each student check in and verify appropriateness of clinical progress in the field internship capstone. After completion of the field internship capstone, this course will transition to preparing the student for the NREMT-P examination process (practical and written).

PAR2372 ______ Arranged 5 cr. hrs.  
Paramedic Field Internship Capstone  
Prerequisite: Admission to Paramedic Technology program.  
Facilitates application and evaluation of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Represents the final summative evaluation of student clinical (pre-hospital) performance as team leader. Students are responsible for seeking opportunities to act as team leader and assume responsibilities while applying clinical decision-making based on their experience with patients in the pre-hospital setting. Field internship capstone objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with patients in the pre-hospital setting. Field internship capstone objectives meet or exceed current National Association of EMS Educators (NAEMSE), EMS Education Standards, and NREMT requirements.

PAR2373 ______ Arranged 4 cr. hrs.  
Paramedic Field Internship Capstone  
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2043, and PAR2263 with a minimum grade of C.  
Corequisites: PAR2383.  
Facilitates application and evaluation of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Represents the final summative evaluation of student clinical (pre-hospital) performance as team leader. It is the responsibility of the student to seek opportunities to act as team leader and assume responsibilities while applying clinical decision-making based on their experience with patients in the pre-hospital setting. Field internship capstone objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements.

PAR2400 ______ Arranged 1 cr. hrs.  
Paramedic Field Experience I  
Prerequisite: Acceptance into Paramedic program.  
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with the emergency department and hospitalized patients. Field

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Course Descriptions

PAR2420 _____________ (1-0) 1 cr. hrs. Paramedic Field Experience I
Prerequisite: Admittance to Paramedic Technology program.
A continuation of PAR2420. Facilitates application of advanced care in the prehospital setting under the supervision of licensed paramedic preceptors. Students are responsible for seeking out opportunities to apply assessment, physical exam, procedures, and treatments learned and verified in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with emergency department and hospitalized patients. Field experience objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements.

PAR2500 _____________ (6-0) 6 cr. hrs. Paramedic Science Update
Prerequisites: Instructor consent and must have declared a major in Paramedic Technology. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. A hybrid course consisting of online didactic work with arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows licensed paramedics that graduated from other institutions to complete the contact hour and curriculum transfer requirements for the AAS in Paramedic Technology. Updates include: research methods; health care issues; current clinical science; waveform Capnography; prehospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

PAR2600 _____________ (4-2) 6 cr. hrs. Community Paramedic
Prerequisites: Missouri Paramedic License and Health Sciences Division approval, and minimum Accuplacer Next Gen writing score of 250, and minimum Accuplacer Next Gen reading score of one of the following: (1) a minimum Accuplacer Next-Gen Quantitative Reasoning, Algebra & Statistics score of 250, or (2) Accuplacer Next-Gen Advanced Algebra & Function score of 260.
Discusses the Community Paramedic’s (CP) specific roles and responsibilities as a part of the healthcare team. Interdisciplinary work will be explored and defined as it relates to patient focused care and the CP. Explores social, cultural, ecological, political and economic factors as they impact patients and communities. Students will research the latest standards and guidelines in the care and management of the patient with chronic diseases. Provides practical application regarding the comprehensive patient history and physical exam, diagnostic testing and imaging, diagnosis and management of patients with chronic diseases. Students will demonstrate competency in the practice of community paramedicine under the direct supervision of clinical preceptors. This course meets regulations set by the MO-DHSS Bureau of EMS and CoKEMSP accreditation standards.

PAW1050 _____________ (2-0) 2 cr. hrs. Officiating of Sport Activities (Fall, Spring)
Physical education lecture. Does not satisfy the physical education activity requirement. A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, and volleyball.

PAW1060 _____________ (2-0) 2 cr. hrs. Stress Management
A study of the causes, danger signals and effects of stress. Students will be able to identify positive and negative areas of stress in their life and then use specific techniques of stress management to reinforce, control and cope with stress.

PED1070 _____________ (2-0) 2 cr. hrs. Fundamentals of Basketball (Spring)
Physical education lecture. Does not satisfy the physical education activity requirement. History of basic fundamentals, rules, and methods of developing material for this sport. Designed for students majoring or minoring in physical education.

PED1110 _____________ (3-0) 3 cr. hrs. Intro to Sports Management
Introduction to the Sport Management profession and it’s large array of career opportunities, organizational structures, current issues/trends, and interactions with other industries. The sports industry represents the 11th largest industry in the US and is growing every year.

PED1210 _____________ (3-0) 3 cr. hrs. Care/Prevention Athletic Injuries
Physical education lecture. Does not satisfy the physical education activity requirement. Introduces students to the basic medical concepts and related scientific information to provide groundwork in the prevention, recognition, assessment, management, and rehabilitation of sports-related injuries and illness.
Course Descriptions

**PED1380** ______________ (1-1) 1 cr. hrs. Beginning Archery

Students will learn the fundamentals of archery including technique, form, accuracy, and safety.

**PED2000** ______________ (1-1) 1 cr. hrs. Basic Physical Fitness

Designed to meet the needs of the student for recreational activity and body conditioning.

**PED2310** ______________ (0-2) 1 cr. hrs. Esports II

Prerequisite: PED1310 with a minimum grade of C and instructor consent. Physical Education course where student-athletes participate in esports practices and games. They will complete against other schools.

**PED2350** ____________ Arranged 1 cr. hrs. Varsity Sports-Women’s Softball

Prerequisite: Instructor consent. Participate in the woman’s varsity softball program.

**PED2520** ______________ (0-2) 1 cr. hrs. Varsity Cheerleading I

Prerequisite: Instructor consent. Restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year. Cheerleaders are required to attend daily practices and perform at most men’s home basketball games. The cheerleading squad will also perform at several men’s and women’s basketball games on the road. One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

**PED2530** ______________ (0-2) 1 cr. hrs. Varsity Cheerleading II

Prerequisite: PED2520 with a minimum grade of C. One unit of physical education credit is granted if the student completes a second full year (two semesters) on the cheerleading squad.

**PED2540** ____________ Arranged 1 cr. hrs. Varsity Sports-Men’s Golf

Prerequisite: Instructor consent. Participation in the men’s varsity golf program.

**PED2550** ______________ (1-1) 1 cr. hrs. Varsity Sports-Men’s Basketball

Prerequisite: Instructor consent. Participation in the men’s varsity basketball program.

**PED2560** ____________ Arranged 1 cr. hrs. Varsity Sports-Women’s Basketball

Prerequisite: Instructor consent. Participation in the women’s varsity basketball program.

**PED2570** ____________ Arranged 1 cr. hrs. Varsity Sports-Women’s Volleyball

Prerequisite: Instructor consent. Participation in the women’s varsity volleyball program.

**PED2580** ____________ Arranged 1 cr. hrs. Varsity Sports-Men’s Baseball

Prerequisite: Instructor consent. Participation in the men’s varsity baseball program.

**PED2581** ____________ Arranged 1 cr. hrs. Varsity Sports-Men’s Cross Country

Prerequisite: Instructor consent.

**PED2582** ____________ Arranged 1 cr. hrs. Varsity Sports-Women’s Cross Country

Prerequisite: Instructor consent. Participation in the women’s cross country program.

**PED2583** ____________ Arranged 1 cr. hrs. Var Sport-Men Outdoor Track & Field

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2584** ____________ Arranged 1 cr. hrs. Var Spt-Women Outdoor Track & Field

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2585** ____________ Arranged 1 cr. hrs. Var Sports-Men’s Indoor Track/Field

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2586** ____________ Arranged 1 cr. hrs. Var Sports-Women’s Indoor Track/Field

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2587** ____________ Arranged 1 cr. hrs. Varsity Sports - Men’s Soccer

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in soccer practices and games. They will compete against other schools.

**PED2588** ____________ Arranged 1 cr. hrs. Varsity Sports - Women’s Soccer

Prerequisite: Instructor consent. A 1-hour Physical Education credit where student-athletes participate in soccer practices and games. They will compete against other schools.

**PED2591** ____________ (0-0) 1 cr. hrs. Women’s Half Marathon

Prerequisite: Instructor consent. Students will participate in Half Marathon’s (13.1 miles and 21.1 kilometers) during the fall semester.

**PED2592** ____________ (0-0) 1 cr. hrs. Men’s Half Marathon

Prerequisite: Instructor consent. Students will participate in Half Marathon’s (13.1 miles and 21.1 kilometers) during the fall semester.

**PED2700** ____________ Arranged 1 cr. hrs. Wellness Center I

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. An introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance.

**PED2710** ____________ Arranged 1 cr. hrs. Wellness Center II

Prerequisite: PED2700 with a minimum grade of C. Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

**PED2720** ____________ Arranged 1 cr. hrs. Total Fitness

Prerequisites: PED2700 and PED2710 with a minimum grade of C. Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

**PED2730** ____________ Arranged 1 cr. hrs. Cycling for Fitness

Prerequisites: PED2700, PED2710, and PED2720 with a minimum grade of C. Must meet with instructor during the first week of classes. The development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods.

**PED2780** ____________ Arranged 2 cr. hrs. Fit for Life

An online class where students can earn activity credit by recording workouts through a program called 'mapmyrun.' Students will participate in a cardiovascular exercise for 30 minutes or more that will be logged, recorded and sent to instructor's email for credit. Mapmyrun has the capability to determine distance, time and location. In order to meet class requirements, students will be required to show improvement in their cardiovascular endurance over the course of the 16 weeks. Class includes weekly discussion board posts, journal articles, essays, and a comprehensive final.

**PED2790** ____________ Arranged 2 cr. hrs. Wellness

Wellness introduces the student to the relationship between physical fitness and a healthy lifestyle. Different aspects of fitness, principles of personal training, individual pre/post assessments and prescription exercise programs are examined. Circuit training, Cardio only, Body Weight, H.I.I.T. and other workout styles are examined and experienced to not only expose the student to these options but help find out what works best for the individual. Group fitness classes will be scheduled in the Wellness Center.

**PED2820** ____________ (3-0) 3 cr. hrs. Sport and Society

Physical education lecture. Does not satisfy the physical education activity requirement.

(Continued on next page)
The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.

PED2840 (3-0) 3 cr. hrs. Psych of Coaching/Human Performance
Physical education lecture. Does not satisfy the physical education activity requirement.
Development of a coaching philosophy, instructional techniques, and strategies for dealing with teaching, practice, and game situations.

Generations reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RGD0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RGD 0900, or (5) have earned 24 college-level semester credit hours.
Explore the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam.

PHI1420 (3-0) 3 cr. hrs.
Introduction to Ethics
Preerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RGD0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RGD 0900, or (5) have earned 24 college-level semester credit hours.
Gain an understanding of the ethical theory with emphasis on comparison of contemporary American settings with classical and modern moral principles.

PHI1420

MOTR PHIL102

PHR1100 (3-2) 5 cr. hrs.
Introduction to Pharmacy
Prerequisites: GED or high school diploma and one of the following: (1) minimum score of 18 on the ACT reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RGD0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RGD 0900, or (5) have earned 24 college-level semester credit hours.
Gain an understanding of the ethical theory with emphasis on comparison of contemporary American settings with classical and modern moral principles.
PHYSICALLY & HEALTH

PHY1120 (2-0) 2 cr. hrs.  School Health
Deals with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. Designed to give students a practical knowledge of personal health care. Will benefit students pursuing child-centered careers as children’s and adults’ health will be a primary focus of the course.

POLITICAL SCIENCE

POIS1180 (3-0) 3 cr. hrs.  American Political Systems
MOTR POSC101
Preerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900 or (5) have earned 24 college-level semester credit hours.

Study local, state, and national government systems. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

PSY1040 (1-0) 1 cr. hrs.  Mental Health First Aid
Learn how to administer “first aid” to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1060 (1-0) 1 cr. hrs.  Success Over Stress
Gain an understanding of stress in its many forms and develop ways to help themselves and others deal with stress, both proactively and retroactively.

PSYCHOLOGY

PSY1130 (3-0) 3 cr. hrs.  General Psychology I
MOTR PSYC100
Prequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900 or (5) have earned 24 college-level semester credit hours.

Gain a broad overview of the general field of psychology and fundamental principles of human behavior. Includes the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140 (3-0) 3 cr. hrs.  General Psychology II
Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading

"Course Descriptions"
Course Descriptions

score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Experience a more intensive examination of the principles and theories of human behavior studied in General Psychology I. Covers a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160 (3-0) 3 cr. hrs. Applied Psychology
Prerequisite: PSY1130 with a minimum grade of C.
Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 (3-0) 3 cr. hrs. Human Growth & Development
MO TR PSYC 200
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Provides a lifespan approach to development. Examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY2000 (3-0) 3 cr. hrs. Abnormal Psychology
Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Survey various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

PHYSICAL THERAPY ASSISTANT
PTA1000 (5-0) 5 cr. hrs. Anatomy & Physiology for PTA
Prerequisite: Acceptance into PTA program. Examine the structural, histological and chemical composition of the systems of the human body, with particular emphasis on systems as they are encountered by a physical therapy assistant.

PTA1002 (2-2) 2 cr. hrs. Intro to Physical Therapy Assisting
Prerequisite: Acceptance into PTA program.
Introduces the student to the roles of the PTA, PT, and other health care professionals. Focuses on the study of professional behaviors supported by documents from the APTA, upholding ethical practices, abiding by applicable laws, and maintaining patient confidentiality. Other topics include communication strategies, patient diversity, and issue related to disability services. Students are introduced to SOAP note documentation.

PTA1040 (3-0) 3 cr. hrs. Human Development
Prerequisite: Acceptance into PTA program.
Explore the cognitive, emotional, physical, and social factors that affect human growth and development across the lifespan. Emphasis is on theories, current research and practical applications. Lecture, reflective writing, and observations are utilized to enhance learning.

PTA1062 (3-0) 3 cr. hrs. Basic Patient Care w/Lab
Prerequisite: Acceptance into PTA program.
Learn fundamental skills such as body mechanics, infection control, vital signs, transfers, assistive devices and application of bandages. Students apply wheelchair knowledge to real-life situations and simulated patient scenarios. Students also become certified in CPR.

PTA1080 (3-0) 3 cr. hrs. Physical Agents & Modalities w/Lab
Prerequisite: Acceptance into the PTA program.
Prerequisite: Acceptance into the PTA program.
Provides the theory and practical application of modalities commonly used in physical therapy practice. Basic scientific and physiologic principles, indications, contraindications, and how each modality works are explored.

PTA1100 (1-1) 1 cr. hrs. Clinical Practice I
Prerequisite: Acceptance into the PTA program.
First in a series of four focused clinical experiences in an approved clinical site. This part-time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA210 (3-0) 3 cr. hrs. Health and Disease
Prerequisite: Acceptance into the PTA program.
Explore various disease pathologies and their implications for physical therapy. Learn about diseases of the musculoskeletal and nervous system as well as the effects of immobility. Chronic diseases, infectious processes, genetic conditions, immune responses and oncology will also be discussed with an emphasis on respiratory and cardiovascular conditions.

PTA220 (4-2) 4 cr. hrs. Funct Anatomy & Kinesiology w/Lab
Prerequisite: Acceptance into the PTA program.
An in-depth study of the science behind movement of the human body joint by joint. Arthrokinematics, osteokinematics, muscle interactions and joint mobilizations are included in this lab course.

PTA2224 (2-2) 2 cr. hrs. Tests and Measures
Prerequisite: Acceptance into the PTA program.
Focus on application techniques of tests and measures commonly utilized in physical therapy practice. Techniques include palpation of bony landmarks and soft tissue structures, special tests for common musculoskeletal conditions, and goniometry measurement techniques for the head, neck, trunk, and extremities. Manual muscle testing procedures for major muscle groups are also a major component of this course.

PTA224 (4-2) 5 cr. hrs. Therapeutic Exercise I w/Lab
Prerequisite: Acceptance into PTA program.
Study various common orthopedic and neurological diagnoses encountered along with various interventions. Principles of stretching, strengthening and endurance are examined. Interventions include peripheral joint mobilization, therapeutic exercise, interventions and progression within the plan of care along with documentation.

PTA2260 (2-2) 2 cr. hrs. Trends & Issues in Physical Therapy
Prerequisites: Acceptance into PTA program. Explore current topics in the field of physical therapy. Evidence-based practice, disability models, the core values of the APTA, effective patient education, effective oral and written communication with other health care professionals, as well as working as part of a multidisciplinary team are discussed. Guest speakers, reflective writing, and community outreach facilitate learning.

PTA2282 _________________ Arranged 3 cr. hrs. Clinical Practice II
Prerequisites: Acceptance into PTA program and PTA1100 with a minimum grade of C.
Second in a series of four focused clinical experiences in an approved clinical site, this full-time (160 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2302 (4-2) 4 cr. hrs. Therapeutic Exercise II
Prerequisite: Acceptance into the PTA program and PTA 2242 with a minimum grade of C.
Explore some specialized areas of physical therapy including cardiac rehab, chest PT, pediatrics, aquatic therapy, women’s health, lymphedema therapy, and the essentials of prosthhetics and orthotics. Learning is enhanced by field trips, observation, case studies, and guest speakers.

PTA234 (2-2) 2 cr. hrs. Special Problems in PTA
Prerequisite: Acceptance into PTA program.
Examines the critical decision-making process including scope of practice, adverse reactions, complications and progression within the plan of care. Work through case
scenarios from pediatrics to geriatrics with various orthopedic and neurological disorders.

PTA2362 ____________ Arranged 4 cr. hrs.
Clinical Practice III
Prerequisite: Acceptance into PTA Program and PTA2282 with a minimum grade of C.
Third in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with one of two culminating opportunities to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2400 ____________ Arranged 4 cr. hrs.
Clinical Practice IV
Prerequisite: Acceptance into PTA program and PTA2362 with a minimum grade of C.
Final in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with a practicing opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

READING

RDG0750 ____________ (3-0) 3 cr. hrs.
Introduction to College Reading
Prerequisite: ACT score of 0-11 or Accuplacer Next Generation reading score of 200-222.
The focus of this course is to develop vocabulary and improve comprehension. Additional areas of emphasis include developing personal fluency and reading independence.

RDG0900 ____________ (3-0) 3 cr. hrs.
College Reading & Study Skills
Prerequisite: One of the following: (1) an ACT reading score 12-17, or 223-249 on the Accuplacer Next Generation reading, or (2) a minimum high school grade point average of 2.6 AND a minimum ACT reading score of 10, or a minimum Accuplacer Next Generation reading score of 217, or (3) RDG0750 with a minimum grade of C.
Designed to help students develop higher-level reading and thinking skills applicable in a variety of settings. Coursework focuses on increasing reading efficiency through the improvement of vocabulary and comprehension. Additionally, emphasis is placed on building study skills germane to college-level coursework.

MEDICAL TECHNOLOGY - RADIOLOGY

RDL1022 ____________ (3-0) 3 cr. hrs.
Radiation Protection & Biology
Prerequisite: Acceptance into Radiology program.
Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated and to also provide an overview of the principles of the interaction of radiation with living systems.

RDL1040 ____________ (3-0) 3 cr. hrs.
Radiographic Anatomy I
Prerequisite: Acceptance into Radiology program.
Designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

RDL1060 ____________ (3-0) 3 cr. hrs.
Radiographic Procedures I
Prerequisite: Acceptance into Radiology program.
Provides the knowledge base necessary to perform standard basic radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1082 ____________ (3-0) 3 cr. hrs.
Intro to Radiology & Patient Care
Prerequisite: Acceptance into Radiology program.
Basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. To provide an overview of the foundations in radiology and the practitioner’s role in the health care delivery system and the fundamental background in ethics. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RDL1102 ____________ Arranged 6 cr. hrs.
Clinical I
Prerequisite: Acceptance into Radiology program.
Through structured competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection, and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

RDL1220 ____________ (3-0) 3 cr. hrs.
Radiographic Exposure I
Prerequisite: Acceptance into Radiology program.
Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

RDL1240 ____________ (3-0) 3 cr. hrs.
Radiographic Procedures II
Prerequisite: RDL1060 with a minimum grade of C.
Provides the knowledge base necessary to perform more complex radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1260 ____________ (3-0) 3 cr. hrs.
Radiographic Physics I
Prerequisite: Acceptance into Radiology program.
Designed to establish a basic knowledge of atomic structure and terminology. Understand the mechanics of the x-ray tube and how radiation is produced.

RDL1270 ____________ (3-0) 3 cr. hrs.
Imaging Acquisition
Prerequisite: Acceptance into Radiology program.
An understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact acquisition, display, archiving and retrieval are discussed.

RDL1300 ____________ Arranged 6 cr. hrs.
Clinical II
Prerequisite: RDL1102 with a minimum grade of C.
Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

RDL1400 ____________ Arranged 5 cr. hrs.
Clinical III
Prerequisite: RDL1300 with a minimum grade of C.
Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the Computed Tomography department will occur.

RDL2022 ____________ (3-0) 3 cr. hrs.
Radiographic Equipment
Prerequisite: RDL 1260 with a minimum grade of C.
Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

RDL2040 ____________ (3-0) 3 cr. hrs.
Radiographic Procedures III
Prerequisite: RDL1240 with a minimum grade of C.
Provides the knowledge base necessary to perform advanced radiographic procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images.

