Welcome to Mineral Area College’s 2018-20 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 e-mail 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.
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Trustees

Scott Sikes
Subdistrict 1

Lisa Umfleet
Subdistrict 2

Stuart “Mit” Landrum
Subdistrict 3

Harvey Faircloth
Subdistrict 4

Camille Nations
Subdistrict 5

Alan Wells
At-Large

Administration

Shirley Hofstetter..................Interim President/Chief Financial Officer
Dr. Diana Stuart.................................Dean of Arts & Sciences
Roger McMillian.............. Dean of Career & Technical Education
Julie Sheets........................................Dean of Students
Kevin Thurman ......................Director of Development
Kathryn Neff...............................Director of Human Resources
Pam Watkins ......................Director of Continuing Education
Angie Erickson .......................Director of Allied Health
Dr. Amy Henson..................Chief Information Officer
Connie Holder.........................Registrar
Barry Wilfong..........................Facilities Manager
Tammy Belfield .....................Interim Director of Public Safety
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 ext. 2139

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

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
Arts & Sciences Dean..............................518-2100
Alumni Services...................................518-2114
Assessment (Testing).............................518-2202
Athletics..........................................518-2134
Bookstore..........................................518-2106
Business Office....................................518-2115
Campus Housing (College Park)..............518-1330
CARDS Freshman Orientation...................518-2119
Career & Technical Education Dean.............518-2157
CTE Dual Credit..................................518-3805
Career Planning...................................518-2193
Career Placement..................................518-3848
Central Methodist University......................518-2112
Computer Help Desk.............................518-3850
Continuing Education.............................518-2342
Course Registration...............................518-2126
Customized Training..............................518-2157
Dual Credit Coordinator.............................518-3805
TRIO Talent Search I..............................518-2380
TRIO Talent Search II.............................518-2387
Enrollment Verification..........................518-2119
EXCEL..............................................518-2131
Financial Aid.......................................518-2133
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Library (C.H. Cozean Library)......................518-2141
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Police, Campus (cell).............................631-2831
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Public Safety Center..............................518-2148
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Student Services Dean..........................518-2154
University of Missouri-St. Louis...............518-2324
Upward Bound.....................................518-2156
Wellness Center.................................518-2104
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Mon., Aug. 20</td>
<td>Semester Begins</td>
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<tr>
<td>Sat., Sept. 1</td>
<td>Labor Day Holiday-No classes, campus closed</td>
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<tr>
<td>Mon., Sept. 3</td>
<td>Labor Day-No classes, campus closed</td>
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<tr>
<td>Wed.-Fri., Nov. 7-9</td>
<td>MCCA Meetings</td>
</tr>
<tr>
<td>Mon., Nov. 12</td>
<td>Veterans Day-No classes, campus closed</td>
</tr>
<tr>
<td>Tue., Nov. 13</td>
<td>Prof. Dev. Day-campus closed</td>
</tr>
<tr>
<td>Wed., Nov. 21</td>
<td>Thanksgiving Break begins-No evening classes, campus closed after 4 pm</td>
</tr>
<tr>
<td>Thurs.-Sat., Nov. 22-24</td>
<td>Thanksgiving Break-No classes, campus closed after 4 pm</td>
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<tr>
<td>Thurs., Dec. 6</td>
<td>Last T/R class</td>
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<tr>
<td>Fri., Dec. 7</td>
<td>Last MWF class</td>
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<tr>
<td>Mon., Dec. 10- Fri., Dec. 14</td>
<td>Final Exams-Day classes</td>
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<tr>
<td>Mon., Dec. 10</td>
<td>Mon. Evening-Final Exams</td>
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<td>Tue., Dec. 11</td>
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<td>Fri., Dec. 14</td>
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<td>Sat., Dec. 15</td>
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<tr>
<td>Sat., Dec. 15</td>
<td>Semester Ends</td>
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<td>Mon., Dec. 17</td>
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### Spring 2019

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<tr>
<td>Mon., Jan. 14</td>
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<tr>
<td>Mon., Jan. 21</td>
<td>MLK, Jr. Holiday-No classes, campus closed</td>
</tr>
<tr>
<td>Mon., Feb. 18</td>
<td>President’s Day-No classes, campus closed</td>
</tr>
<tr>
<td>Mon., Mar. 11-Sat., Mar. 16</td>
<td>Spring Break-No classes, campus closed</td>
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<tr>
<td>Thurs., Apr. 18</td>
<td>Prof. Dev. Day-No classes, campus closed</td>
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<td>Fri.-Sat., Apr. 19-20</td>
<td>Spring Holiday-No classes, campus closed</td>
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<td>Tue., May 7</td>
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<td>Fri., May 10</td>
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<tr>
<td>Thurs., May 9</td>
<td>Review Day</td>
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<tr>
<td>Sat., May 11</td>
<td>Commencement</td>
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<tr>
<td>Mon., May 13-Fri., May 17</td>
<td>Final Exams-Day Classes</td>
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<tr>
<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>
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<td>Thurs., May 16</td>
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<td>Fri., May 17</td>
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### Summer 2019

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<td>Semester Begins</td>
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<tr>
<td>Thurs.-Sat., July 4-6</td>
<td>Independence Day-No classes, campus closed</td>
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<tr>
<td>Mon., July 22</td>
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<td>Tue., July 23</td>
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<td>Fri., July 26</td>
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<td>Sat., July 27</td>
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<td>Mon., July 29</td>
<td>Final Exam Day-Class</td>
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### Fall 2019

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<td>Labor Day Holiday-No Classes, campus closed</td>
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<td>Mon., Sept. 2</td>
<td>Labor Day-No classes, campus closed</td>
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<td>Wed.-Fri., Nov. 6-8</td>
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<td>Thurs.-Sat., Nov. 28-30</td>
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<td>Last T/R class</td>
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<td>Tue., July 28</td>
<td>Tue. Evening-Final Exams</td>
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About Mineral Area College

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

Vision Statement
MAC will be recognized as an innovative educational institution and will:

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

Philosophy of Purpose
The Philosophy of Purpose is an educational agreement between MAC and its community that defines a mutual commitment to student success shared by students, faculty and staff. The college promotes a dedicated, responsive relationship among all members of the college community. The following six statements reflect MAC’s philosophy:

- MAC is committed to continuous quality improvement.
- MAC is dedicated to the belief that a college education is essential for the acquisition of knowledge and skills required for life-