RDL2080 ____________ (3-0) 3 cr. hrs.
Radiographic Exposure II
Prerequisite: RDL 1220 with a minimum grade of C.
Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100 ____________ Arranged 6 cr. hrs.
Clinical IV
Prerequisite: RDL1400 with a minimum grade of C.
Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

RDL2240 ____________ (3-0) 3 cr. hrs.
Cross Sectional Anatomy
Prerequisite: Acceptance into Radiology program.
(Continued on next page)
MED TECH/RESPIRATORY THERAPY

RST1000 _________________ (3-0) 3 cr. hrs. Introduction to Respiratory Care
Prerequisite: Acceptance into the Respiratory Therapy Program.
Introduces the student to the history of the respiratory therapy profession, as well as, the modern set-up of today's healthcare institutions. Students will be introduced to the tripartite leadership of the RT profession and will learn what their role is in their professional organization. Students will discuss moral, ethical and legal aspects of the profession. Medical terminology and basic review of math skills required for a respiratory therapist will be reviewed.

RST1020 _________________ (5-0) 5 cr. hrs. Respiratory Care Pharmacology
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the Respiratory Care student useful knowledge regarding medications used in treating patients with cardiopulmonary disorders and other medicine used in emergency situations and treating the critically ill. This will include various drugs, their indication, contraindications, dosage, method of delivery and mode of action. Many of the drugs studied are not prepared or administered by Respiratory Therapists but their actions do affect the patients cardiopulmonary status. Because of this, it is essential for the Respiratory Care student to have an understanding of these drugs.

RST1040 _________________ (3-2) 5 cr. hrs. Respiratory Care Basic Science
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the Respiratory Care student useful knowledge regarding principles of chemistry including atomic theory and molecular structure, ions & solutions, temperature scales, and acid-base theory. Principles of gas physics including units of force and mass, states of matter, kinetic theory, gas pressures and the ideal gas law are covered. Fluid dynamics and humidity calculations are included. Relevant math concepts including metric units are used. The final units of the class will consist of application of chemistry and physics concepts to analyze and interpret arterial blood gases.

RST1060 _________________ (3-2) 5 cr. hrs. Anat & Physio for Resp Therapy
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the student an in-depth understanding of the cardio-pulmonary system, its abnormalities and corrective techniques. Proper function of the cardio-pulmonary system is critical to maintenance of normal gas exchange and, therefore, to life. Since the structure of this system is intimately related to its function, structural abnormalities are quickly expressed in functional terms. The structures that will be covered include the nose, mouth, pharynx, larynx, trachea, lungs, heart, circulatory vessels, surrounding chest walls, diaphragm, muscles of ventilation and the mechanisms which control pulse and respiration. The interactions of these systems will then be discussed and the methods of monitoring function and evaluation of disease states will also be covered.

RST1100 __________________ (3-2) 4 cr. hrs. Fund of Respiratory Therapy I
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to re-emphasize the competencies learned during the 1st quarter of Lab I and basics of respiratory care that the students will need to fully comprehend for the remainder of their respiratory care career. It will enable the students to put together the concepts learned and the physiology of these practices. It will give a more in depth look at the indications, contraindications, hazards, and complications of the therapies used in respiratory care.

RST1120 __________________ (2-2) 2 cr. hrs. Respiratory Care Laboratory I
Prerequisite: Acceptance into the Respiratory Therapy Program.
Gives students an opportunity to practice the competencies that will be expected of a 1st year respiratory therapy student concerning safe patient care. Basic respiratory care procedures will be demonstrated and practiced under direct supervision of the Director of Clinical Education for the RT program or another member of the RT faculty.

RST1140 _________________ (1-1) 1 cr. hrs. Clinical Observation
Prerequisite: Acceptance into the Respiratory Therapy Program.
Course that is strictly clinical observation to the various departments within the hospital that Respiratory Therapists may come into contact with during their professional career. Each student will observe; two Respiratory Therapy Departments, Radiology Department, Cath Lab Department, PFT Lab, Hyper Baric Department, Adult ICU, and Surgery. This course is designed to help further students classroom base and bridge the clinical setting with the classroom. By bridging the two together, it is my goal to help demonstrate basic therapies and modalities that are used daily in the Respiratory Therapy profession.

RST2000 __________________ (2-2) 2 cr. hrs. Adult Respiratory Disease I
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2020 __________________ (2-2) 2 cr. hrs. Adult Respiratory Disease II
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2040 __________________ (1-1) 1 cr. hrs. Microbiology for Resp Therapy
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the student an introduction of microorganisms, and focuses on terminology, classification, pathogenic organisms causing disease of the respiratory system, and disease transmission throughout the hospital. Disinfection, sterilization, isolation techniques, and infection control procedures will also be covered.

RST2060 __________________ (2-2) 2 cr. hrs. Pediatric Respiratory Disease
Prerequisite: Acceptance into the Respiratory Therapy Program.
Designed to give the student an understanding of various respiratory disease entities which affect newborn, infant, and pediatric patients. Included in this course will be the various stages and development of the respiratory system, differences between adult and pediatric patients and methods for diagnosing, evaluating and treating pediatric patients.

RST2080 __________________ (3-0) 3 cr. hrs. Fund of Respiratory Therapy II
Prerequisite: Acceptance into the Respiratory Therapy Program.
Follows Fundamentals of RT I and continues to prepare the student for basic competencies, troubleshooting and critical thinking needed in the clinical setting. The students are expected to be gaining basic therapeutic experience from their clinical experiences and combine them with classroom education to develop further understanding of the material and concepts. A more in-depth approach is covered in a four unit schedule covering: bronchial hygiene, bronchodilator therapy, airway management and patient monitoring. This course will start to teach the concept of non-invasive positive pressure ventilation.
Course Descriptions

RST2100 __________ (1-1) 1 cr. hrs.  
Respiratory Care Laboratory II  
Prerequisite: Acceptance into the Respiratory Therapy Program.  
Laboratory II gives the student the time to practice some of the more advanced level respiratory care modalities concentrating primarily on both noninvasive and invasive mechanical ventilation. Special ventilatory techniques, monitoring of those techniques and critical thinking with troubleshooting will be practiced as well.

RST2120 __________ Arranged 9 cr. hrs.  
Clinical Practice I  
Prerequisite: Acceptance into the Respiratory Therapy Program.  
Consists of the first, real and hands on clinical rotations that challenges the student with basic respiratory therapy modality. This course consists of the student performing clinicals on hospital inpatient floor setting, with the student being assigned to 24 clinical hours each week (unless otherwise noted) at a hospital respiratory therapy department. During this rotation, the student will achieve proficiency in seventeen clinical competencies which were practiced in Lab 1.

RST2140 __________ (3-0) 3 cr. hrs.  
Fund of Respiratory Therapy III  
Prerequisite: Acceptance into the Respiratory Therapy Program.  
Follows Fundamentals of RT I & II.  
Continues to prepare the student as a competent Respiratory Therapist at the advanced level.  
This course deals first with indications and need for mechanical ventilation, physiological aspects of ventilator support, in-depth discussion of how ventilators work, output waveforms, displays, and types of ventilators; initiation and adjusting of mechanical ventilation (invasive vs. non-invasive) to fit individual patients; and finally weaning the patient off ventilator support as well as the ever so hard decision of when discontinuing of ventilator support is necessary.  
If time allows, the course will start to discuss graft monitoring in the critical care setting.

RST2160 __________ (1-1) 1 cr. hrs.  
Respiratory Care Laboratory III  
Prerequisite: Acceptance into the Respiratory Therapy Program.  
Follows Lab I and Lab II.  
Continues to prepare the student for work as an advanced level respiratory therapist.  
Lab III will deal with Pulmonary Function Testing, equipment, and interpretation.  
The course is divided into 3 units of instruction consisting of indications of spirometry, lung volumes and testing, and basic equipment & interpretation.  
The main objective of this course is to prepare the student for basic administration and interpretation of both bedside spirometry and pulmonary function testing.

RST2180 __________ Arranged 7 cr. hrs.  
Clinical Practice II  
Prerequisite: Acceptance into the Respiratory Therapy Program.  
Mandates the student develop a higher, more critical thinking ability, for this adult intensive care clinical care rotation.  
This course consists of the student performing clinicals in various hospital inpatient adult intensive care unit settings, as well as with a long term acute care hospital.  
The student will be assigned to 24 clinical hours each week (unless otherwise noted) at a hospitals respiratory therapy department or adult intensive care unit.  
The student will continue to have a respiratory therapy preceptor the entire time during this clinical rotation.  
During this rotation, the student will achieve proficiency in ten clinical competencies, which were practiced in Lab I and II.

SOCIOLOGY

SOC1060 __________ (1-0) 3 cr. hrs.  
Alcohol and College Life  
Examines issues related to alcohol and drug use in college and how they can affect students physically, psychologically, and socially.

SOC1130 __________ (3-0) 3 cr. hrs.  
General Sociology  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
Systematically examines behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiated by race, ethnicity, gender, class, region, and sociocultural change upon people’s attitudes and behaviors.

SOC1200 __________ (3-0) 3 cr. hrs.  
Social Problems (Spring)  
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
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.

SOC1240 __________ (3-0) 3 cr. hrs.  
Substance Abuse/Moderation Society  
Prerequisite: PSY1130 or SOC1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
An overview of the drug problems in America and its institutions.  
Included is an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

SOC1540 __________ (3-0) 3 cr. hrs.  
Intro to Cultural Anthropology  
Prerequisite: PSY1130 and SOC1130 with a minimum grade of C.  
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.

SOC1600 __________ (3-0) 3 cr. hrs.  
Ethnicity/Cultural Diff in America  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences.  
Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life.  
Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South.

SOC1620 __________ (3-0) 3 cr. hrs.  
Human Diversity  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
A survey course designed to introduce the student to the field of social work.  
Offers an overview of the settings in which social workers practice, the populations they serve, and the various problems they address.  
Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

SOCIAL WORK

SWK1000 __________ (3-0) 3 cr. hrs.  
Introduction to Social Work  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
A survey course designed to introduce the student to the field of social work.  
Offers an overview of the settings in which social workers practice, the populations they serve, and the various problems they address.  
Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

SWK2000 __________ (3-0) 3 cr. hrs.  
Theories & Skills in Helping  
Prerequisites: PSY1130 and SOC1130 with a minimum grade of C.  
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.
TECHNOLOGY

TEC1000 __________ Arranged 6 cr. hrs.
Machine Shop I
Introduction to basic machine tool technology, includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

TEC1040 __________ Arranged 3 cr. hrs.
Technical Writing
Prerequisite: One of the following: (1) ENG920 or ENG1330 with a minimum grade of C, or (2) instructor consent.
A modular approach to technical writing. Students will gain skills and confidence researching, reading and writing technical documents using an ethical approach to technical communication.

TEC1070 __________ Arranged 4 cr. hrs.
Unified Technical Concepts I
Prerequisite: One of the following: (1) MAT1240, MAT1260 or TEC1900 with a minimum grade of C, or (2) instructor consent.
An introductory course using a flexible, modular, integrated approach to Applied or Technical Physics. A central core of Concept Modules emphasizes the analogies between basic physical principles and the applications of these principles in today's technology. In addition, lab time is scheduled weekly to provide hands-on application of the concepts, along with the development of mathematical and communication skills. Will work in small groups to foster team problem-solving.

TEC1100 __________ Arranged 3 cr. hrs.
Technical Internship I
Prerequisite: Instructor consent. Supervised 90-hour occupational experience in local business, municipal or governmental agencies.

TEC1160 __________ Arranged 6 cr. hrs.
Machine Shop II
Prerequisite: TEC1000 with a minimum grade of C.
A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

TEC1200 __________ (3-0) 3 cr. hrs.
Architectural Design and Drafting
Prerequisite: TEC1300 or instructor consent.
The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

TEC1300 __________ (3-0) 3 cr. hrs.
Computer Aided Design/Drafting
Devoted to learning basic operation of a microcomputer-based CAD/D system.

TEC1320 __________ (3-0) 3 cr. hrs.
Advanced Comp Aided Design/Drafting
Prerequisite: TEC1300 with a minimum grade of C or instructor consent.
A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

TEC1340 __________ (3-0) 3 cr. hrs.
CAD/D Special Application Programs
Prerequisite: TEC1300 with a minimum grade of C.
This course will enhance the student's ability to utilize all CAD systems. Systems will include: SolidWorks, AutoCAD, and/or Inventor.

TEC1350 __________ Arranged 3 cr. hrs.
Introduction to Robotics
Provides the use and development of robotics within the context of productivity, safety and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

TEC1415 __________ (0-0) 3 cr. hrs.
Industrial Maintenance Technology
Focuses on developing entry level knowledge of maintenance, troubleshooting, and repair abilities of multi skilled maintenance personnel. Student learning experiences will include lecture, group discussion, eLearning, and workbook activities. This course will prepare students for more advanced, hands on learning courses in subjects such as fluid power, electrical, and mechanical work.

TEC1425 __________ (0-0) 3 cr. hrs.
Elements of Automation
Looks at how modern manufacturing is affected by the use of robotics and industrial control systems. Students will not only become familiar with common robot types and their application in the manufacturing industry, but will also create a program control for a Flexible Manufacturing System as-well-as explore the use of Automated Guided Vehicles within a modern manufacturing facility.

TEC1430 __________ Arranged 6 cr. hrs.
Machine Shop IV
Prerequisites: TEC1000, TEC1160, and TEC1300 with a minimum grade of C.
An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. Offered by Mineral Area College at the UniTec Career Center.

TEC1460 __________ (1-0) 1 cr. hrs.
Survey Writing Skills/Legal Problem
Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession.

TEC1530 __________ (3-0) 3 cr. hrs.
Three-Dimensional Modeling CAD/D
Prerequisite: TEC1300 with a minimum grade of C.
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.

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

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

TEC1560 __________ Arranged 3 cr. hrs.
Manufacturing Process/Estimating
Emphasizes the manufacturing processes and their efficient utilization in the design and application to engineering products. Topics include: Production Basics, Production Materials, Production Processes, Tool & Equipment Operation, Production Planning & Work Flow, Production Components, Controlling & Documenting Production, Packaging & Distribution Products. A combination of hands-on learning systems, lecture, and e-learning components.

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

TEC1580 __________ Arranged 3 cr. hrs.
Quality Control/Testing Fundamentals
Fundamental, yet comprehensive, coverage of quality control concepts using a practical approach to understanding the basic theory.
Learning experiences will include: lecture, Amatrol Metrology Learning System, Tooling U, MSSC multimedia and a research project. Areas of emphasis include quality, product quality and control charts, sampling plan, reliability, quality control, product liability and metrology.

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

TEC1610 __________ (3-0) 3 cr. hrs.
Introduction to Engineering Design
A foundation course in the PLTW Engineering Program. Students are introduced to the engineering profession and a common approach to the solution of engineering problems, an engineering design process. Utilizing the activity project-problem-based (APB) teaching and learning pedagogy, students will progress from completing
Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC1600</td>
<td>Advanced Computer Numerical Control</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: TEC170 with a minimum grade of C. Gain a more robust understanding of topics covered in previous machine tool courses. Students will continue their use of industry leading CAM software and will gain a deeper knowledge of fixturing, advanced probing and inspection, and are introduced to the 4th axis operations.</td>
</tr>
<tr>
<td>TEC1800</td>
<td>Basic Machine Tool</td>
<td>3 cr. hrs.</td>
<td>A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.</td>
</tr>
<tr>
<td>TEC1900</td>
<td>Technical Mathematics I</td>
<td>3 cr. hrs.</td>
<td>College applied mathematics for students majoring in technology. Covers the following mathematical concepts as they relate to the field of technology: Basic Mathematical Concepts, Signed Numbers and Powers, Metric System, Polynomials, Equations and Formulas, Ratios and Proportions, Geometry and Basic Statistics.</td>
</tr>
<tr>
<td>TEC1910</td>
<td>Technical Mathematics II</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: TEC1900 with a minimum grade of C. A continuation of TEC 1900. Covers the following mathematical concepts as they relate to the field of technology: Algebraic Concepts (graphing equations, systems of linear equations, factoring algebraic expressions, quadratic equations), Right Triangle Trigonometry, Binary/Hexadecimal Numbers, Measurement and Trigonometry with Any Angle.</td>
</tr>
<tr>
<td>TEC1920</td>
<td>Teamwork/Work Communication</td>
<td>3 cr. hrs.</td>
<td>Provides students an overview of the soft skills needed to communicate effectively on the job in the manufacturing sector. Emphasis is placed on working in a team environment, communication styles, and group problem-solving strategies. The use of soft skills in a digital workplace will also be addressed.</td>
</tr>
<tr>
<td>TEC1930</td>
<td>General Industry Safety</td>
<td>3 cr. hrs.</td>
<td>Provides students with an introduction to industrial safety principles, concepts, and practices. Emphasis is placed on industrial safety, OSHA, and environmental safety regulations. Students will demonstrate the ability to clearly articulate safety principles and practices, governmental and regulatory compliance, and environmental safety practices.</td>
</tr>
<tr>
<td>TEC2030</td>
<td>Fluid Power Math</td>
<td>3 cr. hrs.</td>
<td>Prerequisites: TEC2030, or TEC1900, or MAT0950 or higher level math with a minimum grade of C or instructor consent. Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing certification from the International Fluid Power Society (IFPS).</td>
</tr>
<tr>
<td>TEC2070</td>
<td>Mobile Hydraulic Troubleshooting</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: TEC2030 with a minimum grade of C. A combination of lecture and laboratory challenges to provide the student with knowledge of mobile hydraulic troubleshooting. Will expand upon the TEC2030 class and focus on mobile hydraulics applications. Focus will be on the troubleshooting and diagnostics aspects of components specific to mobile equipment. Other topics covered will include maintenance, field repairs, and shop repairs.</td>
</tr>
<tr>
<td>TEC2120</td>
<td>Technical Internship II</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: TEC1100 with a minimum grade of C. 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.</td>
</tr>
<tr>
<td>TEC2130</td>
<td>Hydraulic Systems</td>
<td>3 cr. hrs.</td>
<td>Prerequisite: TEC2030 with a minimum grade of C.</td>
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</table>
THE1000 Introduction to Theatre (3-0) 3 cr. hrs. 
Develop an understanding of theatre history, genres, and elements. Students will explore history and theory through a study of a variety of plays and productions. 

THE1040 Acting for the Singer I (3-0) 3 cr. hrs. 
Explore techniques for developing and interpreting roles for voice and movement. 

THE1050 Theatre History I (3-0) 3 cr. hrs. 

THE1060 Theatre History II (3-0) 3 cr. hrs. 

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

THE1200 Stagecraft (3-0) 3 cr. hrs. 

THE2020 Script Analysis (3-0) 3 cr. hrs. 

THE2040 Acting II (3-0) 3 cr. hrs. 

THE2080 Acting for the Singer I (1-2) 3 cr. hrs. 

THE2100 Introduction to Literature: Drama MOTR LTR100D - 2019 (3-0) 3 cr. hrs. 

THE2120 Theatre History I MOTR THEA106 - 2020 (3-0) 3 cr. hrs. 

WELDING TECHNOLOGY

WLD1800 Welding Foundations (24-0) 0 cr. hrs. 

(Continued on next page)
Administration & Faculty

Scottye Adkins  
Coordinator, Theater  
A.S., Southwest Baptist University, 1989; B.A., Lamar University, 2007; M.A., Mississippi College, 2009.

Melynda Barks  
Business Education  
B.S., Southeast Missouri State University, 1999; M.Ed., Central Methodist State University, 2005; M.B.A, Missouri Baptist University, 2008.

Tim Baskin  
Instructional Designer  
B.S., Southeast Missouri State University, 2002; M.A., Southeast Missouri State University, 2012.

Danielle Basler  
Executive Director, College Communications  

Esther Blum, M.S.N., R.N.  
Coordinator, Associate Degree Nursing/ Sophomore  
B.S.N., University of Missouri-Columbia, 1985; M.S.N., University of Missouri-Columbia, 1993.

Jennifer Bowling  
Academic Advisor, TRIO Talent Search  
A.A., Mineral Area College, 1999; B.S.G., Southeast Missouri State University, 2017.

Talisha Brooks  
Coordinator, Licensed Practical Nursing  

Korey Byers  
Biology  
A.A., Mineral Area College, 2009; B.S., Southeast Missouri State University, 2011; M.S., Southeast Missouri State University, 2014.

Nathan Calkins  
Chemistry  
B.A., Truman State University, 2004; Ph.D., University of Missouri-Columbia, 2010.

Melissa Capps  
Associate Degree Nursing  
B.S., St. Louis University, 2007; M.S., Webster University, 2016.

Jessica Chamberlain  
Licensed Practical Nursing  
A.S., Mineral Area College, 2018; B.S.N., Central Methodist University, 2019.

Andrew Clausen  
Math  

Crystal Coffman  
Coordinator, Payroll  
A.A., Mineral Area College, 1999; B.S., Central Methodist University, 2002.

Devon Cox  
Advisor, Allied Health  
B.S., Middle Tennessee State University, 2005; M.S., Austin Peay State University, 2011.

Julie Crabtree  
Coordinator, Grants & Scholarships  
A.A., Mineral Area College, 1996; B.S., Central Methodist University, 1998.

Michelle Dinnius  
Academic Advisor, Upward Bound  
A.A., Mineral Area College, 2001; B.A., Central Methodist University, 2003; M.Ed., Central Methodist University, 2008.

Lisa Edburg  
Administrator, Data Systems/Institutional Research/Information Technology Services  
A.S., Mineral Area College, 1993; B.S., Central Methodist University, 2004; M.Ed., Central Methodist University, 2007.

Judy Edgar  
History/Political Science  
A.A., Mineral Area College, 1980; B.S.E., Southeast Missouri State University, 1982; M.A., Southeast Missouri State University, 1997.

Nathan Ellett  

Angela Erickson, M.S.N., R.N.  
Dean, Health Professions  
A.S., Jefferson College, 1992; B.S.N., Central Methodist University, 2006; M.S.N., Central Methodist University, 2015.  
*As of July 1, 2022

Leslie Evans  
Coordinator, Accreditation/Assessment  
B.A., Southeast Missouri State University, 2004; M.A., Lindenwood University, 2016.

Jared Faulkner  
Network Administrator  

Todd Flatt  
Data Systems Analyst/Information Technology Services  

Richard Flotron  
Director, Campus Safety  
A.A., Jefferson College; B.S., Southeast Missouri State University; M.S., Lindenwood University, 2002; PhD, Missouri Baptist University, 2021.

James Gerwitz  
Director, Athletics  
A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindenwood, 2013.

Joseph Gilgour  
President  
B.A., Southwest Baptist University, 2003; M.S., Arkansas Tech University, 2007; Ed.D., Saint Louis University, 2012.

Laura Glasbrenner  
English  
B.A., Truman State University, 2008; M.A., Missouri State University 2010.

Michelle Hadler  
Director, Perryville Outreach Center  

*As of July 1, 2022
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jodi Harden</td>
<td>Biology</td>
<td>B.S., Southeast Missouri State University; M.N.S., Southeast Missouri State University, 2011.</td>
</tr>
<tr>
<td>Ryan Harrington</td>
<td>Director, Library</td>
<td>A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.S., Central Methodist University, 2017.</td>
</tr>
<tr>
<td>Cameron Hedgecorth</td>
<td>Coordinator, Student Engagement</td>
<td>B.S., Southeast Missouri State University, 2020.</td>
</tr>
<tr>
<td>Connie Holder</td>
<td>Registrar</td>
<td>B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.</td>
</tr>
<tr>
<td>Pamela Jaycox</td>
<td>English</td>
<td>B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri University, 2007.</td>
</tr>
<tr>
<td>Rick Jenkins</td>
<td>Controller</td>
<td>B.S., Southeast Missouri University, 1983.</td>
</tr>
<tr>
<td>Andrea Kemper</td>
<td>Assistant Director, Admissions</td>
<td>A.A., Mineral Area College, 1997; B.S., Central Methodist University, 2008.</td>
</tr>
<tr>
<td>Lauren Kieschnick</td>
<td>Mathematics</td>
<td>B.A., Concordia Lutheran College, 1987; M.A.T., Webster University, 1993; Ph.D., Saint Louis University, 2013.</td>
</tr>
<tr>
<td>Christopher Klusmeyer</td>
<td>Industrial Technology</td>
<td>A.A.S., Mineral Area College, 2006; B.G.S., University of Missouri-St. Louis, 1996.</td>
</tr>
<tr>
<td>Lana LaBruyere</td>
<td>Business Education</td>
<td>A.A., Mineral Area College, 1992; B.S., Arkansas State University, 1994; M.B.A., Webster University, 2005.</td>
</tr>
<tr>
<td>Judy LaChance</td>
<td>Coordinator, Loan &amp; Veteran Program</td>
<td>A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.</td>
</tr>
<tr>
<td>Katy Lane</td>
<td>Accountant</td>
<td>B.S., University of Missouri-Columbia, 2007.</td>
</tr>
<tr>
<td>Whitney Maddux</td>
<td>Director, TRIO Talent Search</td>
<td>B.S., Missouri State University, 2010; M.S.E., Missouri State University, 2012.</td>
</tr>
<tr>
<td>Daniel Martin</td>
<td>Head Coach, Men &amp; Women’s Soccer</td>
<td>A.A., State Fair Community College, 2002; B.S., University of Louisville, 2005.</td>
</tr>
<tr>
<td>Roger McMillian</td>
<td>Provost</td>
<td>A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1986; M.Ed, Southwest Baptist University, 1999; M.B.A., Missouri Baptist University, 2008.</td>
</tr>
<tr>
<td>Ellen Miller</td>
<td>Social Science</td>
<td>B.S., Southeast Missouri State University, 2006; M.A.T., Missouri Baptist University, 2010.</td>
</tr>
<tr>
<td>Danielle Mueller</td>
<td>Biology</td>
<td>B.S., Southeast Missouri State University, 2002; M.N.S., Southeast Missouri State University, 2004.</td>
</tr>
<tr>
<td>Emily Murdock</td>
<td>English</td>
<td>B.A., Truman State University, 2008; M.A., Truman State University, 2010.</td>
</tr>
<tr>
<td>Kathryn Neff</td>
<td>Executive Director, Human Resources</td>
<td>B.S.B.A., University of Missouri-Columbia, 1995; B.J, University of Missouri-Columbia, 1995; M.B.A., University of Missouri-St. Louis, 2004.</td>
</tr>
<tr>
<td>Rebecca Neighbors</td>
<td>Director, Upward Bound</td>
<td>A.A., Mineral Area College, 1994; B.S., Southeast Missouri State University, 1996; M.S.W, Saint Louis University, 2001.</td>
</tr>
<tr>
<td>Joel Nivens</td>
<td>Director, Potosi Outreach Center</td>
<td>A.A., Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010; M.Ed., Central Methodist University, 2014.</td>
</tr>
</tbody>
</table>
Lauren Norris
Director, Enrollment Management
B.A., Ohio University, 1998; B.S., Ohio University, 1998; M.A., Ohio University, 1999; M.Ag. Oklahoma State University, 2012.

Briyel Palmer
Head Coach, Women’s Basketball
A.A.S., Mineral Area College, 2009; B.A., Christian Brothers University, 2011; M.Ed., Central Methodist University, 2016.

Jeremy Partney
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A.G.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.

Lisa Pipkin
Mathematics
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Sarah Rodgers
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Doug Ruess
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B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.

Brian Scheidt
Earth Science

K. Ruth Seaber
English
B.S., University of Memphis, 1982; M.A., Southeast Missouri State University, 2003.

Alison Sheets
Director, Career Services/Advisor/Career & Technical Education
B.S., Northwestern State University, 1994.

Julie Sheets
Dean, Student Services
B.S., Murray State University, 1997; M.Ed., Central Methodist College, 2003.

W. Eric Shelton
Industrial Technology
B.S., Missouri State University, 1997; M.S., University of Central Missouri, 2013.

Michele Shore
Director, Workforce Development
B.A., Lindenhurst University, 2010; M.S., Lindenhurst University, 2016.

Jennifer Sikes
Childhood Education

Lucas Strege
Head Coach, Men’s Basketball
B.S., University of Wisconsin – La Crosse, 1999.

Sadonya Sutters, M.S.N., R.N.
Coordinator, Simulation Lab
A.S., Mineral Area College, 2005; B.S.N., Central Methodist University, 2012; M.S.N., Central Methodist University, 2015.

Kevin Thurman
Executive Director, Development

Chresta Tinsley
Academic Advisor, TRIO Talent Search
B.S., Southeast Missouri State University, 1994.

Abriyel Warner
Art

Pamela Watkins
Director, Continuing Education
B.S., University of the Ozarks, 1998; Graduate Studies, University of Arkansas, 2009 to present.

Misty Weston
Allied Health Care Programs

Andrew White
Vice President, Information Technology & Cybersecurity
B.S., Southeast Missouri State University, 1999.

Kevin White
Music
B.M.E., Murray State University, 1983; M.M., Loyola University – New Orleans, 1988; D.M.A., University of South Carolina, 1996.

Barry Wilfong
Director, Darrell S. Cole Shooting Range

Margaret Williams
Chemistry
University of Missouri-Kansas City, 1979-81; B.S., University of Missouri-Rolla, 1984; Ph.D., University of Missouri-Rolla, 1993.

Rodney Wilson
Tutor/Academic Advisor, EXCEL Student Support Services

D. Lynne Wisdom
Business Administration

John Wright
Director, Fredericktown Outreach Center
A.A., Mineral Area College, 2007; B.S., Southeast Missouri State University, 2009; M.S., University of Alabama, 2014.

Shawn Young
Director, Education Program
B.S., Southeast Missouri State University, 1997; M.Ed., Southwest Baptist University, 1999; Ed.D., Missouri Baptist University, 2012.
Appendix: Degree Plans

**Associate of Arts (AA)**
- Associate of Arts
- Associate of Arts in Teaching
- Associate of General Studies

**Associate of Science**
(Allied Health Related)
- Associate Degree Nursing (RN)
- ADN - Advanced Placement
- Respiratory Therapy

**Associate of Applied Science**
- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management - Administrative Office Specialist
- Business Management - IT Specialist
- Child Development
- Computer Networking
- Computer Networking - Cyber Security Option
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Engineering Technology - Design Drafting
- Engineering Technology - Manufacturing
- Global Studies
- Graphic Arts/Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Law Enforcement Academy -1000 hours
- Logistics Technician
- Machine Tool Technology
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Skilled Trades
- Welding Technology

**Certificates**
- Automotive Collision Technology
- Automotive Technology
- Business Management
- Child Development
- Child Development Associate
- Community Paramedic
- Computer Networking
- Connector and Conductor
- Construction Building Technology
- Criminal Justice
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Emergency Medical Technician
- Engineering Technology - Design Drafting
- Engineering Technology - Manufacturing
- Global Studies
- Graphic Arts Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Law Enforcement Academy -1000 hours
- Logistics Technician
- Machine Tool Technology
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Welding Technology
**Associate of Arts Degree**

ID#: __________________ Student Name: __________________________ GPA: __________

Field of Study: __________________ College/University student will be transferring: __________________

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<thead>
<tr>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td><strong>ENGLISH</strong> (9 hrs.)</td>
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<td>English Comp I</td>
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<td>English Comp II</td>
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<tr>
<td><strong>HUMANITIES</strong> from at least 2 disciplines (9 hrs.)</td>
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<tr>
<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCES</strong> (6 hrs.)</td>
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<tr>
<td><strong>MATHEMATICS</strong> (3 hrs.)</td>
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</tr>
<tr>
<td><strong>BIOLOGICAL &amp; PHYSICAL SCIENCES</strong> (7 hrs.)</td>
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<tr>
<td><strong>ADDITIONAL CORE HRS WITH MOTR NUMBERS</strong> (5 hrs.)</td>
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</tr>
<tr>
<td><strong>INSTITUTIONAL REQUIREMENTS</strong></td>
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<tr>
<td><strong>GUIDANCE</strong> required for all freshman (1 hr.)</td>
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<tr>
<td><strong>COMPUTER INFO or PHYSICAL ED.</strong> (2 hrs.)</td>
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<td><strong>ELECTIVES</strong> (MOTR numbers not required)</td>
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**TOTAL HOURS TOWARDS ASSOCIATE OF ARTS DEGREE (62)**

+Course has prerequisite

*Performance class

More course with MOTR Numbers on back page.

Effective Fall 2022. Rev. 3/22/2022
### General Requirements for the AA Transferable Degree

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous associate degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

3. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.

4. All applicants are required to complete 62 approved semester hours.

5. All degree-applicable courses, including electives, must be 1000 level or higher.

6. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.

7. Students may apply up to 15 hours of course work from the Division of Career & Technical Education as elective credit, but no more than 6 of these hours may be career center hours/courses. It is the student’s responsibility to verify that all elective credit will transfer to the college which the student plans to attend.

8. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
Associate of Arts in Teaching Degree

Effective Fall 2021. Rev. 2-26-2021

ID#: ___________________  Student Name: ____________________  GPA: ______

College/University student will be transferring: ____________________________

EDUCATION TRACK: (Circle one) Early Childhood Education, Elementary Education, Art Education, Music Education, Physical Education; Secondary Education: math, science, social studies, English, other.

GENERAL EDUCATION: (✓ Has MOTR number)

<table>
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<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>ENG1330</td>
<td>English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>ENG1340</td>
<td>English Comp II</td>
<td>3</td>
</tr>
<tr>
<td>ENG1440</td>
<td>Public Speaking</td>
<td>3</td>
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MATH

<table>
<thead>
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<th>COURSE TITLE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>MAT1240</td>
<td>Quantitative Reasoning or other approved Math Pathway Course</td>
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</table>

SCIENCE (8-10 hrs.) (See list on left)

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<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>BIO1150</td>
<td>General Biology</td>
<td>5</td>
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<tr>
<td>PHS</td>
<td>Any Physical Science course</td>
<td>3-5</td>
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HISTORY AND POLITICAL SCIENCE (6 hrs.)

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<tbody>
<tr>
<td>POS1180</td>
<td>American Political Systems</td>
<td>3</td>
</tr>
<tr>
<td>HIS 0000</td>
<td>MO Higher Ed Civics Exam</td>
<td>0</td>
</tr>
<tr>
<td>HIS1230 or HIS1240</td>
<td>American History I or II</td>
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HUMANITIES (9 hrs.)

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<tr>
<td>EDU 2150</td>
<td>Multicultural Education (recommended) or Humanities Course with MOTR#</td>
<td>3</td>
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<tr>
<td>EDU2530 or ENG Lit Course</td>
<td>Young Adult Lit. or Lit Course</td>
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SOCIAL SCIENCE (6 hrs.)

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<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>PSY1130</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>GE01130</td>
<td>Regional World Geography</td>
<td>3</td>
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</table>

TEACHER EDUCATION COURSES (12 hrs.)

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<th>COURSE TITLE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>EDU2030</td>
<td>Foundations of Education in a Diverse Society</td>
<td>3</td>
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<tr>
<td>EDU2100</td>
<td>Field Experience</td>
<td>3</td>
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<tr>
<td>EDU2280</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDU2320</td>
<td>Educational Psychology</td>
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INSTITUTIONAL REQUIREMENTS

FIRST YEAR SEMINAR (1 hrs.) Required for all freshmen

<table>
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<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
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MAJOR ELECTIVE COURSES

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<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1100 or EDU 1300</td>
<td>Psychology of the Adolescent or Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2500</td>
<td>Education of the Exceptional Learner</td>
<td>3</td>
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</table>

TOTAL HOURS TOWARDS DEGREE (62)
TO BE COMPLETED BY EDUCATION PROGRAM COORDINATOR OR DEPARTMENT CHAIR

MoGEA:

Math: _______  Science/Social Studies: _______

English: _______  Writing: _______

AAT Completion Date: ______________________

Program Coordinator or Department Chair Signature verifying required components:

____________________________________________________

Direct questions to

Dr. Shawn Young  smyoung@mineralarea.edu

or 573-518-2339

GENERAL REQUIREMENTS FOR THE AAT DEGREE

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact advisor for assistance.

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate’s degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

3. All applicants are required to complete 60 approved semester hours PLUS 2 hours of PE activity course(s). School Health may be taken as a substitute only with a physician’s excuse.

4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

5. Complete all program applications, maintain a minimum institutional and cumulative GPA of 2.75 or higher with no grade less than a “B” in all education coursework and content area and no grade less than a “C” in all other courses, undergo a background screening, and have a clear record prior to being admitted to the program and participating in field experience (See detailed background check policy).

6. Complete the Missouri Educator Profile (MEP)

7. All degree-applicable courses, including electives must be 1000 level or higher.

8. Take no more than six elective credits by participating in ensembles. Ensembles do not satisfy the humanities requirements.

9. Pass the mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.
The Associate of General Studies is primarily intended for students not planning to transfer to another college or university. For this reason, the requirements for the General Studies degree are not as stringent as for the Associate of Arts degree. Students who transfer with a General Studies degree may have courses evaluated on a course by course basis by the receiving institution. Courses with a MOTR number will transfer.

The general education transfer degree program shall consist of college-level (non-remedial) course work or its equivalent.

**ENGLISH**

- ENGL1330 English Comp I (3) + [Written]
- ENGL1340 English Comp II (3) + [Written]
- ENGL1440 Public Speaking (3) [Oral]
- ENGL1670 Interpersonal Communication (3) [Oral]

**ART:**
- ART1130 Drawing I (3)*
- ART1160 Painting I (3)*
- ART1230 Ceramics I (3)*
- ART1490, 1500, 1510 History of Art I, II or III (3)
- ART1530 Intro to Humanities (3)
- ART1550 Beginning Photography (3)*
- ART1740 Watercolor I (3)*
- ART1830 Two-Dimensional Design (3)*
- ART1880 Color Theory (3)*
- ART1930 Sculpture I (3)*

**BUSINESS:**
- BUS1190 Business Ethics (3)

**COMMUNICATION:**
- COM1060 Intro to Cinema (3)

**FOREIGN LANGUAGE:**
- MFL1370 Elementary Spanish I (3)+
- MFL1470 Elementary Spanish II (3)+
- MFL1700 American Sign Language I (3)+
- MFL1720 American Sign Language II (3)+

**HISTORY:**
- HIS1100, HIS1520 World Civilization I or II (3)
- HIS1130, HIS1140 Western Civilization I or II (3)

**LITERATURE:**
- ENG1360 Creative Writing (3) * +
- ENG1570 Intro to Literature: Prose, Poetry & Drama (3)+
- ENG2330, 2440 American Literature I or II (3) +
- ENG2430, 2440 American Literature I or II (3) +
- ENG2482 Women’s Literature (3) +
- ENG2500 Multicultural Literature (3) +

**MUSIC:**
- MSC1001, 1002, 1003 Concert Band I, II, or III (1)+
- MSC1011 Jazz Ensemble I (1)+
- MSC1012 Jazz Ensemble II (1)+
- MSC1021 Jazz Combo I (1)+
- MSC1022 Jazz Combo II (1)+
- MSC1051, 1052, 2053 MAC Singers I, II or III (1)+
- MSC1801 Appreciation of Music (3)
- MSC1811 Appreciation of Jazz (3)
- MSC1812 History & Form of Rock Music (3)
- MSC2013 Jazz Ensemble III (1)+
- MSC2023 Jazz Combo III (1)+
- MSC2081 Singing for the Actor I (3)+

**PHILOSOPHY:**
- PHI1400 Intro to Philosophy (3)
- PHI1410 Comparative Religion (3)
- PHI1420 Intro to Ethics (3)

**SOCIAL:**
- SOC1540 Intro to Cultural Anthropology (3)

**THEATRE:**
- THE1000 Intro to Theatre (3)
- THE1040 Beginning Acting (3 *)
- THE1080 Children’s Theatre (3)
- THE1120 Stagework (3) *
- THE1200 Introduction to Lit: Drama (3)
- THE2020 Script Analysis (3) *
- THE2060 Playwriting (3) *
- THE2080 Acting for the Singer I (3) * from Co
- THE2120 World Drama (3)
- THE2140 Theatre History I (3)
- THE2200 Theatre History II (3)

**CIVICS (3 hrs.) (see list on back)**
- HIS0000 MO Higher Ed Civics Exam 0 3

**MATHEMATICS (3-5 hrs.) (see list to the left and on back)**
- BIO
- PHS

**GUIDANCE** required for all freshman (1 hr.) (see list on back)
- GUI1010 First Year Experience 1

**COMPUTER INFO or PHYSICAL ED. (2 hrs.) (see list on back)**

**ELECTIVES** (MOTR numbers recommended but not required)

*Course has prerequisite

*Performance class

More course with MOTR Numbers on back page.
**Associate of General Studies Degree**

### GENERAL REQUIREMENTS FOR THE AGS DEGREE

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate’s degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.
3. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
4. All applicants are required to complete 62 approved semester hours.
5. All degree-applicable courses, including electives must be 1000 level or higher.
6. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

### INSTITUTIONAL REQUIREMENTS – NO MTR NUMBERS

**BIOLOGICAL & PHYSICAL SCIENCES**

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<tbody>
<tr>
<td>BIO1100</td>
<td>Introduction to Biological Science (3)</td>
</tr>
<tr>
<td>BIO1150</td>
<td>General Biology (5)</td>
</tr>
<tr>
<td>BIO1430</td>
<td>Environmental Science (3)</td>
</tr>
<tr>
<td>BIO1500</td>
<td>Essentials of Microbiology (3)</td>
</tr>
<tr>
<td>BIO2112</td>
<td>General Botany (5) - spring +</td>
</tr>
<tr>
<td>BIO2122</td>
<td>General Zoology (5) - fall +</td>
</tr>
<tr>
<td>BIO2540</td>
<td>Human Anatomy &amp; Physiology (5) - spring +</td>
</tr>
<tr>
<td>PHS1130</td>
<td>Physical Science (5)</td>
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<tr>
<td>PHS1200</td>
<td>Introduction to Astronomy (3)</td>
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<tr>
<td>PHS1250</td>
<td>Introductory Chemistry (5)</td>
</tr>
<tr>
<td>PHS1350</td>
<td>General Chemistry I (5) - fall +</td>
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<tr>
<td>PHS1400</td>
<td>Earth Science (5)</td>
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<tr>
<td>PHS1420</td>
<td>College Physics I (4) - fall +</td>
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<tr>
<td>PHS2230</td>
<td>General Physics I (4) - spring +</td>
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<td>PHS2410</td>
<td>Physical Geology (5)</td>
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<tr>
<td>PHS2420</td>
<td>Earth Science I (3)</td>
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### ELECTIVES

See advisor to determine appropriate courses.

### MAT

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<tr>
<td>MAT1185</td>
<td>Fundamentals of Algebra (4) +</td>
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### GUIDANCE

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<tr>
<td>GUI1000</td>
<td>Principles of College Success (3)</td>
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<td>GUI1010</td>
<td>First Year Seminar (1)</td>
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### COMPUTER INFO or PHYSICAL ED

<table>
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<th>Course Title</th>
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<tr>
<td>CIS1025</td>
<td>Computer Fundamentals (1)</td>
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<tr>
<td>CIS1050</td>
<td>Introduction to Computers (3)</td>
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<tr>
<td>CIS1100</td>
<td>Microcomputer Graphics (3)</td>
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<td>CIS1700</td>
<td>Desktop Publishing (3)</td>
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<td>CIS1730</td>
<td>Office Applications (2)</td>
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<td>CIS2000</td>
<td>Microcomputer Operating Systems (3)</td>
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<td>CIS2100</td>
<td>Microcomputer Database Management (3)</td>
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<td>CIS2110</td>
<td>Advanced Microcomputer Database Mgt (3)</td>
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<td>CIS2200</td>
<td>Microcomputer Spreadsheet Apps (3)</td>
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<td>Adv Microcomputer Spreadsheet Apps (3)</td>
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<td>CIS2350</td>
<td>Word Processing-Microsoft Word (3)</td>
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<td>Web Page Development (3)</td>
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<td>CIS2450</td>
<td>Word Processing-Adv Microsoft Word (3)</td>
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<td>CIS2930</td>
<td>Advanced Microcomputer Applications (3)</td>
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<td>PED1380</td>
<td>Beginning Archery (1)</td>
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<td>PED2130</td>
<td>Tai Chi I (1)</td>
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<td>PED2132</td>
<td>Tai Chi II (1)</td>
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<td>PED2180</td>
<td>Beginning Basketball (1)</td>
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<td>PED2650</td>
<td>Fundamentals of Trap and Skeet (1)</td>
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<td>PED2700</td>
<td>Wellness Center I (1)</td>
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<td>Wellness Center II (1)</td>
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<td>PED2720</td>
<td>Total Fitness (1)</td>
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<td>PED2730</td>
<td>Cycling for Fitness (1)</td>
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<tr>
<td>PED2760</td>
<td>Principles of Strength Training (1)</td>
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<tr>
<td>PED2780</td>
<td>Fit for Life (2)</td>
</tr>
<tr>
<td>PHY1120</td>
<td>School Health (2) - Physician excuse only</td>
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Check with Advisor

+ Course has prerequisite
Mineral Area College
Degree Plan

Student Name: ___________________________________  ID#: __________________

Assocate of Science Nursing
(Major Code:  AN-AS) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

- ENG1330  English Comp I ...............3
- MAT1240  Quantitative Reasoning........3
- PHS1250  Introductory Chemistry*......5
  11

FRESHMAN YEAR

Fall Semester
- ADN1450  Fund of Nursing*............6
- ADN1572  Basic Pharmacology* ......3
- BIO2600  Human Anatomy* ............5
- PSY1130  General Psychology ........3
  17

Spring Semester
- ADN1460  Maternity Nursing*........4
- ADN1630  Mental Health Nursing*....4
- ADN1640  Therapeutic Nutrition*.....3
- BIO2620  Human Physiology*.........5
- GUI1010  First Year Seminar.........1
  17

Summer Semester
- ENG1340  English Comp II*...........3
- PSY1250  Human Growth/Dev...........3
  6

SOPHOMORE YEAR

Fall Semester
- ADN1490  Med-Surg Nursing I*.......10
- ADN1512  Clinical Pharmacology*....3
- BIO2700  Microbiology*...............4
  17

Spring Semester
- ADN1480  Contemporary Nursing*....1
- ADN1500  Med-Surg Nursing II*......6
- ADN1610  Nursing of Children* ......5
- POS1180  Amer Political Sys or .....3
- POS1130  Amer Nat'l Gov't < or 
- HIS1230  Amer History I or 
- HIS1240  Amer History II 
- HIS0000  MO H. Ed. Civics Exam....0
- SOC1130  General Sociology ...........3
- TSA0000  Technical Skills Assess ...0
  18

(Prerequisites = 11cr. Hrs.)
Total Hours (not including pre-reqs).........75
29 Academic – 45 Nursing

GPA: ____________

NCLEX-RN Application Submitted ________________ Semester/Year

* Course has pre-requisite.  See MAC Catalog.
< No longer offered-will count if previously completed.

General requirements and policies for Degree

1. Compete 75 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher:
   a. 30 Academic credit hours
   b. 45 Nursing credit hours
2. Complete all courses included in the nursing curriculum with a “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the Spring Term - Sophomore Year.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Advisor Signature: _______________________________ Date: ________________
### Mineral Area College

**Degree Plan**

Student Name: ___________________________  ID#: __________________

**Associate of Science**

**Nursing**

**Advanced Placement**

(Major Code: ANAP) CIP51.3801

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#### NURSING PROGRAM PRE-REQUISITES

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<th>Grade</th>
<th>Course Code</th>
<th>Course Name</th>
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<td></td>
<td></td>
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<td>Quantitative Reasoning Math</td>
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<td>PHS1240</td>
<td>Introductory Chemistry *</td>
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<td>BIO2600</td>
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<td>English Composition II *</td>
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<td>PSY1130</td>
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<td>PSY1250</td>
<td>Human Growth &amp; Dev</td>
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Total Hours (counting program pre-reqs): 95-98

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#### BRIDGE COURSE

**Summer Semester**

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<tr>
<td></td>
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<td>ADN1420</td>
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#### ADVANCED PLACEMENT COURSES

**Fall Semester**

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<th>Grade</th>
<th>Course Code</th>
<th>Course Name</th>
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<td></td>
<td></td>
<td>ADN1490</td>
<td>Med-Surg Nursing I *</td>
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<td></td>
<td></td>
<td>ADN1512</td>
<td>Clinical Pharmacology *</td>
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<td></td>
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<td>BIO2720</td>
<td>Microbiology Lecture*</td>
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<tr>
<td></td>
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<td>BIO2722</td>
<td>Microbiology Lab</td>
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17

**Spring Semester**

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<th>Grade</th>
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<td>ADN1480</td>
<td>Contemporary Nursing *</td>
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<td></td>
<td></td>
<td>ADN1500</td>
<td>Med-Surg Nursing II *</td>
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<tr>
<td></td>
<td></td>
<td>ADN1610</td>
<td>Nursing of Children *</td>
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<td>POS1180</td>
<td>Amer Political Systems or...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS1130</td>
<td>Amer Nat'l Government or...</td>
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<tr>
<td></td>
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<td>HIS1230</td>
<td>Amer History I or</td>
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<td>TSA0000</td>
<td>Technical Skills Assessment</td>
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18

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*Course has pre-requisite.  
► Required only for MAC PN graduates prior to 1991 or PN graduates from other schools.  
< No longer offered-will count if previously completed  
♦ Not counted for Nursing Credit hours

---

**General Requirements and Policies for Degree**

1. Complete 77 – 80 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher.  
   a. 37-38 Academic credit hours.  
   b. 67-70 Nursing credit hours.  
2. Complete all courses included in the Nursing curriculum with a “C” or above.  
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.  
4. Application for Graduation must be submitted during first 2 weeks of the Spring term (Sophomore Year).  
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.
MINERAL AREA COLLEGE
ASSOCIATE OF SCIENCE
Respiratory Therapy
(Major Code: RT- AS) CIP 51.0908

Sem/Yr Trimester I: 
RST 1000 Intro to Respiratory Therapy (CC) .......... 3
RST 1020 Pharmacology (CC)...................... 5
RST 1040 Basic Science (CC)....................... 5
RST 1060 Anatomy & Physiology (CC)............. 5
RST 1080 Cardiopulmonary A & P (CC)............ 3
RST 1100 Fundamentals of R. T. I (CC)............. 4
RST 1120 Laboratory I (CC)......................... 2
RST 1140 Clinical Observation (CC)................ 1

28 Cr. Hrs.

Trimester II:
RST 2000 Adult Respiratory Diseases I (CC)......... 2
RST 2040 Microbiology (CC).......................... 1
RST 2060 Pediatric Respiratory Diseases (CC)....... 2
RST 2080 Fundamentals of R. T. II (CC)............. 3
RST 2100 Laboratory II (CC).......................... 1
RST 2120 Clinical Practice I (CC)................... 9

18 Cr. Hrs.

Trimester III:
RST 2120 Adult Respiratory Diseases II (CC)....... 2
RST 2140 Fundamentals of R. T. III (CC).......... 3
RST 2160 Laboratory III (CC)....................... 1
RST 2180 Clinical Practice II (CC)................ 7

13 Cr. Hrs.

Communications: (2)
ENG 1330 English Composition I * ▲ written..AND 3
ENG 1440 Public Speaking........OR............... 3
ENG 1670 Interpersonal Communications I

Health:
HLT 2350 Med Terminology/Intro to Pathology ▲ ....... 3

Political Science: (1 course)
POS 1180 American Political Systems...OR.......... 3
HIS 1230 History I .......OR
HIS 1240 History II

Human Development: (2)
PSY 1130 General Psychology I .................... 3
PSY 1250 Human Growth and Development .......... 3

Mathematics: (1 course) ▲

Computer Literacy Elective: (1 course)

HIS 1200 MO Higher Education Civics Exam ............ 0
TSA 0000 Technical Skills Assessment ................. 0

Total Credit Hours 82-83

GPA: 

NOTE: See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the CGCTC Respiratory Therapy Program.
2. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Automotive Collision Technology
(Major Code: AS - AP) CIP 47.0603

Sem/Yr          Grade

ACT 1030  Safety with Automotive Collision (CC)......3
ACT 1130  Blueprint for Auto Repair (CC)...........3
ACT 1210  Detailing, Buffing and Sanding (CC).......3
ACT 1220  Non-Structural Damage Repair (CC).......3
ACT 1300  Refinish – Undercoats (CC)...............3
ACT 1410  New Technology and Auto Materials (CC)...3
ACT 1430  Intro to Collision Repair I (CC)..........3
ACT 1450  Intro to Collision Repair II (CC).........3
ACT 1500  Refinishing and Painting I (CC).........3
ACT 1520  Refinishing and Painting II (CC).........3
ACT 1600  Plastics and Adhesives (CC).............3
PAW 1060  Preparation for Employment (CC)........1

Required Internship Courses:
ACT 1700  Auto Collision Tech Internship I ........3
ACT 1720  Auto Collision Tech Internship II .......3

Communications: (2 courses – 1 written & 1 oral)

_________________________ 3
_________________________ 3

Human Development: (1 course)

_________________________ 3

History/Political Science: (1 course)

_________________________ 3

Mathematics: (2 courses)

_________________________ 3-5
_________________________ 3-5

Science: (1 course)

_________________________ 3-5

Computer Literacy: (1 course)

GUI1010 First Year Seminar 1
HIS0000 MO Higher Education Civics Exam 0
TSA0000 Technical Skills Assessment 0

Total Credit Hours  64-70

Advisor: ___________________
GPA: _____________________

* Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered

Note: See graduation policies on back.

(CCC These courses are available through participating Area Career Centers.
Associate of Applied Science
Automotive Collision Technology

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Automotive Technology

(Major Code: AO - AP) CIP 47.0604

Sem/Yr | Grade
--- | ---
AUT 1080 Introduction to Auto Tech (CC) | 3
AUT 1200 Auto Electrical Systems I (CC) | 3
AUT 1210 Auto Braking Systems Drum (CC) | 3
AUT 1220 Auto Electrical Systems II (CC) | 3
AUT 1240 Auto Electrical Systems III (CC) | 3
AUT 1320 Auto Braking Systems Disc (CC) | 3
AUT 1400 Auto Steering & Suspension (CC) | 3
AUT 1500 Emissions & Fuel Control Systems (CC) | 3
AUT 1600 Auto Heating & Air Conditioning (CC) | 3
AUT 1700 Auto Tire & Wheel Alignment (CC) | 3
AUT 1800 Auto Electronic Test Equipment (CC) | 3
PAW 1060 Preparation for Employment (CC) | 1

Required Internship Courses:

AUT 1900 Auto Tech Internship I | 3
AUT 1920 Auto Tech Internship II | 3

Communications: (2 courses – 1 written & 1 oral)


Human Development: (1 course)

History/Political Science: (1 course)

Mathematics: (2 courses)


Science: (1 course)


Computer Literacy: (1 course)


Total Credit Hours 64 - 70

GPA: ________________
Advisor: __________________________

NOTE: See graduation policies on back.

(C) These courses are available through participating Area Career Centers.

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

* Designates courses with prerequisites.

< No longer offered.

(CC) These courses are no longer offered.

References:

ID #: __________________ Student: __________________

Communications – 2 courses

ENG 1330 English Composition I + (3) (written)
ENG 1440 Public Speaking + (3) (oral)
ENG 1670 Interpersonal Communications I (3) (oral)
TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

PSY 1130 General Psychology + (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth and Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences

In America (3)

History/Political Science – 1 course

HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1140 American State and Local Government < (3)
POS 1180 American Political Systems + (3)

Mathematics – 2 courses

TEC 1900 Technical Math I (3)
TEC 1910 - Technical Math II (3)
MAT 1180 - Fundamentals of Algebra (5)
MAT 1185 - Fundamentals of Algebra (4)
MAT 1205 - Applications of College Math (3)
MAT 1240 - Quantitative Reasoning (3)
MAT 1260 - Elementary Statistics (3)
MAT 1270 - Pre-Cal: Algebraic Reasoning (3)
MAT 1370 - Pre-Cal: Trig & Geom Reasoning (3)
MAT 1600 - Calculus for Business/Soc Sciences (3)
MAT 1650 - Analytical Geometry & Calculus I (5)
MAT 2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

BIO 1100 - Introduction to Biological Science (3)
BIO 1150 - General Biology (5)
BIO 1250 - General Botany (5)
BIO 1350 - General Zoology (5)
BIO 1430 - Environmental Science (3)
PHS 1130 - Physical Science (5)
PHS 1200 - Introductory Astronomy (3)
PHS 1230 - Oceanography (3)
PHS 1250 - Introductory Chemistry * (5)
PHS 1350 - General Chemistry I * (5)
PHS 1420 - College Physics I * (4)
PHS 2230 - General Physics I * (4)
PHS 2400 - Earth Science (5)
PHS 2420 - Earth Science I (3)
PHS 2430 - Earth Science II (3)
TEC 1070 - Unified Technical Concepts I * (4)
TEC 1080 - Unified Technical Concepts II * (4)

Computer Literacy – 1 course

CIS 1050 - Introduction to Computers (3)
CIS 1730 - Computer Applications (2)
CIS 1750 - Microcomputer Applications * (3)

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

* Designates courses with prerequisites.

< No longer offered.

(C) These courses are no longer offered.

References:

GPA: ________________
Advisor: __________________________

NOTE: See graduation policies on back.

CATALOG 2020-2022 Page 122
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communicated – 1 written & 1 oral
- ENG 1330 English Composition I + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I + (3) (oral)

### Human Development – 1 course
- PSY 1130 General Psychology I + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth & Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Intro to Cultural Anthropology (3)
- SOC 1600 Ethnicity & Cultural Differences (3)

### History/Political Science – 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1180 American National Government < (3)
- POS 1190 American Political Systems + (3)

### Science – 1 course
- BIO 1100 Intro to Bio Science (3)
- BIO 1150 General Biology (5)
- BIO 1330 Local Flora (3)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- BIO 2112 General Botany (5)
- PHS 1040 Consumer Chemistry * (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1400 Earth Science (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2410 Physical Geology (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered will count if previously completed.

### Gen Ed Cr. Hrs. .....................................15-18
Major Cr. Hrs. .....................................49
Total Cr. Hrs. ................................... 64-76

**NOTE:** See graduation policies on back.

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<td>BUS2330 Marketing</td>
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<td>BUS2530 Legal Environment of Business</td>
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<td>CIS1030 Information Technology for Business</td>
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<td>CIS1650 Computerized Accounting</td>
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History/Political Science:

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GUI1010 First Year Seminar: 1
HIS0000 MO Higher Education Civics Exam: 0
TSA0000 Technical Skills Assessment: 0

Total Credit Hours: 64-67

Advisor: ____________________________

**NOTE:** See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Administrative Office Specialist

**Associate of Applied Science - Business Management - Administrative Office Specialist**

(Major Code: MA - AP) CIP 52.0101

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<td>BUS2100</td>
<td>Fundamentals of Management</td>
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<td>BUS2330</td>
<td>Marketing (SP)</td>
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<td>CIS1650</td>
<td>Computerized Accounting *(SP)</td>
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<td>CIS1730</td>
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<td>ENG1330</td>
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<td>BUS2530</td>
<td>Legal Environment of Business</td>
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**Communications (1 written & 1 oral):**
- ENG1330 English Composition I *                     3

**Mathematics:**
- MGT1800 Business Math                               3

**History/Political Science:**
- 3

**Human Development:**
- 3

**Science:**
- 3-5

- GUI1010 First Year Seminar >                       1
- HIS0000 MO Higher Education Civics Exam            0
- TSA0000 Technical Skills Assessment                0

**Total Credit Hours**                               64-67

**Advisor:**

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**NOTE:** See graduation policies on back.

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**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Business Management

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
## Associate of Applied Science - Business Management - IT Specialist

**ID #: ______________________ Student: ______________________**

### Communications – 1 written & 1 oral
- ENG 1330 English Composition I *+ (3)  (written)
- ENG 1440 Public Speaking* + (3)  (oral)
- ENG 1670 Interpersonal Communications I* (3)  (oral)

### Human Development – 1 course
- PSY 1130 General Psychology I* + (3)
- PSY 1160 Applied Psychology* + (3)
- PSY 1250 Human Growth & Development* (3)
- SOC 1130 General Sociology* (3)
- SOC 1230 Social Problems* (3)
- SOC 1540 Intro to Cultural Anthropology* (3)
- SOC 1600 Ethnology & Cultural Differences* (3)

### History/Political Science – 1 course
- HIS 1230 American History I* (3)
- HIS 1240 American History II* (3)
- POS 1130 American National Government* <(3)
- POS 1140 American State and Local Government* <(3)
- POS 1180 American Political Systems* + (3)

### Science – 1 course
- BIO 1100 Intro to Bio Science* (3)
- BIO 1150 General Biology* (5)
- BIO 1330 Local Flora *(3)
- BIO 2122 General Zoology* (5)
- BIO 1430 Environmental Science* (3)
- BIO 2112 General Botany *(5)
- PHS 1040 Consumer Chemistry* (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy* (3)
- PHS 1230 Oceanography *(3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1400 Earth Science* (5)
- PHS 1420 College Physics I *(4)
- PHS 2230 General Physics I * (4)
- PHS 2420 Earth Science I *(3)
- PHS 2430 Earth Science II * (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

### Notes:
- + Recommended course for transfer students.
- * Course has prerequisite. See MAC Catalog.
- < No longer offered—will count if previously completed.

<table>
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<th>Gen Ed Cr. Hrs</th>
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### Communications (1 written & 1 oral):
- ENG 1330 English Composition I * .................................. 3

### Human Development:
- .................................................. 3

### History/Political Science:
- .................................................. 3

### Mathematics:
- MGT 1800 Business Math ............................................. 3

### Science:
- .................................................. 3-5

| GUI 1010 First Year Seminar | .................................. 1 |
| HIS 0000 MO Higher Education Civics Exam | .................................. 0 |
| TSA 0000 Technical Skills Assessment | .................................. 0 |

**Total Credit Hours**: 67-70

**GPA**: ______________________

**Advisor**: ______________________

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**NOTE**: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE  
Business Management – IT Specialist  
Page -2  

GRADUATION POLICIES:  (Diplomas and Certificates)  

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of  
   the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.  
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.  
3. All applicants are required to complete a graduation interview with the Career Placement Office.  
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.  
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.  

_________________________________________  
Signature Required  
Acknowledgement of Graduation Policies  

_________________________________________  
Date
**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**
Child Development
(Major Code: CD-AP) CIP19.0708

<table>
<thead>
<tr>
<th>Sem/Yr</th>
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<th>Cr. Hrs.</th>
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<td>ECE 1020</td>
<td>Guiding Altern/Young Children</td>
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<td>Early Child Hlth/Safety/Nutrition</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE 2002</td>
<td>Practicum Classroom Experiences</td>
<td>4</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE 2020</td>
<td>Emerging Language &amp; Literacy</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE 2040</td>
<td>Home, School &amp; Family</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE 2300</td>
<td>Professional Portfolio Assess*</td>
<td>1</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE 1300</td>
<td>Child Development</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>EDU 2400</td>
<td>Infant/Toddler Curr Methods &amp; Mtls *</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>EDU 2420</td>
<td>Org &amp; Mgmt of Early Childhood Prog *</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>MGT 1710</td>
<td>Human Resource Management</td>
<td>3</td>
<td>______</td>
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<tr>
<td>______</td>
<td>PAW 1060</td>
<td>Prep for Employment</td>
<td>1</td>
<td>______</td>
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<td>______</td>
<td>Program Elective</td>
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<td>______</td>
<td>Program Elective</td>
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<td>3</td>
<td>______</td>
</tr>
</tbody>
</table>

Communications: (1 written & 1 oral)
- ECE 1300 English Composition I * | 3
- ECE 1340 English Composition II | 3

Human Development:
- ______

History/Political Science:
- ______

Math:
- ______

Physical/Biological Science:
- ______

Computer:
- ______
- GUI1010 First Year Seminar | 1
- HIS0000 MO Higher Education Civics Exam | 0
- TSA0000 Technical Skills Assessment | 0

Total Credit Hours 65-66

GPA: ____________________

Advisor: ____________________

---

NOTE: See graduation policies on back
NOTE: ECE 2300 Professional Portfolio Assessment (1) hour required for graduation
Beginning Spring 2012.

ASSOCIATE OF APPLIED SCIENCE
Child Development
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
# Associate of Applied Science - Computer Networking

## MINERAL AREA COLLEGE

### ASSOCIATE OF APPLIED SCIENCE

**Computer Networking**  
(Major Code: CN - AP) CIP 11.0901

**Sem/Yr** | **Course** | **Grade**
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ASSOCIATE OF APPLIED SCIENCE
Computer Networking

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
**Communications – 2 courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1330</td>
<td>English Composition I * (3)</td>
<td></td>
</tr>
<tr>
<td>TEC 1040</td>
<td>Technical Writing * (3)</td>
<td></td>
</tr>
<tr>
<td>ENG 1440</td>
<td>Public Speaking* + (3)</td>
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</tr>
<tr>
<td>ENG 1670</td>
<td>Interpersonal Communications I* (3)</td>
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</tbody>
</table>

**Human Development – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 1130</td>
<td>General Psychology I* + (3)</td>
<td></td>
</tr>
<tr>
<td>PSY 1160</td>
<td>Applied Psychology*</td>
<td></td>
</tr>
<tr>
<td>PSY 1250</td>
<td>Human Growth &amp; Development* (3)</td>
<td></td>
</tr>
<tr>
<td>SOC 1130</td>
<td>General Sociology*</td>
<td></td>
</tr>
<tr>
<td>SOC 1230</td>
<td>Social Problems*</td>
<td></td>
</tr>
<tr>
<td>SOC 1540</td>
<td>Intro to Cultural Anthropology*</td>
<td></td>
</tr>
<tr>
<td>SOC 1600</td>
<td>Ethnicity &amp; Cultural Differences*</td>
<td></td>
</tr>
</tbody>
</table>

**History/Political Science – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1230</td>
<td>American History I* (3)</td>
<td></td>
</tr>
<tr>
<td>HIS 1240</td>
<td>American History II (3)</td>
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</tr>
<tr>
<td>POS 1130</td>
<td>American National Government* &lt; (3)</td>
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</tr>
<tr>
<td>POS 1140</td>
<td>American State and Local Government* &lt; (3)</td>
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<tr>
<td>POS 1180</td>
<td>American Political Systems* + (3)</td>
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</table>

**Mathematics – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>TEC 1900</td>
<td>Technical Mathematics I* (3)</td>
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<tr>
<td>TEC 1910</td>
<td>Technical Mathematics II* (3)</td>
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<tr>
<td>MAT1180</td>
<td>Fundamentals of Algebra* (5)</td>
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<tr>
<td>MAT1185</td>
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<tr>
<td>MAT1205</td>
<td>Applications of College Math* (3)</td>
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<td>MAT1240</td>
<td>Quantitative Reasoning* (3)</td>
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<td>MAT1260</td>
<td>Elementary Statistics* (3)</td>
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<tr>
<td>MAT1270</td>
<td>PreCal: Algebraic Reasoning* (3)</td>
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<tr>
<td>MAT1370</td>
<td>PreCal: Trig and Geometric Reasonings* (3)</td>
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</table>

**Science – 1 course**

<table>
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<tbody>
<tr>
<td>BIO 1100</td>
<td>Intro to Bio Science* (3)</td>
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</tr>
<tr>
<td>BIO 1150</td>
<td>General Biology* (5)</td>
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</tr>
<tr>
<td>BIO 1330</td>
<td>Local Flora* (3)</td>
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<tr>
<td>BIO 1350</td>
<td>General Zoology* (5)</td>
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<tr>
<td>BIO 1430</td>
<td>Environmental Science* (3)</td>
<td></td>
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<tr>
<td>BIO 2112</td>
<td>General Botany*</td>
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<tr>
<td>PHS 1040</td>
<td>Consumer Chemistry*</td>
<td></td>
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<tr>
<td>PHS 1130</td>
<td>Physical Science* (5)</td>
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<tr>
<td>PHS 1200</td>
<td>Introductory Astronomy* (3)</td>
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<tr>
<td>PHS 1230</td>
<td>Oceanography* (3)</td>
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<tr>
<td>PHS 1250</td>
<td>Introductory Chemistry * (5)</td>
<td></td>
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<tr>
<td>PHS 1350</td>
<td>General Chemistry I* (5)</td>
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<tr>
<td>PHS 1400</td>
<td>Earth Science* (5)</td>
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<tr>
<td>PHS 1420</td>
<td>College Physics I* (4)</td>
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<tr>
<td>PHS 2230</td>
<td>General Physics I* (4)</td>
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<tr>
<td>PHS 2420</td>
<td>Earth Science I* (3)</td>
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<tr>
<td>PHS 2430</td>
<td>Earth Science II* (3)</td>
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<tr>
<td>TEC 1070</td>
<td>Unified Technical Concepts I* (4)</td>
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<tr>
<td>TEC 1080</td>
<td>Unified Technical Concepts II* (4)</td>
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</tbody>
</table>

Recommended courses:
- Recommended course for transfer students.
- Course has prerequisite. See MAC Catalog.
- Recommended course

**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Computer Networking-Cyber Security Option

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen hours (15) hours of Mineral Area College must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Construction/Building Technology
(Major Code: CU - AP) CIP 46.0201

Sem/Yr             Grade

CBT 1020   Construction Carpentry Skills I (CC)         3
CBT 1100   Blueprint Reading & Layout (CC)               3
CBT 1160   Materials & Cost Estimation (CC)              3
CBT 1200   Construction Carpentry Skills II (CC)         3
CBT 1300   Concrete and Forms (CC)                      3
CBT 1400   Floor/Wall Layout & Framing (CC)              3
CBT 1500   Roofing Skills (CC)                          3
CBT 1600   Exterior Finishes (CC)                       3
CBT 1700   Interior Finishes (CC)                       3
CBT 1800   Plumbing (CC)                                3
CBT 1900   Fundamental Aspects of Industry (CC)          3
PAW 1060   Preparation for Employment (CC)               1

Total Credit Hours 64 - 70

Required Internship Courses:
CBT 2000   Const/Build Tech Internship I                  3
CBT 2020   Const/Build Tech Internship II                 3

Communications: (2 courses – 1 written & 1 oral)

Science: (1 course)

Human Development: (1 course)

History/Political Science: (1 course)

Mathematics: (2 courses)

Science: (1 course)

Computer Literacy: (1 course)

GUI1010 First Year Seminar
HIS0000 MO Higher Education Civics Exam
TSA0000 Technical Skills Assessment

(2 courses)

Total Credit Hours 64 - 70

GPA: ____________

Advisor:

NOTE: See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
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3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration
(Major Code: CM-AP) CIP 43.0107

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>CRJ1010 Criminal Justice Internship</th>
<th>CRJ1100 Intro to Criminal Justice</th>
<th>CRJ1400 Criminal Law</th>
<th>CRJ1500 Criminal Evidence</th>
<th>CRJ1520 Criminology</th>
<th>CRJ1540 Criminal Procedure</th>
<th>CRJ1600 Juvenile Justice System</th>
<th>CRJ1800 Intro to Corrections</th>
<th>CRJ2320 Administration of Correctional Services</th>
<th>CRJ2340 Concepts of Community Corrections</th>
<th>CRJ2380 Probation and Parole in America</th>
<th>Program Elective</th>
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Communications:

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Human Development:

|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |
|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |

History/Political Science:

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Math:

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|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |

Science:

|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |
|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |

Computer Literacy:

|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |
|        |                                    |                                    |                      |                            |                     |                         |                                 |                                 |                                 |                                 |                                 |                                 |                  |                  |

Gen Ed Cr. Hrs. ........................................ 21-22
Major Cr. Hrs. ........................................... 39
Total Cr. Hrs. ............................................ 60-61

Total Credit Hours 60-61

GPA: ____________________________________________

ADVISOR: _______________________________________

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration

GRADUATION POLICIES:  (Diplomas and Certificates)

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________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
### Communications – 2 courses
- CRJ2000 Criminal Justice Report Writing *(written)*
- ENG1330 English Comp I + *(3)* *(written)*
- ENG1340 English Composition II * *(3)* *(written)*
- ENG1440 Public Speaking *(3)* *(oral)*
- ENG1670 Interpersonal Communications I *(3)* *(oral)*

### Human Development – 1 course
- PSY1130 General Psychology I *(3)*
- PSY1160 Applied Psychology *(3)*
- PSY1250 Human Growth & Development *(3)*
- SOC1130 General Sociology *(3)*
- SOC1230 Social Problems *(3)*

### History/Political Science – 1 courses
- CRJ1520 Criminology *(3)*
- HIS1230 American History I *(3)*
- HIS1240 American History II *(3)*
- POS1130 American National Government < *(3)*
- POS1140 American State and Local Government < *(3)*
- POS1180 American Political Systems + *(3)*

### Mathematics – 1 course
- MGT 1800 Business Math *(3)*
- TEC 1900 Technical Math I *(3)*
- TEC 1910 Technical Math II *(3)*
- MAT 1180 Fundamentals of Algebra² *(5)*
- MAT 1185 Fundamentals of Algebra³ *(4)*
- MAT 1205 Applications of College Math² *(3)*
- MAT 1240 Quantitative Reasoning¹ *(3)*
- MAT 1260 Elemtry Statistics² *(3)*
- MAT 1270 Pre-Cal: Algebraic Reasoning² *(3)*
- MAT 1370 Pre-Cal: Trig & Geom Reasoning* *(3)*

### Computer Literacy – 1 course
- CIS 1050 Introduction to Computers *(3)*
- CIS 1730 Computer Applications *(2)*
- CIS 1750 Microcomputer Applications* *(3)*

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if completed previously.

Gen Ed Cr. Hrs .................................. 21-22
Major Cr. Hrs. .................................. 39
Total Cr. Hrs. .................................. 60-61

**Note:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Judicial Administration
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Law Enforcement
(Major Code: LE-AP) CIP 43.0107

Sem/Yr  | Course Description                          | Credits |
---------|---------------------------------------------|---------|
CRJ1010 | Criminal Justice Internship...OR            | 3       |
CRJ1250 | Basic Police Science IV*                    |         |
CRJ1100 | Intro to Criminal Justice                   | 3       |
CRJ1200 | Criminal Investigations I                    | 3       |
CRJ1400 | Criminal Law *                              |         |
CRJ1500 | Criminal Evidence                           | 3       |
CRJ1520 | Criminology...OR                           |         |
CRJ1300 | Criminal Investigations III*                |         |
CRJ1540 | Criminal Justice Procedures...OR            | 3       |
CRJ1750 | Advanced Patrol/Traffic Law*                |         |
CRJ1600 | Juvenile Justice System                     | 3       |
CRJ1710 | Community Policing...OR                    |         |
CRJ1720 | Patrol and Traffic Law*                     |         |
CRJ1800 | Intro to Corrections                        | 3       |
CRJ1900 | Police Administration *                     | 3       |
Program Elective...OR                          | 3       |
CRJ1000 | Basic Police Science I*                     |         |
Program Elective...OR                          | 3       |
CRJ1050 | Basic Police Science II*                    |         |
Communications:                                 |         |
Human Development:                              | 3       |
History/Political Science:                      | 3       |
Math:                                           | 3-5     |
Science:                                        |         |
CRJ1130 | Intro to Forensic Science...OR              | 3       |
CRJ1150 | Basic Police Science III*                   |         |
Computer Literacy:                              | 2-3     |
GUI1010 | First Year Seminar                          | 1       |
HIS0000 | MO Higher Education Civics Exam             | 0       |
TSA0000 | Technical Skills Assessment                 | 0       |
Total Credit Hours                               | 60-63   |

NOTE: See graduation policies on back.

GPA: ___________________ Advisor: ___________________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Digital Media Technology
(Major Code: DM - AP) CIP 10.0202

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<td>RTV 1000 Introduction to Video Systems (CC)</td>
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<td>RTV 1040 Studio Production I (CC)</td>
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<td>RTV 1100 Lighting (CC)</td>
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<td>RTV 1120 Post Production I (CC)</td>
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<td>RTV 2000 Field Production II * (CC)</td>
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<td>RTV 2020 Studio Production II * (CC)</td>
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Required Internship Courses:

- RTV 2100 Radio/TV Broadcasting Production
- Tech Internship I *
- RTV 2120 Radio/TV Broadcasting Production
- Tech Internship II *

Communications: (2 courses – 1 written & 1 oral)

Human Development: (1 course)

History/Psychology Science: (1 course)

Mathematics: (2 courses)

Science: (1 course)

Computer Literacy: (1 course)

GUJ1010 First Year Seminar
HIS0000 MO Higher Education Civics Exam
TSA0000 Technical Skills Assessment

Total Credit Hours: 64 - 70

GPA: _____________

Advisor: _____________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
Communications – 2 courses
ENG 1330 English Composition I *(3) (written)
ENG 1440 Public Speaking + (3) (oral)
ENG 1670 Interpersonal Communications I (3) (oral)
TEC 1040 Technical Writing *(3) (written)

Human Development – 1 course
PSY 1130 General Psychology I+ (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth and Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences In America (3)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1140 American State and Local Government < (3)
POS 1180 American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1185 - Fundamentals of Algebra (4)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100 Introduction to Biological Science (3)
BIO 1150 General Biology (5)
BIO 1250 General Botany (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHS 1130 Physical Science *(5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry *(5
PHS 1350 General Chemistry I *(5
PHS 1420 College Physics I *(4
PHS 2230 General Physics I *(4
PHS 2400 Earth Science (3)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I *(4
TEC 1080 Unified Technical Concepts II *(4

Computer Literacy – 1 course
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications *(3

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

GPA: ________________

MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Electrical Technology
(Major Code: EW - AP) CIP 46.0302

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<td>ETT 1200</td>
<td>Residential Circuits (CC)</td>
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<td>ETT 1300</td>
<td>Commercial Circuits (CC)</td>
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<td>ETT 1400</td>
<td>Industrial Circuits (CC)</td>
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<td>EEE 1580</td>
<td>Practical Electronics I (CC)</td>
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<td>EEE 1710</td>
<td>National Electrical Code (CC)</td>
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<td>EEE 1970</td>
<td>Programmable Logic Controls (CC)</td>
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<td>TEC 1780</td>
<td>Blueprint Reading (CC)</td>
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<tr>
<td>PAW 1060</td>
<td>Preparation for Employment (CC)</td>
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Required Internship Courses:
ETT 1700 | Electrical Tech Internship I | 3
ETT 1720 | Electrical Tech Internship II | 3

Communications: (2 courses – 1 written & 1 oral)

Human Development: (1 course)

History/Political Science: (1 course)

Mathematics: (2 courses)

Science: (1 course)

Computer Literacy: (1 course)

GUI1010 First Year Seminar

HIS0000 MO Higher Education Civics Exam

TSA0000 Technical Skills Assessment

Total Credit Hours 61-68
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communications – 1 course
- ENG1440 Public Speaking *(3)
- ENG1670 Interpersonal Communications I *(3)

### Computer Literacy – 1 Course
Any CIS course (1-3)

### History/Political Science – 1 course
- HIS1230 American History I ^ (3)
- HIS1240 American History II ^ * (3)
- POS1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra* (5)
- MAT1185 - Fundamentals of Algebra* (4)
- MAT1205 - Applications of College Math* (3)
- MAT1240 - Quantitative Reasoning* (3)
- MAT1260 - Elementary Statistics* (3)
- MAT1270 - Pre-CalC: Algebraic Reasoning (3)
- MAT1370 - Pre-CalC: Trig & Geometric Reasoning* (3)
- MAT1600 - Calculus for Business/Soc Sciences* (3)
- MAT1650 - Analytical Geometry & Calculus I (5)

### Science – 1 course
- Any Science or BIO course (3-5)

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**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**
**Electrical/Electronics Technology**
*(Major Code: AL AP) CIP15.0303*

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<td>EEE 1580</td>
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<td>EEE 1710</td>
<td>National Electric Code*</td>
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<td>EEE 1970</td>
<td>Programmable Logic Controllers*</td>
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<td>EEE 2040</td>
<td>Digital Electronics</td>
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<td>English Composition I*</td>
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<td>TEC 1425</td>
<td>Elements of Automation</td>
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<td>TEC 1580</td>
<td>Quality Control and Testing</td>
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<td>TEC 1610</td>
<td>Introduction to Engineering Design</td>
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<td>TEC 1630</td>
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<td>TEC 1780</td>
<td>Blueprint Reading</td>
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<td>TEC 1920</td>
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<td>TEC 1930</td>
<td>General Industry Safety</td>
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</table>

**Communications: (1 Course)**

- ENG 1330

**Computer Literacy: (1 Course)**

- TEC 1040

**History/Political Science: (1 Course)**

- HIS 1230

**Mathematics: (2 Courses)**

- MAT 1180
- MAT 1205

**Science: (1 Course)**

- TEC 1930

**GUI1010 First Year Seminar**

- HIS0000 MO Higher Education Civics Exam
- TSA0000 Technical Skills Assessment

- Total Credit Hours: 60-68

**GPA:** __________

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**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours must be earned at Mineral Area College.
6. No more than 50% of the course work for this degree may be completed online.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
Communications-Oral – 1 course
ENG1440 Public Speaking+ (3)
ENG1670 Interpersonal Communications I (3)

Computer Literacy – 1 Course
Any CIS course (1-3)

History/Political Science – 1 course
HIS1230 American History I (3)
HIS1240 American History II (3)
POS1180 American Political Systems + (3)

Mathematics – 2 courses
TEC1900 Technical Mathematics I ^ (3)
TEC1910 Technical Mathematics II * ^ (3)
MAT1180 Fundamentals of Algebra* (5)
MAT1185 Fundamentals of Algebra (4)
MAT1205 Applications of College Math* (3)
MAT1240 Quantitative Reasoning* (3)
MAT1260 Elementary Statistics* (3)
MAT1270 PreCalc: Algebraic Reasoning* (3)
MAT1370 PreCalc: Trig and Geometric Reasonings* (3)
MAT1600 Calculus for Bus/Soc Sci * (3)
MAT1650 Analytical Geometry & Calculus I +* (5)

Science – 1 course
Any Science or Bio course (3-5)

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs .............................................. 17-25
Major Cr. Hrs. ............................................. 43
Total Cr. Hrs. .............................................. 60-68

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design and Drafting

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communications-Oral – 1 course
- ENG1440 Public Speaking + (3)
- ENG1670 Interpersonal Communications I (3)

### Computer Literacy – 1 Course
- Any CIS course (1-3)

### History/Political Science – 1 course
- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^* (3)
- MAT1180 Fundamentals of Algebra* (5)
- MAT1185 Fundamentals of Algebra* (4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning* (3)
- MAT1370 Pre-Calc: Trig & Geometric Reasoning* (3)
- MAT1600 Calculus for Business/Soc Sciences (3)
- MAT1650 Analytical Geometry & Calculus I (5)

### Physical Science – 1 course
- Any Science or Bio course (3-5)

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**NOTICE:** See graduation policies on back.

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### Communications-Oral: (1 Course)

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<th>Course</th>
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<td>ENG1330 English Composition I</td>
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<td>TEC1930 General Industry Safety</td>
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### Computer Literacy: (1 Course)

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### History/Political Science: (1 Course)

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### Mathematics: (2 Courses)

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<td>EEE1970 Programmable Logic Controllers</td>
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### Science: (1 Course)

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Grade</th>
<th>Course</th>
<th>Hours</th>
</tr>
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<tr>
<td></td>
<td></td>
<td>EEE1550 Electrical Systems</td>
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<td>EEE1970 Programmable Logic Controllers</td>
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<td>TEC1040 Technical Writing ^*</td>
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### Total Credit Hours

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>63-68</td>
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</table>

### GPA

<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
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</table>

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**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Manufacturing
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
# ASSOCIATE OF APPLIED SCIENCE

## Graphic Arts/Printing Technology

(General Code:  GR - AP) CIP 10.0305

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GRA 1100</td>
<td>Introduction to Graphic Arts/Print (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRA 1160</td>
<td>Graphic Design I (CC)</td>
<td>3</td>
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<tr>
<td>GRA 1180</td>
<td>Graphic Design II (CC)</td>
<td>3</td>
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</tr>
<tr>
<td>GRA 1230</td>
<td>Creative Suite I (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRA 1240</td>
<td>Creative Suite II (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRA 1310</td>
<td>Digital Photography &amp; Studio (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRA 1320</td>
<td>Image Assembly (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GRA 1350</td>
<td>Digital Platemaking (CC)</td>
<td>3</td>
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<tr>
<td>GRA 1410</td>
<td>Screen Printing (CC)</td>
<td>3</td>
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<tr>
<td>GRA 1430</td>
<td>Screen Printing II (CC)</td>
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</tr>
<tr>
<td>GRA 1500</td>
<td>Bindery and Finishing (CC)</td>
<td>3</td>
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<tr>
<td>PAW 1060</td>
<td>Preparation for Employment (CC)</td>
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</table>

### Optional Elective @ AVCTC & CapeCTC

- GRA 1510 Embroidering Techniques (CC) | 3 |

#### Required Internship Courses:

- GRA 1400 Graphic Arts/Print Tech Internship I | 3 |
- GRA 1620 Graphic Arts/Print Tech Internship II | 3 |

#### Communications: (2 courses – 1 written & 1 oral)

- GPA: ____________________________

---

### Human Development: (1 course)

- GPA: ____________________________

### History/Political Science: (1 course)

- GPA: ____________________________

### Mathematics: (2 courses)

- GPA: ____________________________

### Science: (1 course)

- GPA: ____________________________

### Computer Literacy – 1 course

- GPA: ____________________________

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### GPA: ____________________________

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### Notes:

- See graduation policies on back.

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### Degree

- Revised Core 02-28-2019 clm
- Effective Fall 2019

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### Appendix Main

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### CATALOG 2020-2022

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### Back to Appendix Main
Graduation Policies: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
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3. All applicants are required to complete a graduation interview with the Career Services Director.
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5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
### Communications – 2 courses
- ENG 1330 English Composition I *+ (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
  
**NOTE:  See graduation policies on back**

### Human Development – 1 course
- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences in America (3)

### History/Political Science – 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC 1900 - Technical Math I (3)
- TEC 1910 - Technical Math II (3)
- MAT 1180 - Fundamentals of Algebra (5)
- MAT 1185 - Fundamentals of Algebra (4)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calculus: Algebraic Reasoning (3)
- MAT 1370 - Pre-Calculus: Trig & Geom Reasoning (3)
- MAT 1600 - Calculus for Business/Soc Sciences (3)
- MAT 1650 - Analytical Geometry & Calculus I (5)
- MAT 2150 - Analytical Geometry & Calculus II (5)

### Science – 1 course
- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

### Computer Literacy – 1 course
- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

### Degree

### MINERAL AREA COLLEGE

#### ASSOCIATE OF APPLIED SCIENCE

**Heating, Air Conditioning, and Refrigeration Technology**

(Major Code: HE - AP) CIP 47.0201

<table>
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<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHR 1000</td>
<td>Safety for Heat/AC Ref. Prof. (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>AHR 1010</td>
<td>Air Condition &amp; Refrigeration I (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1030</td>
<td>Air Condition &amp; Refrigeration II (CC)</td>
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<tr>
<td>AHR 1100</td>
<td>Basic Braising Heat/Ref/AC (CC)</td>
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<td></td>
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<tr>
<td>AHR 1130</td>
<td>Basic Electricity Heat/Ref/AC (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>AHR 1200</td>
<td>Refrigeration Motors (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1300</td>
<td>Refrigeration Controls (CC)</td>
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<tr>
<td>AHR 1400</td>
<td>Residential Cooling/Heating (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1500</td>
<td>Commercial Cooling/Heating (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>AHR 1520</td>
<td>Commercial Refrigeration (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>AHR 1600</td>
<td>Troubleshoot Heat/Cool Systems (CC)</td>
<td>3</td>
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<tr>
<td>PAW 1060</td>
<td>Preparation for Employment (CC)</td>
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### Required Internship Courses:

- AHR 1700 H, A/C, R Tech Internship I
- AHR 1720 H, A/C, R Tech Internship II

### Communications: (2 courses – 1 written & 1 oral)

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### Human Development: (1 course)

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### History/Political Science: (1 course)

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### Mathematics: (2 courses)

- AHR 1010 Air Condition & Refrigeration I (CC).............3
- AHR 1030 Air Condition & Refrigeration II (CC).............3
- AHR 1100 Basic Braising Heat/Ref/AC (CC).............3
- AHR 1130 Basic Electricity Heat/Ref/AC (CC).............3
- AHR 1200 Refrigeration Motors (CC).............3
- AHR 1300 Refrigeration Controls (CC).............3
- AHR 1400 Residential Cooling/Heating (CC).............3
- AHR 1500 Commercial Cooling/Heating (CC).............3
- AHR 1520 Commercial Refrigeration (CC).............3
- AHR 1600 Troubleshoot Heat/Cool Systems (CC).............3
- PAW 1060 Preparation for Employment (CC).............1

### Science: (1 course)

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### Computer Literacy: (1 course)

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</table>

### Total Credit Hours

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</table>

**NOTE:  See graduation policies on back.**
Associate of Applied Science
HVAC
Page -2

GRADUATION POLICIES:  (Diplomas and Certificates)

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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
**Associate of Applied Science - Industrial Maintenance**

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Industrial Maintenance**

(Major Code: IM AP) CIP470303

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<td>EEE1580</td>
<td>Practical Electronics I</td>
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<td>EEE1710</td>
<td>National Electric Code</td>
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<td>TEC1040</td>
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<tr>
<td>ENG1330</td>
<td>English Composition I*</td>
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<tr>
<td>TEC1300</td>
<td>Computer Aided Design Drafting</td>
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<tr>
<td>TEC1580</td>
<td>Quality Control and Testing</td>
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</tr>
<tr>
<td>TEC1610</td>
<td>Introduction to Engineering Design</td>
<td>3</td>
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<tr>
<td>TEC1630</td>
<td>Principles of Engineering*</td>
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<tr>
<td>TEC1720</td>
<td>Mechanisms</td>
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<tr>
<td>TEC1780</td>
<td>Blueprint Reading</td>
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<td>TEC1920</td>
<td>Teamwork Workplace Communications</td>
<td>3</td>
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<tr>
<td>TEC1930</td>
<td>General Industry Safety</td>
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<tr>
<td>TEC2030</td>
<td>Basic Fluid Power</td>
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</tbody>
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**History/Political Science: (1 Course)**

- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

**Computer Literacy – 1 Course**

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ * (3)
- TEC1180 Fundamentals of Algebra* (5)
- TEC1185 Fundamentals of Algebra* (4)
- TEC1205 Applications of College Math* (3)
- TEC1240 Quantitative Reasoning* (3)
- TEC1260 Elementary Statistics* (3)
- TEC1270 PreCalc: Algebraic Reasoning* (3)
- TEC1370 PreCalc: Trig and Geometric Reasonings* (3)
- TEC1600 Calculus for Bus/Soc Sci * (3)
- TEC1650 Analytical Geometry & Calculus I +* (5)

**Mathematics Electives – 2 Courses**

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ * (3)
- TEC1920 Teamwork Workplace Communications (3)
- TEC1930 General Industry Safety (3)
- TEC2030 Basic Fluid Power (3)

**Mathematics: (2 Courses)**

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ * (3)
- TEC1920 Teamwork Workplace Communications (3)
- TEC1930 General Industry Safety (3)
- TEC2030 Basic Fluid Power (3)

**Science: (1 Course)**

- Any Science or Bio (3-5)

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**Total Credits Hours**: 60-68

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**NOTE**: See graduation policies on back.

**GPA**: ______________________

**Advisor**: ______________________________________

---

**NOTE**: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Industrial Maintenance
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
### Communications – 2 courses
- ENG 1330 English Composition I * + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

### Human Development – 1 course
- PSY 1130 General Psychology I + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

### History/Political Science – 1 course
- HIS 1230 American History I + (3)
- HIS 1240 American History II + (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC 1900 Technical Math I (3)
- TEC 1910 Technical Math II (3)
- MAT 1180 Fundamentals of Algebra (5)
- MAT 185 Fundamentals of Algebra (4)
- MAT 1205 Applications of College Math (3)
- MAT 1240 Quantitative Reasoning (3)
- MAT 1260 Elementary Statistics (3)
- MAT 1270 Pre-Calc: Algebraic Reasoning (3)
- MAT 1370 Pre-Calc: Trig & Geom Reasoning (3)
- MAT 1600 Calculus for Business/Soc Sciences (3)
- MAT 1650 Analytical Geometry & Calculus I (5)
- MAT 2150 Analytical Geometry & Calculus II (5)

### Science – 1 course
- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

### Computer Literacy – 1 course
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

* Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

### Required Technical Courses:
- TEC 1000 Machine Shop I (CC) ......................... 6
- TEC 1160 Machine Shop II * (CC) ......................... 6
- TEC 1390 Machine Shop III * (CC) ......................... 6
- TEC 1430 Machine Shop IV * (CC) ......................... 6
- PAW 1060 Preparation for Employment (CC) .......... 1

### Communications:
- (2 courses – 1 written & 1 oral) ......................... 3

### Human Development:
- (1 course) .................................................. 3

### History/Political Science:
- (1 course) .................................................. 3

### Mathematics:
- (2 courses) .................................................. 3

### Science:
- (1 course) .................................................. 3

### Computer Literacy:
- (1 course) .................................................. 2

### Total Credit Hours: 69-75

GPA: ____________________________

NOTE: See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
Mineral Area College
Associate of Applied Science
MEDICAL LABORATORY TECHNICIAN
(Major Code: MT-AP) CIP 51.1004

Student Name: ___________________________ ID#: _____________________

The NAACLS Accredited Missouri Health Professions Consortium (MHPC) MLT Program curriculum includes virtual classroom instruction, on-campus laboratory instruction, and an off-campus clinical rotation component encompassing the areas of Hematology and Coagulation, Clinical Microbiology, Parasitology, Mycology and Virology, Immunohematology, Clinical Chemistry and Urinalysis, Immunology and Phlebotomy.

The classroom lecture component is taught by MACC faculty and is recorded for the MLT students located at East Central College, Mineral Area College, MACC, North Central Missouri College, Three Rivers College, and State Fair Community College campuses using online learning management system technology.

In addition, all MLT students will be required to travel to the MACC Mexico Campus at designated times during the fall and spring semesters to participate in “centralized lab” sessions that bring the students from all campuses together for group lab activities and testing. Any required lodging will be at the student’s expense.

Pre-Professional Coursework
BIO2600 Human Anatomy……………….5
BIO2620 Human Physiology……………..5
HIS1230 American History I OR
HIS1240 American History II OR
POS1180 American Political Systems……3
PHI1420 Intro to Ethics OR
SOC1130 General Sociology……………3
ENG1330 Composition I……………….3
MAT1270 Precalculus Algebra OR
MAT1240 Quantitative Reasoning………3
PHS1250 Intro to Chemistry…………….5
GUI1010 First Year Seminar……………1

Total Pre-Reqs Cr Hrs……..28

Fall: Professional Coursework
____ MLT1500 Intro to Lab Science Methods……2
____ MLT2100 Immunology………………..3
____ MLT2500 Hematology and Coagulation…….5
____ MLT2600 Phlebotomy…………………2
____ MLT2910 Hematology & Coag Practicum…2

Spring: Professional Coursework
____ MLT2700 Immunohematology…………5
____ MLT2800 Clinical Microbiology…………4
____ MLT2900 Parasitology, Mycol & Virol….1
____ MLT2930 Clinical Microbiology Pract……2
____ MLT2940 Immunohematology Practicum…2

Total Sem Cr Hrs…….14

Summer: Professional Coursework
____ MLT2200 Clinical Chem & Urinalysis……5
____ MLT2920 Clinical Chem & Urine Pract……2
____ HIS0000 MO Higher Ed. Civics Exam……0

Total Sem Cr Hrs…….7

Total degree hours……………………………………….63

Note: Please see MAC graduation polices on back
ASSOCIATE OF APPLIED SCIENCE
Medical Laboratory Technician
Page -2

**It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).

Additional Program Notes:

Off-campus clinical rotation components occur at designated clinical affiliates near the “home campus” area for each student. Students should be prepared to drive a minimum of one hour to their designated clinical locations each day assigned.

Students are NOT required to have a personally owned computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, it is strongly recommended that students have their own computer for use throughout the program.

General education classes may be completed at colleges other than the MHPC partner community colleges. Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.

To successfully complete MLT Professional Coursework, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components.

The MHPC MLT Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job related condition or disability.

For additional information, please see the MLT Application located on the MACC website (https://www.macc.edu/application-packet-mhcp-mlt) or contact Alese Thompson, MLT Program Executive Director, at aleset@macc.edu or 1-573-582-0817 ext. 13624.

Mineral Area College GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________  ________________________________________
Signature Required                                           Date
Acknowledgement of Graduation Policies
**Program Pre-Requisites**

Must hold EMT Certification: #

<table>
<thead>
<tr>
<th>Semester 1</th>
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<th>Grade</th>
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<tr>
<td>PAR2013</td>
<td>Princ of Paramedic Tech I</td>
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<td>PAR2083</td>
<td>Paramedic Pharmacology</td>
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<td>PAR2213</td>
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<td>PAR2123</td>
<td>Paramedic Cardiology</td>
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<td>PAR2223</td>
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<td>PAR2043</td>
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<td>PAR2263</td>
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<td>PAR2373</td>
<td>Par Filed Internship Capstone</td>
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<td>TSA0000</td>
<td>Technical Skills Assessment</td>
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**Required General Education Courses**

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<th>Grade</th>
</tr>
</thead>
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<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENG1330</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT1240</td>
<td>Quantitative Reasoning*</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250</td>
<td>Introductory Chemistry*</td>
<td>5</td>
</tr>
<tr>
<td>BIO2540</td>
<td>Human A&amp;P*</td>
<td>5</td>
</tr>
<tr>
<td>POS1180</td>
<td>American Political Sys OR</td>
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<tr>
<td>POS1130</td>
<td>American National Govt.</td>
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<tr>
<td>HIS1230</td>
<td>American History I</td>
<td></td>
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<tr>
<td>HIS1240</td>
<td>American History II</td>
<td></td>
</tr>
<tr>
<td>PSY1130</td>
<td>General Psychology</td>
<td>3</td>
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<td>HIS0000</td>
<td>MO Higher Ed.Civics Exam</td>
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<tr>
<td>Total Hrs</td>
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</table>

Total Gen Ed Cr Hrs. : 23
Paramedic Tech Core Cr Hrs: 44
TOTAL AAS CR HRS: 67

* Course has pre-requisite(s).
+ Course has restricted enrollment.
● Credit purchase may be required for non-Mac graduates.
< Crs no longer offered-will count if previously completed.

**NOTE:** See graduation policies on back.

GPA: _______________
NREMT Registration completed: 
/ / /

Advisor Signature
/ / / 
Date 

**Note:** See graduation policies on back.
Associate of Applied Science - Paramedic Technology

Effective Fall 2021

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies
1. Program admission is based on a selection process.
2. All courses must be completed with a grade of “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
7. Applicant must make NREMT account.

___________________________________________
Signature Required
Acknowledgement of Graduation Policies

___________________________________________
Date
ID #: ___________________________ Student: __________________________________________

Biology – 1 course
BIO 1150 General Biology ♦️ (5)
Other Biology courses may be accepted with department approval.

Communications – 2 courses
ENG 1330 English Composition I * (3) (written)
ENG 1440 Public Speaking (3) (oral)
ENG 1670 Interpersonal Communications I (3) (oral)
TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course
PSY 1130 General Psychology I (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth and Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences in America (3)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1180 American Political Systems (3)

Mathematics – 1 course
TEC 1900 - Technical Math I * (3)
MAT 1180 - Fundamentals of College Algebra (5)
MAT 1185 - Fundamentals of Algebra (4)
MAT 1205 - Applications of College Math (3)
MAT 1225 - Math for Elementary Teachers (3)
MAT 1240 - Quantitative Reasoning (3)
MAT 1260 - Elementary Statistics (3)
MAT 1270 - Pre-Cal: Algebraic Reasoning (3)
MAT 1370 - Pre-Cal: Trig & Geom Reasoning (3)
MAT 1600 - Calculus for Business/Soc Sciences (3)
MAT 1650 - Analytical Geometry & Calculus I (5)
MAT 2150 - Analytical Geometry & Calculus II (5)

Computer Literacy – 1 course
CIS 1050 Introduction to Computers (3)
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications * (3)
* Designates courses with prerequisites
♦️ BIO1150 through MAC will count towards AA and allied health degrees and serves as a pre-req for Anatomy and Physiology through MAC

Note: Biology – SEMO reflects course at Southeast Missouri University and TRCC relates to course at Three Rivers Community College

(CC) This course is part of the Physical Therapist Assistant program core and available through the Cape Girardeau Career and Technology Center

▲ Course must be completed with a grade of “C” or above prior to acceptance into the PTA technical program component

Note: See graduation policies on back

---

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

Physical Therapist Assistant
(Major Code: PT-AP) CIP 51.0806

<table>
<thead>
<tr>
<th>Sem/Yr</th>
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<th>Trimester II</th>
<th>Trimester III</th>
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<td>PTA 1004</td>
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<td>Anatomy and Physiology for PTA* (CC)</td>
<td>Human Development* (CC)</td>
<td>Therapeutic Exer. II &amp; Lab* (CC)</td>
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<td>PTA 2220</td>
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<td></td>
<td>Introduction to PTA (CC)</td>
<td>Funct. Anatomy &amp; Kinesiology &amp; Lab* (CC)</td>
<td>Special Problems in PTA* (CC)</td>
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<td>PTA 1062</td>
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<td>PTA 2362</td>
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<td></td>
<td>Basic Patient Care &amp; Lab* (CC)</td>
<td>Tests and Measures (CC)</td>
<td>Clinical Practice III* (CC)</td>
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<td>Therapeutic Exer. I &amp; Lab* (CC)</td>
<td>Clinical Practice IV* (CC)</td>
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<td>Clinical Practice II* (CC)</td>
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19 Cr. Hrs.

17 Cr. Hrs.

14 Cr. Hrs.

Biology: (General Biology Course with Laboratory)

___________________________▲__________________ 4-5

Health:

___________________________▲__________________ 3

Communications: (2 courses – 1 written ▲, and 1 oral)

___________________________▲__________________ 3

___________________________▲__________________ 3

Human Development: (1 course)

___________________________▲__________________ 3

History/Political Science: (1 course)

___________________________▲__________________ 3

Mathematics: ▲ (1 course)

___________________________▲__________________ 3-5

Computer Literacy: (1 course)

___________________________▲__________________ 2-3

HIS0000 MO Higher Education Civics Exam ............. 0

TSA0000 Technical Skills Assessment ................... 0

Total Credit Hours 74 – 79

GPA: __________________________

Advisor: ________________________
GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Applied Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the PTA technical program component.
2. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

The physical therapist assistant program at Cape Girardeau Career & Technology Center/Mineral Area College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

Signature Required
Acknowledgement of Graduation Policies

Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Skilled Trades Technology

(Major Code: SK-AP) CIP 48.9999

United States Department of Labor and Bureau of Apprenticeship Program – Technical Course Block .................. 37 hours

CTE Dean’s Approval (signature) Date

A total of thirty-seven technical credit hours may be awarded through completion of United States Department of Labor and Apprenticeship Programs. The apprenticeship program may consist of both classroom instruction and on-the-job training activities. A minimum of 750 minutes of classroom instruction or 1500 minutes of on-the-job/laboratory training is required for each technical credit hour earned. Technical course credit will be awarded only after the student has secured a journeyman’s license, completed all general education requirements, and has made application for graduation.

Sem/Yr Grade

Communications: (2 courses – 1 written & 1 oral)

<table>
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<th>Grade</th>
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Human Development: (1 course)

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<th>Grade</th>
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History/Political Science: (1 course)

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<th>Grade</th>
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<tbody>
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<td>(1 course)</td>
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Mathematics: (2 courses)

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Science: (1 course)

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Computer Literacy: (1 course)

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GUI1010 First Year Seminar

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HIS0000 MO Higher Education Civics Exam

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TSA0000 Technical Skills Assessment

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Total Credit Hours 61 - 68

GPA: ____________________

NOTE: See graduation policies on back
GRADUATION POLICIES:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
Associate of Applied Science - Welding Technology

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Welding Technology
(Major Code: WE - AP) CIP 48.0508

Sem/Yr                      Grade
WLD 1020 Orientation to Welding (CC) .................. 3
WLD 1100 Welding Print Read/Layout/Fab (CC) .......... 3
WLD 1160 Shielded Metal Arc Welding (CC) .......... 3
WLD 1180 Adv. Shielded Metal Arc Welding (CC) .... 3
WLD 1200 Gas Metal Arc Welding (CC) ................. 3
WLD 1220 Flux Cored Arc Welding (CC) ................. 3
WLD 1240 Gas Tungsten Arc Welding (CC) ........... 3
WLD 1310 Plasma Arc Cut & Carbon Arc Gouging (CC)... 3
WLD 1400 Metallurgy and Heat Treating (CC) .......... 3
WLD 1510 Other Cutting Processes (CC) ............. 3
WLD 1610 AWS Sense Program (CC) ...................... 3
PAW 1060 Preparation for Employment (CC) .......... 1

Communications: (2 courses – 1 written & 1 oral)

Human Development: (1 course)

History/Political Science: (1 course)

Mathematics: (2 courses)

Science: (1 course)

Computer Literacy: (1 course)

Required Internship Courses:

WLD 1700 Welding Tech Internship I .................. 3
WLD 1720 Welding Tech Internship II .............. 3

Total Credit Hours 64-71

NOTE: See graduation policies on back.

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

Designates courses with prerequisites.

< No longer offered.

GPA: __________________
Advisor: ____________________

ID #: ___________________________ Student: ____________________________

Communications – 2 courses
ENG 1330 English Composition I +* (3) (written)
ENG 1440 Public Speaking +* (3) (oral)
ENG 1670 Interpersonal Communications I +* (3) (oral)
TEC 1040 Technical Writing +* (3) (written)

Human Development – 1 course
PSY 1130 General Psychology + (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth and Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences In America (3)

Science – 1 course
BIO 1100 Introduction to Biological Science (3)
BIO 1150 General Biology (5)
BIO 1250 General Botany (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHS 1130 Physical Science + (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry + (5)
PHS 1350 General Chemistry I + (5)
PHS 1420 College Physics I + (4)
PHS 2230 General Physics I + (4)
PHS 2400 Earth Science (5)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I +* (4)
TEC 1080 Unified Technical Concepts II +* (4)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1185 - Fundamentals of Algebra (4)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1140 American State and Local Government < (3)
POS 1180 American Political Systems + (3)

Computer Literacy – 1 course
CIS 1050 Introduction to Computers (3)
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications + (3)

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

* Designates courses with prerequisites.

< No longer offered.

NOTE: See graduation policies on back.

(C) These courses are available through participating Area Career Centers.
Associate of Applied Science
Welding Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Career & Technical Certificates

- Automotive Collision Technology*
- Automotive Technology*
- Business Management
- Child Development
- Child Development Associate
- Computer Networking
- Connector and Conductor***
- Construction Building Technology*
- Criminal Justice
- Digital Media Technology*
- Law Enforcement Academy - 1000 hours
- Electrical Technology****
- Electrical/Electronics Technology
- Emergency Medical Technician
- Graphic Arts Printing Technology*
- Heating, AC and Refrigeration Technology****
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Logistics Technician
- Machine Tool Technology*
- Mobile Hydraulic Mechanic
- Office Systems Technology-Administrative Assistant
- Office Systems Technology-Medical Coding
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Welding Technology*

* Denotes a degree or certificate offered in collaboration with one of four area career and technical centers.
** Denotes a degree or certificate offered in collaboration with the United States Department of Labor and Bureau of Apprenticeship Program.
*** Denotes Certificate of Completion Only
**** Denotes Cape Articulated Credit only. Electrical Technology (Unitec & Cape Articulated Credit only)
## Certificate - Automotive Collision Technology

### MINERAL AREA COLLEGE

**CERTIFICATE**  
Automotive Collision Technology  
(Major Code: AS - CE) CIP 47.0603

Choose seven (7) courses from the following Automotive Collision Technology Courses: 21 credit hours

<table>
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<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Requirement</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACT 1030 Safety with Automotive Collision (CC)</td>
<td>..........................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1130 Blueprinting for Auto Repair (CC)</td>
<td>.................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1210 Detailing, Buffing and Sanding (CC)</td>
<td>.................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1220 Non-Structural Damage Repair (CC)</td>
<td>.................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1300 Refinish – Undercoats (CC)</td>
<td>.................</td>
<td>3</td>
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<tr>
<td></td>
<td>ACT 1410 New Technology &amp; Auto Materials (CC)</td>
<td>.................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1430 Intro to Collision Repair I (CC)</td>
<td>.................</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACT 1450 Intro to Collision Repair II (CC)</td>
<td>.................</td>
<td>3</td>
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<tr>
<td></td>
<td>ACT 1500 Refinishing and Painting I (CC)</td>
<td>.................</td>
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<tr>
<td></td>
<td>ACT 1520 Refinishing and Painting II (CC)</td>
<td>.................</td>
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<td>ACT 1600 Plastics and Adhesives (CC)</td>
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<td><strong>Total Career Center Credits</strong></td>
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<td></td>
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</tbody>
</table>

### Communications – 1 course

**NOTE:** See graduation policies on back

### Human Development – 1 course

### Mathematics – 1 course

### Science – 1 course

### Computer Literacy – 1 course

---

**GPA:**

**Advisor:**
Certificate
Automotive Collision Technology
Page -2

GRADUATION POLICIES:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
# Certificate - Automotive Technology

**MINERAL AREA COLLEGE**

**CERTIFICATE**

Automotive Technology  
(Major Code: AO - CE) CIP 47.0604

**Choose seven (7) courses from the following Automotive Technology Courses:** 21 credit hours

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AUT 1080</td>
<td>Introduction to Auto Tech (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUT 1200</td>
<td>Auto Electrical Systems I (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUT 1210</td>
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<td>3</td>
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<tr>
<td></td>
<td>AUT 1240</td>
<td>Auto Electrical Systems IV (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>AUT 1320</td>
<td>Auto Braking Systems Disc (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>AUT 1400</td>
<td>Auto Steering &amp; Suspension (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUT 1500</td>
<td>Emissions &amp; Fuel Control Systems (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>AUT 1600</td>
<td>Auto Heating &amp; Air Conditioning (CC)</td>
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<td></td>
<td>AUT 1700</td>
<td>Auto Tire &amp; Wheel Alignment (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>AUT 1800</td>
<td>Auto Electronic Test Equipment (CC)</td>
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</table>

**Total Career Center Credits** 36-41

<table>
<thead>
<tr>
<th>Communications: (1 course)</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>Human Development: (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: (1 course) 3-5</td>
<td></td>
</tr>
<tr>
<td>Science: (1 course) 3-5</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy: (1 course) 2-3</td>
<td></td>
</tr>
<tr>
<td>GUI10100 First Year Seminar 1</td>
<td></td>
</tr>
<tr>
<td>TSA0000 Technical Skills Assessment 0</td>
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</tbody>
</table>

**Total Credit Hours**

36-41

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

* Designates courses with prerequisites.

---

**NOTE:** See graduation policies on back.

---

GPA: ________________________

Advisor: ____________________

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**CATALOG 2020-2022 Page 175**
Automotive Technology
Certificate
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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3. All applicants are required to complete a graduation interview with the Career Services Director.
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5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
ID#: ___________________________ Student: ___________________________

MINERAL AREA COLLEGE

CERTIFICATE
Business Management
(Major Code: MG - CE) CIP 52.0101

Sem/Yr       Course                           Grade
____       ___     ________               ________
_____       BUS2100 Fundamentals of Management..........3           ________
____       CIS1650 Computerized Accounting...............3                   ________
____       CIS1730 Office Applications.........................2               ________
____       CIS2200 Micro Spreadsheet Applications........3              ________
____       ENG1330 English Composition I*................3               ________
____       MGT1590 Personal Finance*........................3               ________
____       MGT1710 Human Resource Management............3               ________
____       MGT1800 Business Math..............................3                ________
____       MGT2980 Capstone – Business Management* ....1               ________
____       OST1400 Business Communications I................3             ________
____       OST1500 Applied Accounting I....................3               ________
____       OST1520 Applied Accounting II*................3               ________
____       OST2200 Intro to Business*........................3               ________
____       GUI1010 First Year Seminar...............................1             ________
____       TSA0000 Technical Skills Assessment........0               ________

Total Credit Hours ......37 ______

GPA: ___________________________ Advisor: ___________________________

GRADUATION POLICIES: (Diplomas and Certificates)

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2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

__________________________
Date
Certificate - Child Development

ID#: ___________________________ Student: ___________________________

Communications – 1 course
ENG1440 Public Speaking (3)
ENG1670 Interpersonal Communications I (3)

Human Development – 1 course
SOC1130 General Sociology + (3)
SOC1230 Social Problems (3)

Computer – 1 course
CIS1050 Intro to Computers (3)
CIS1700 Desktop Publishing * (3)
CIS1750 Microcomputer Applications * (3)
CIS2100 Micro Database Management * (3)
CIS2200 Micro Spreadsheets * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE

ONE-YEAR CERTIFICATE
Child Development
(Major Code: CD-CE) CIP190708

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>ECE1000 Intro to Early Childhood Educ ...3</td>
<td>______</td>
</tr>
<tr>
<td>ECE1020 Guiding Alternatives/Yng Child...3</td>
<td>______</td>
</tr>
<tr>
<td>ECE1040 Early Child Hlth/Safety/Nutr ......3</td>
<td>______</td>
</tr>
<tr>
<td>ECE2002 Practicum Classroom Exper * ....4</td>
<td>______</td>
</tr>
<tr>
<td>EDU1300 Child Development ................3</td>
<td>______</td>
</tr>
<tr>
<td>EDU2400 Infant/Toddler Curr Meth/Mtls * .3</td>
<td>______</td>
</tr>
<tr>
<td>EDU2420 Org/Mgt Early Chldhd Prog * ......3</td>
<td>______</td>
</tr>
<tr>
<td>MGT1710 Human Resource Mgt................3</td>
<td>______</td>
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<tr>
<td>PAW1060 Preparation for Employment......1</td>
<td>______</td>
</tr>
</tbody>
</table>

Communications:

Human Development:

Computer:

<table>
<thead>
<tr>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
</tr>
</tbody>
</table>

GU11010 First Year Seminar ..................1 ______
TSA0000 Technical Skills Assessment ......0 ______

Total Credit Hours ............... 36 ______

GPA:___________Advisor:_____________________

GRADUATION POLICIES: (Diplomas and Certificates)

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2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

__________________________
Signature Required
Acknowledgement of Graduation Policies

__________________________
Date
MINERAL AREA COLLEGE

NAME: ____________________________________________   ID#: ____________________________

CHILD DEVELOPMENT ASSOCIATE PLAN (CDA)
(Major Code: CD-CR) CIP190708

This plan serves as a record of current and/or completed courses which the student and advisor have mutually agreed upon.

Twelve hours of college courses are required to prepare the child care provider for the CDA. A final review from the CDA Council is needed to successfully complete the Federal CDA credential process.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Name / Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>ECE1000 Intro to Early Childhood Education ..........3</td>
</tr>
<tr>
<td>______</td>
<td>ECE1020 Guiding Alternatives for Young Children.....3</td>
</tr>
<tr>
<td>______</td>
<td>ECE1040 Early Childhood Health, Safety, Nutrition....3</td>
</tr>
<tr>
<td>______</td>
<td>ECE1060 CDA Credential Prep..............................3</td>
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<tr>
<td>______</td>
<td>TSA0000 Technical Skills Assessment.....................0</td>
</tr>
<tr>
<td>______</td>
<td>Total Web Hrs.</td>
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</table>

NOTES:

GPA: ___________   ADVISOR SIGNATURE ___________________________________   DATE___________________

GRADUATION POLICIES: (Diplomas and Certificates)

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2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

Date
MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:_____________________________________

Community Paramedic Program
Certificate
(Major Code: PD-CR) CIP 51.0904

MO State Paramedic License #: ________________                        NREMT Paramedic Certification #: ________________

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>PAR 2600 Community Paramedic Clinical</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 6

GPA: _______________ *   *A cumulative 2.0 grade point average is required for a certificate of completion.

ADVISOR SIGNATURE: _______________________________________________ DATE_______/________/________

□ Student acknowledges graduation policies.

STUDENT SIGNATURE: _______________________________________________ DATE_______/________/________

Certificate - Community Paramedic Program
Revised 3-1-2021 Imj
Effective Fall 2021
ID#: ___________________________  Student: ____________________________________________

Human Development – 1 course
PSY1130  General Psychology I* + (3)
PSY1160  Applied Psychology* (3)
PSY2500  Human Growth & Development* (3)
SOC1130  General Sociology* (3)
SOC1230  Social Problems* (3)
SOC1540  Intro to Cultural Anthropology* (3)
SOC1600  Ethnicity & Cultural Differences* (3)

Mathematics – 1 course
MAT1180  Fundamentals of Algebra * (5)
MAT1185  Fundamentals of Algebra* (4)
MAT1205  Applications of College Math* (3)
MAT1240  Quantitative Reasoning* (3)
MAT1260  Elementary Statistics* (3)
MAT1270  PreCalc: Algebraic Reasoning* (3)
MAT1370  PreCalc: Trig & Geom Reasoning* (3)
MAT1600  Calculus for Business/Soc. Sciences * (3)
MAT1650  Analytical Geometry & Calculus I* +* (5)
TEC1900  Technical Mathematics I * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

GPA: ________________  Advisor: ____________________________________________

GRADUATION POLICIES: (Diplomas and Certificates)
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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies
________________________________________
Date

MINERAL AREA COLLEGE
CERTIFICATE
Computer Networking
(Major Code: CN-CE) CIP 11.0901

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CIS1610</td>
<td>IT Fundamentals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS1620</td>
<td>A+ Computer Repair &amp; Maintenance......</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS1670</td>
<td>Fundamentals of Networking............</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS1680</td>
<td>Fundamentals of Network Security*....</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS1840</td>
<td>Microsoft Networking Admin *...........</td>
<td></td>
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<tr>
<td></td>
<td>CIS1875</td>
<td>CCNA1: Introduction to Networks ........</td>
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<tr>
<td></td>
<td>CIS1885</td>
<td>CCNA2: Routing, Switching &amp; Wireless .</td>
<td></td>
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<tr>
<td></td>
<td>CIS1930</td>
<td>Computer Ethics........................</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 2980</td>
<td>Capstone – Computer Networking*.......</td>
<td></td>
</tr>
</tbody>
</table>

Communications:
ENG1330  English Composition I * ........................ 3

Human Development:

Mathematics:
MAT1180  Fundamentals of Algebra * (5) ..........................3-5
GUI1010  First Year Seminar .................................... 1
TSA0000  Technical Skills Assessment .......................... 0

Total Web Hrs.  Total Credit Hours  37-39
MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:____________________________

Connector and Conductor Certificate Program
Certificate of Completion
CIP151103

Three hours of college courses are required to prepare the student for the Certified Connector and Conductor IFPS (International Fluid Power Society) Assessment.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEC2030 Basic Fluid Power</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hrs.**

TOTAL CREDIT HOURS: 3

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: ___________   ADVISOR SIGNATURE___________________________________   DATE____________________

*A cumulative 2.0 grade point average is required for graduation.

Signature Required
Acknowledgement of Graduation Policies

Date
Certificate - Construction/Building Technology

MINERAL AREA COLLEGE

CERTIFICATE
Construction/Building Technology
(Major Code: CU - CE) CIP 46.0201

Choose seven (7) courses from the following
Construction/Building Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CBT 1020</td>
<td>Construction Carpentry Skills I (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1100</td>
<td>Blueprint Reading &amp; Layout (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1160</td>
<td>Materials &amp; Cost Estimation (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1200</td>
<td>Construction Carpentry Skills II (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1300</td>
<td>Concrete and Forms (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1400</td>
<td>Floor/Wall Layout &amp; Framing (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1500</td>
<td>Roofing Skills (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1600</td>
<td>Exterior Finishes (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1700</td>
<td>Interior Finishes (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1800</td>
<td>Plumbing (CC)</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1900</td>
<td>Fundamental Aspects of Industry (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Career Center Credits: 21 credit hours

Communications: (1 course)
- ENG 1330 English Composition I * (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development: (1 course)
- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics: (1 course)
- TEC 1900 - Technical Math I (3)
- TEC 1910 - Technical Math II (3)
- MAT 1160 - Fundamentals of Algebra (5)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT 1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT 1600 - Calculus for Business/Soc Sciences (3)
- MAT 1650 - Analytical Geometry & Calculus I (5)
- MAT 2150 - Analytical Geometry & Calculus II (5)

Science: (1 course)
- BIO 1100 - Introduction to Biological Science (3)
- BIO 1150 - General Biology (5)
- BIO 1250 - General Botany (5)
- BIO 1350 - General Zoology (5)
- BIO 1430 - Environmental Science (3)
- PHS 1130 - Physical Science * (5)
- PHS 1200 - Introductory Astronomy (3)
- PHS 1230 - Oceanography (3)
- PHS 1250 - Introductory Chemistry * (5)
- PHS 1350 - General Chemistry I * (5)
- PHS 1420 - College Physics I * (4)
- PHS 2230 - General Physics I * (4)
- PHS 2400 - Earth Science (5)
- PHS 2420 - Earth Science I (3)
- PHS 2430 - Earth Science II (3)
- TEC 1070 - Unified Technical Concepts I * (4)
- TEC 1080 - Unified Technical Concepts II * (4)

Computer Literacy: (1 course)
- CIS 1050 - Introduction to Computers (3)
- CIS 1730 - Computer Applications (2)
- CIS 1750 - Microcomputer Applications * (3)

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

(CC) These courses are available through Participating Area Career Centers.

NOTE: See graduation policies on back

GPA: ______________________
Advisor: ______________________

Total Credit Hours: 36-41
GRADUATION POLICIES: (Diplomas and Certificates)

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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date

Back to Appendix Main
Certificate - Criminal Justice

MINERAL AREA COLLEGE

ONE-YEAR CERTIFICATE

Criminal Justice

(Major Code: LE-CE) CIP43.0107

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<td>CRJ1100</td>
<td>Intro to Criminal Justice</td>
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</tr>
<tr>
<td>CRJ1200</td>
<td>Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1400</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1600</td>
<td>Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1710</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CRJ1800</td>
<td>Intro to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ2300</td>
<td>Criminal Justice Career Prep OR</td>
<td>1</td>
</tr>
<tr>
<td>PAW1060</td>
<td>Prep for Employment</td>
<td>3</td>
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Communications:

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<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG1330</td>
<td>English Composition I + (3)</td>
<td></td>
</tr>
<tr>
<td>ENG1440</td>
<td>Public Speaking + (3)</td>
<td></td>
</tr>
<tr>
<td>ENG1670</td>
<td>Interpersonal Communications I (3)</td>
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</table>

Human Development:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY1130</td>
<td>General Psychology I + (3)</td>
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</tr>
<tr>
<td>PSY1160</td>
<td>Applied Psychology (3)</td>
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<tr>
<td>PSY1250</td>
<td>Human Growth &amp; Development (3)</td>
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</tr>
<tr>
<td>SOC1130</td>
<td>General Sociology (3)</td>
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<tr>
<td>SOC1230</td>
<td>Social Problems (3)</td>
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History/Political Science:

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HIS1230</td>
<td>American History I (3)</td>
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<tr>
<td>HIS1240</td>
<td>American History II (3)</td>
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<tr>
<td>POS1130</td>
<td>American Nat'l Government &lt; (3)</td>
<td></td>
</tr>
<tr>
<td>POS1140</td>
<td>American State &amp; Local Government &lt; (3)</td>
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</tr>
<tr>
<td>POS1180</td>
<td>American Political Systems + (3)</td>
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</tbody>
</table>

Other:

Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC

Gen Ed Cr. Hrs: 9
Major Cr. Hrs: 22
Total Cr. Hrs: 32

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

GPA: ________
Advisor: ________________________________

Date

CATALOG 2020-2022 Page 185
Certificate - Digital Media Technology

MINERAL AREA COLLEGE
CERTIFICATE
Digital Media Technology
(Major Code: DM - CE) CIP 10.0202

Choose seven (7) courses from the following Digital Media Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>RTV 1000 Introduction to Video Systems (CC)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Field Production I (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Studio Production I (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Scripting/Storyboarding (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Audio Systems (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lighting (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Post Production I (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Directing (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Field Production II * (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Studio Production II * (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Post Production II * (CC)</td>
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</tr>
</tbody>
</table>

Total Career Center Credits

Communications: (1 course)

Human Development: (1 course)

Mathematics: (1 course)

Science: (1 course)

Computer Literacy: (1 course)

GUI1010 First Year Seminar

TSA0000 Technical Skills Assessment

Total Credit Hours 36-41
Certificate
Digital Media Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.

2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

6. No more than 50% of the course work for this degree may be completed on line.

___________________________________________
Signature Required
Acknowledgement of Graduation Policies

___________________________________________
Date
ID #: _______________________________ Student: _______________________________

**Communications – 1 course**

ENG 1330  English Composition I +* (3) (written)
ENG 1440  Public Speaking + (3) (oral)
ENG 1670  Interpersonal Communications I (3) (oral)
TEC 1040  Technical Writing * (3) (written)

**Human Development – 1 course**

PSY 1130  General Psychology I+ (3)
PSY 1160  Applied Psychology (3)
PSY 1250  Human Growth and Development (3)
SOC 1130  General Sociology (3)
SOC 1250  Social Problems (3)
SOC 1540  Introduction to Cultural Anthropology (3)
SOC 1600  Ethnicity and Cultural Differences In America (3)

**Mathematics – 1 course**

TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1185 - Fundamentals of Algebra (4)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

**Science – 1 course**

BIO 1100  Introduction to Biological Science (3)
BIO 1150  General Biology (5)
BIO 1250  General Botany (5)
BIO 1350  General Zoology (5)
BIO 1430  Environmental Science (3)
PHS 1130  Physical Science * (5)
PHS 1200  Introductory Astronomy (3)
PHS 1230  Oceanography (3)
PHS 1250  Introductory Chemistry * (5)
PHS 1350  General Chemistry I * (5)
PHS 1420  College Physics I * (4)
PHS 2230  General Physics I * (4)
PHS 2400  Earth Science (5)
PHS 2420  Earth Science I (3)
PHS 2430  Earth Science II (3)
TEC 1070  Unified Technical Concepts I * (4)
TEC 1080  Unified Technical Concepts II * (4)

**Computer Literacy – 1 course**

CIS 1730  Computer Applications (2)
CIS 1750  Microcomputer Applications * (3)

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

**NOTE:** See graduation policies on back

---

**MINERAL AREA COLLEGE**

**CERTIFICATE**

**Electrical Technology**

(Major Code: EW - CE) CIP 46.0302

---

Choose seven (7) courses from the following:

**Electrical Technology Courses: 21 credit hours**

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>______</td>
<td>ETT 1030 Intro to Elec Tech, Materials &amp; Supplies (CC)</td>
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<tr>
<td>______</td>
<td>ETT 1200 Residential Circuits (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>ETT 1300 Commercial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>ETT 1400 Industrial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>ETT 1420 Electrical Construction (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>EEE 1550 Electrical Systems (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>EEE 1580 Practical Electronics I (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>EEE 1710 National Electrical Code (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>EEE 1970 Programmable Logic Controls (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>TEC 1780 Blueprint Reading (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Career Center Credits: 21

---

Communications: (1 course)

---

Human Development: (1 course)

---

Mathematics: (1 course)

---

Science: (1 course)

---

Computer Literacy: (1 course)

---

GUI1010 First Year Seminar

---

TSA0000 Technical Skills Assessment

---

Total Credit Hours: 36-41

---

GPA: ____________________________

Advisor: __________________________

---

(CC) These courses are available through Participating Area Career Centers.

---

NOTE: See graduation policies on back
Certificate
Electrical Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Certificate
Electrical/Electronics Technology
(Major Code: AL CE) CIP 15.0303

Sem/Yr  Grade
EEE1550 Electrical Systems ......................... 3
EEE1580 Practical Electronics I* ..................... 3
EEE1710 National Electric Code* ................... 3
EEE1970 Programmable Logic Controllers .......... 3
EEE2040 Digital Electronics .......................... 3
TEC1300 Computer Aided Design .................. 3
TEC1425 Elements of Automation .................. 3
TEC1780 Blueprint Reading .......................... 3
TEC1920 Teamwork/Workplace Communication ...... 3
TEC1930 General Industry Safety ................... 3
GUI1010 First Year Seminar ....................... 1
TSA0000 Technical Skills Assessment ............ 0

Total Credit Hours 31

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

GPA: __________
Advisor: __________________________

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
MINERAL AREA COLLEGE

NAME: _______________________________     ID#:___________________

EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE
(EM-CR) CIP510904

________________________________________________________________________

Semester  Grade

____________________  HLT-1762 Emergency Medical Technician (EMT) (12)____________________

NREMT Registration completed: ______________________

Semester/Year

ADVISOR: _______________________________     DATE: ______________________
Certificate - Engineering Technology-Design Drafting

MINERAL AREA COLLEGE

Certificate
Engineering Technology - Design Drafting
(Major Code: DB CE) CIP 150101

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEC1300</td>
<td>Computer Aided Design/Drafting</td>
<td>3</td>
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<tr>
<td></td>
<td>TEC1320</td>
<td>Advanced CADD*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1340</td>
<td>CAD/D Special Application Programs*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1530</td>
<td>3-D Modeling *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1580</td>
<td>Quality Control &amp; Testing</td>
<td>3</td>
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<td></td>
<td>TEC1610</td>
<td>Introduction to Engineering Design</td>
<td>3</td>
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<tr>
<td></td>
<td>TEC1630</td>
<td>Principles of Engineering*</td>
<td>3</td>
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<tr>
<td></td>
<td>TEC1710</td>
<td>Computer Integrated Manufacturing</td>
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<tr>
<td></td>
<td>TEC1730</td>
<td>Problem Analysis</td>
<td>1</td>
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<tr>
<td></td>
<td>TEC1780</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC2050</td>
<td>Engineering Design &amp; Development*</td>
<td>3</td>
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<tr>
<td></td>
<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>TSA0000</td>
<td>Technical Skills Assessment</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Total Credit Hours</td>
<td>32</td>
</tr>
</tbody>
</table>

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered—will count if previously completed.

GPA: _________________________
Advisor: _________________________

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
## MINERAL AREA COLLEGE

### Certificate

**Engineering Technology - Manufacturing**

(Major Code: EG-CE) CIP15.0101

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
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<tbody>
<tr>
<td>EEE1550</td>
<td>Electrical Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EEE1970</td>
<td>Programmable Logic Controllers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TEC1300</td>
<td>Computer Aided Design/Drafting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TEC1425</td>
<td>Elements of Automation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TEC1560</td>
<td>Mfg Process &amp; Estimating</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TEC1580</td>
<td>Quality Control &amp; Testing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TEC1710</td>
<td>Computer Integrated Mfg*</td>
<td>3</td>
<td></td>
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<tr>
<td>TEC1790</td>
<td>Basic Numerical Controllers</td>
<td>3</td>
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<td>TEC1780</td>
<td>Blueprint Reading</td>
<td>3</td>
<td></td>
</tr>
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<td>TEC1930</td>
<td>General Industry Safety</td>
<td>3</td>
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<tr>
<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
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</tr>
<tr>
<td>TSA0000</td>
<td>Technical Skills Assessment</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 31

---

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

---

**GPA**: ___________________________

**Advisor**: ___________________________

---

**GRADUATION POLICIES**: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

---

**Signature Required**  
Acknowledgement of Graduation Policies

__________________________  
Date
Certificate - Global Studies

ID#: ___________________________  Student: ___________________________

Modern Foreign Language – 2 courses
(Two semester sequence in the same language)
- MFL1370 Elementary Spanish I (3) +
- MFL1470 Elementary Spanish II (3) +
  OR
- MFL1700 American Sign Language I (3) +
- MFL1720 American Sign Language II (3) +

Cultural Diversity Electives – 2 courses
- ART1500, ART1510 History of Art II, III (3)
- HIS1520 World Civilization II (3) +
- HIS1130, HIS1140 Western Civilization I or II (3) +
- COM1060 Intro to Cinema (3)
- MSC1801 Appreciation of Music (3)
- PHI1410 Comparative Religion (3) +
- SOC1540 Intro to Cultural Anthropology (3)
- THE2120 World Drama (3)
- THE2140 Theatre History I (3)
- THE2200 Theatre History II (3)

+ Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE
GLOBAL STUDIES CERTIFICATE

Sem/Yr  Grade

General Education Courses:
- ART1490 Art History I..................................................3
- GEO1130 Geography +.................................................3
- MFL1000 Global Studies Seminar..............................1
- HIS1100 World Civilization I +.................................3
- ENG2500 Multi-Cultural Literature +..........................3
- SOC1540 Cultural Anthropology ................................3

Cultural Diversity:

Foreign Language:

Total Credit Hours 28

GPA: ___________________________

Advisor: ___________________________

GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam.
3. A cumulative 2.0 grade point average is required for graduation.
4. At least 15 hours must be taken from MAC.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
### Communications – 1 course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1330</td>
<td>English Composition I +* (3)</td>
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<tr>
<td>ENG 1440</td>
<td>Public Speaking + (3)</td>
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<td>ENG 1670</td>
<td>Interpersonal Communications I (3)</td>
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</tr>
<tr>
<td>TEC 1040</td>
<td>Technical Writing * (3)</td>
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### Human Development – 1 course

<table>
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<th>Credits</th>
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<tr>
<td>PSY 1130</td>
<td>General Psychology I+ (3)</td>
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<tr>
<td>PSY 1160</td>
<td>Applied Psychology</td>
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<td>PSY 1250</td>
<td>Human Growth and Development (3)</td>
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<tr>
<td>SOC 1130</td>
<td>General Sociology</td>
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<td>SOC 1230</td>
<td>Social Problems</td>
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<td>SOC 1540</td>
<td>Introduction to Cultural Anthropology (3)</td>
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<td>Ethnicity and Cultural Differences In America (3)</td>
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### Mathematics – 1 course

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<td>TEC1900</td>
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<td>Technical Math II (3)</td>
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<td>MAT1180</td>
<td>Fundamentals of Algebra (5)</td>
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<td>MAT1185</td>
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<td>MAT1205</td>
<td>Applications of College Math (3)</td>
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<td>MAT1240</td>
<td>Quantitative Reasoning (3)</td>
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<td>MAT1260</td>
<td>Elementary Statistics (3)</td>
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<td>MAT1270</td>
<td>Pre-Cal: Algebraic Reasoning (3)</td>
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<td>MAT1370</td>
<td>Pre-Cal: Trig &amp; Geom Reasoning (3)</td>
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<tr>
<td>MAT1600</td>
<td>- Calculus for Business/Soc Sciences (3)</td>
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<td>MAT1650</td>
<td>- Analytical Geometry &amp; Calculus I (5)</td>
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<td>- Analytical Geometry &amp; Calculus II (5)</td>
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### Science – 1 course

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<td>BIO 1100</td>
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<td>BIO 1250</td>
<td>General Botany (5)</td>
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<td>BIO 1350</td>
<td>General Zoology (5)</td>
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<td>BIO 1430</td>
<td>Environmental Science (3)</td>
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<tr>
<td>PHS 1130</td>
<td>Physical Science * (5)</td>
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<td>PHS 1200</td>
<td>Introductory Astronomy (3)</td>
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<td>PHS 1230</td>
<td>Oceanography (3)</td>
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<tr>
<td>PHS 1250</td>
<td>Introductory Chemistry * (5)</td>
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<tr>
<td>PHS 1350</td>
<td>General Chemistry I * (5)</td>
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<td>PHS 1420</td>
<td>College Physics I * (4)</td>
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<td>PHS 2230</td>
<td>General Physics I * (4)</td>
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<td>PHS 2400</td>
<td>Earth Science (5)</td>
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<td>PHS 2420</td>
<td>Earth Science I (3)</td>
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<td>PHS 2430</td>
<td>Earth Science II (3)</td>
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<td>TEC 1070</td>
<td>Unified Technical Concepts I * (4)</td>
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### Computer Literacy – 1 course

<table>
<thead>
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<tbody>
<tr>
<td>CIS 1050</td>
<td>Introduction to Computers (3)</td>
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<tr>
<td>CIS 1730</td>
<td>Computer Applications (2)</td>
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</tr>
<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications * (3)</td>
<td></td>
</tr>
</tbody>
</table>

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

+ Designates courses with prerequisites.

(CC) These courses are available through Participating Area Career Centers.

---

**MINERAL AREA COLLEGE**

**CERTIFICATE**

**Graphic Arts/Printing Technology**

(Major Code: GR - CE) CIP 10.0305

Choose seven (7) courses from the following Graphic Arts/Printing Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>GRA 1160</td>
<td>Graphic Design I (CC)</td>
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<td>Digital Photography &amp; Studio (CC)</td>
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Total Career Center Credits .................

Communications: (1 course) ....................3

Human Development: (1 course) ...............3

Mathematics: (1 course) ..............3-5

Science: (1 course) .........................3-5

Computer Literacy: (1 course) ........2-3

GUI1010 First Year Seminar ................1

TSA0000 Technical Skills Assessment ........0

Total Credit Hours 36-41

---

GPA: _______________________

Advisor: _______________________

---

**NOTE:** See graduation policies on back
Certificate
Graphic Arts/Printing Technology
Page 2

GRADUATION POLICIES: (Diplomas and Certificates)

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4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

__________________________________________
Signature Required
Acknowledgement of Graduation Policies

__________________________________________
Date
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<tr>
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<td>ENG 1440 Public Speaking + (3)</td>
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<td>ENG 1670 Interpersonal Communication I (3)</td>
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<td>PSY 1160 Applied Psychology (3)</td>
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<td>SOC 1540 Introduction to Cultural Anthropology (3)</td>
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<tr>
<td>BIO 1150 General Biology (5)</td>
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<td>BIO 1250 General Botany (5)</td>
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<td>PHS 1130 Physical Science * (5)</td>
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<td>TEC 1070 Unified Technical Concepts I * (4)</td>
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<thead>
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<td>CIS 1730 Computer Applications (2)</td>
</tr>
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<td>CIS 1750 Microcomputer Applications * (3)</td>
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</tbody>
</table>

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

+ Designates courses with prerequisites.

**Note:** See graduation policies on back. Participating Area Career Centers.
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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
# Certificate - Industrial Maintenance

**Revised Core 2-26-2021 lmj**  
**Effective Fall 2021**

## MINERAL AREA COLLEGE

### CERTIFICATE

**Industrial Maintenance**  
(Major Code: IM-CE) CIP 470303

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<td>TEC1300 Computer Aided Design/Drafting</td>
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<td>TEC1415 Industrial Maintenance Technology OR</td>
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<td></td>
<td>AGR1150 Introduction to Agricultural Mechanics</td>
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<td>TEC1580 Quality Control</td>
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<td>TEC1780 Blueprint Reading</td>
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<td>TEC1920 Teamwork/Workplace Communications</td>
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<td>TEC1930 General Industry Safety</td>
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<td>TEC2030 Basic Fluid Power</td>
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<td></td>
<td>GUI1010 First Year Seminar</td>
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<td></td>
<td>TSA0000 Technical Skills Assessment</td>
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</table>

**Total Credits Hours** 31

---

**GPA:** ________________  
**Advisor:** _______________________

---

**GRADUATION POLICIES: (Diplomas and Certificates)**

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---

**Signature Required**  
Acknowledgement of Graduation Policies

---

**Date**  
________________________

---

ID#: ________________________  
Student: ______________________
MINERAL AREA COLLEGE

NAME: ______________________________________ ID#: ____________________

ADVANCED LAW ENFORCEMENT ACADEMY
1000 HOURS
(CIP 430107)

1ST HALF

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<td>CRJ1050 Basic Police Science II ............ 3</td>
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<td>CRJ1100 Intro to Criminal Justice .......... 3</td>
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<td>CRJ1200 Criminal Investigations I .......... 3</td>
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<td>CRJ1400 Criminal Law ....................... 3</td>
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<td>PED2000 Basic Physical Fitness ............ 1</td>
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2ND HALF

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<td>CRJ1250 Basic Police Science IV .......... 3</td>
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<td>CRJ1600 Juvenile Justice System ........... 3</td>
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<td>CRJ1750 Adv Patrol &amp; Traffic ............. 3</td>
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<td>CRJ1900 Police Administration ............. 3</td>
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<td>CRJ2000 Crim Just Report Writing .......... 3</td>
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TOTAL CR HRS: 46

Advisor: ___________________________ GPA: ____________
Certificate - Logistics Technician

MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:__________________________

Logistics Technician Certificate Program

Less Than One Year Certificate

(LT-CR) CIP520203

Ten hours of college courses are required to prepare the student for the Certified Logistics Technician MSSC (Manufacturing Skills Standard Council) Assessment.

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<td>______</td>
<td>TEC1920 Teamwork/Work Communications</td>
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<td>______</td>
<td>TEC1930 General Industry Safety</td>
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<td>______</td>
<td>TEC1950 CLA/CLT Assessment Prep</td>
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<td>Total Hrs.*</td>
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TOTAL CREDIT HOURS: 10

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: ___________ ADVISOR SIGNATURE___________________________________ DATE___________________

*A cumulative 2.0 grade point average is required for graduation.

Signature Required
Acknowledgement of Graduation Policies

Date
Certificate - Machine Tool Technology

Communications – 1 course

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<th>Course</th>
<th>Title</th>
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<td>English Composition I * + (3) (written)</td>
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<td>ENG 1440</td>
<td>Public Speaking + (3) (oral)</td>
</tr>
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<td>ENG 1670</td>
<td>Interpersonal Communications I (3) (oral)</td>
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<tr>
<td>TEC 1040</td>
<td>Technical Writing * (3) (written)</td>
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Human Development – 1 course

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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>PSY 1130</td>
<td>General Psychology I + (3)</td>
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<tr>
<td>PSY 1160</td>
<td>Applied Psychology (3)</td>
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<td>PSY 1250</td>
<td>Human Growth and Development (3)</td>
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<td>SOC 1130</td>
<td>General Sociology (3)</td>
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<td>SOC 1230</td>
<td>Social Problems (3)</td>
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<tr>
<td>SOC 1540</td>
<td>Introduction to Cultural Anthropology (3)</td>
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<tr>
<td>SOC 1600</td>
<td>Ethnicity and Cultural Differences in America (3)</td>
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Mathematics – 1 course

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Physical Science – 1 course

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<tr>
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<tbody>
<tr>
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Computer Literacy – 1 course

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<tbody>
<tr>
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<td>Computer Applications (2)</td>
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<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications * (3)</td>
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</tbody>
</table>

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

* Designates courses with prerequisites.

(CC) These courses are available through Participating Area Career Centers.

NOTE: See graduation policies on back

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### MINERAL AREA COLLEGE

#### CERTIFICATE

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Required Technical Courses:

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Communications: (1 course)

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Human Development: (1 course)

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Mathematics: (1 course)

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<tr>
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Computer Literacy: (1 course)

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GUI1010 First Year Seminar

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TSA0000 Technical Skills Assessment

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<td>TEC 1160</td>
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Total Credit Hours: 36-41

GPA: ___________________________

Advisor: ________________________________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.

2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE

NAME: ___________________________________________   ID#: _______________________

Paramedic Technology Certificate
(Major Code: PD-CE) CIP 51.0904

Program Pre-Requisites
Must hold EMT Certification: # ________________________

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Grade</th>
<th>Semester 3</th>
<th>Grade</th>
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<tbody>
<tr>
<td>PAR2013  Princ of Paramedic Technology I….6</td>
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<td>PAR2043  Princ of Paramedic Tech III….5</td>
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<td>PAR2083  Paramedic Pharmacology……….6</td>
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<td>PAR2263  Paramedic Clinical III ……..3</td>
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<td>PAR2213  Paramedic Clinical I………….3</td>
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<tr>
<td>GUI1010  First Year Seminar…………….1</td>
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<td>Total Sem Cr Hrs…………………..16</td>
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<table>
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<tr>
<th>Semester 2</th>
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<th>Semester 4</th>
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<tbody>
<tr>
<td>PAR2023  Princ of Paramedic Tech II….6</td>
<td></td>
<td>PAR2353  Par Field Internship Seminar…1</td>
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<tr>
<td>PAR2123  Paramedic Cardiology……….6</td>
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<td>PAR2373  Par Field Internship Capstone..4</td>
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<tr>
<td>PAR2223  Paramedic Clinical II………..4</td>
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<td>TSA0000  Technical Skills Assessment…0</td>
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<td>Total Sem Cr Hrs…………………..16</td>
<td></td>
<td>Total Sem Cr Hrs…………………..5</td>
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</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 45 (Minus Prereq’s)

ADVISOR SIGNATURE: ___________________________________________ DATE_______/_______/_______

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies
1. Program admission is based on a selection process.
2. All courses must be completed with a grade of “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
6. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
7. Applicant must make NREMT account.

STUDENT SIGNATURE: ___________________________________________ DATE_______/_______/_______

Student Signature Required–Acknowledgement of Graduation Policies
# One-Year Certificate - Practical Nursing

(Major Code: PNA-CE or PNB-CE) CIP51.3901

## OPTION A (Major Code: PNA-CE)

<table>
<thead>
<tr>
<th>Program Pre-requisites</th>
<th>Sem</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>MAT1240 Quantitative Reasoning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Comp I*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHS1250 Intro Chemistry*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>NUR1290 Fund of Nursing*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>NUR1300 Therapeutic Nutrition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR1310 Personal/Voc Concepts*</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUR1370 Basic Pharmacology*</td>
<td>2</td>
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</tr>
<tr>
<td>BIO2600 Human Anatomy*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GUI1010 First Year Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Dev</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total hrs (not including program pre-req's): 55**

+ If English Comp II is already completed, students could take other general education courses for ADN program such as American Political Systems or Sociology.
*Course has pre-requisite. See MAC Catalog.

## OPTION B (Major Code: PNB-CE)

<table>
<thead>
<tr>
<th>Program Pre-Requisites</th>
<th>Sem</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1240 Quantitative Reasoning</td>
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<td></td>
</tr>
<tr>
<td>ENG1330 English Comp I*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHS1250 Intro Chemistry*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>NUR1290 Fund of Nursing*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>NUR1300 Therapeutic Nutrition*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR1310 Personal/Voc Concepts*</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUR1370 Basic Pharmacology*</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BIO2600 Human Anatomy*</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GUI1010 First Year Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Dev</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total hrs (not including program pre-req's): 61**

NCLEX-PN Application Submitted: ________________

**General requirements and policies for Degree:**

1. Complete required curriculum with a cumulative GPA of 2.0 (C) or higher.
2. Complete all courses included in the nursing curriculum with a "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the 3rd Trimester.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

**Signature Required -Acknowledgement of Graduation Policies**

Advisor Signature: ____________________________ Date: __________ GPA: __________
MINERAL AREA COLLEGE

NAME: _____________________________________________   ID#:__________________________

Production Technician Certificate Program
Less Than One Year Certificate
(PR-CR) CIP150612

Twelve hours of college courses are required to prepare the student for the Certified Production Technician MSSC (Manufacturing Skills Standard Council) Assessment.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Required Courses</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>______</td>
<td>TEC1415 Industrial Maintenance Technology……………..   3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>TEC1560 Manufacturing Process……………………….   3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>TEC1580 Quality Control Testing……………………….3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>TEC1930 Manufacturing Safety………………………….3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>Total Hrs.*</td>
<td>TOTAL CREDIT HOURS: 12</td>
</tr>
</tbody>
</table>

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: ___________ ADVISOR SIGNATURE _____________________________ DATE__________________

*A cumulative 2.0 grade point average is required for a certificate of completion.

Signature Required

Acknowledgement of Graduation Policies

Date
Certificate - Welding Technology

MINERAL AREA COLLEGE

CERTIFICATE
Welding Technology
(Major Code: WE - CE) CIP 48.0508

Choose seven (7) courses from the following Welding Technology Courses: 21 credit hours

Sem/Yr | Course |
-------|--------|
WLD 1020 | Orientation to Welding (CC) 3 |
WLD 1100 | Welding Print Read/Layout/Fabr. (CC) 3 |
WLD 1160 | Shielded Metal Arc Welding (CC) 3 |
WLD 1180 | Adv. Shielded Metal Arc Welding (CC) 3 |
WLD 1200 | Gas Metal Arc Welding (CC) 3 |
WLD 1220 | Flux Cored Arc Welding (CC) 3 |
WLD 1240 | Gas Tungsten Arc Welding (CC) 3 |
WLD 1310 | Plasma Arc Cut & Carbon Arc Gouging (CC) 3 |
WLD 1400 | Metallurgy and Heat Treating (CC) 3 |
WLD 1510 | Other Cutting Processes (CC) 3 |
WLD 1610 | AWS Sense Program (CC) 3 |

Total Credit Hours: 36-41

Communications: (1 course)

Human Development: (1 course)

Mathematics: (1 course)

Science: (1 course)

Computer Literacy: (1 course)

GUI1010 First Year Seminar 1
TSA0000 Technical Skills Assessment 0

Total Credit Hours: 36-41

GPA: _____
Advisor: ________________________________

NOTE: See graduation policies on back
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Catalog Revision History

5/3/22, Page 19: Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions and military recruiters upon request.

5/3/22, Page 43: However, a student will not be allowed to advance in a sequence of courses until both the primary course and the corequisite have been successfully completed.

However, a student will not be allowed to advance in a sequence of courses until the primary course has been successfully completed.

10/13/22, Page 31-32: Updated instances of GI Bill® to include the registered trademark symbol and added the GI Bill® disclaimer to page 2.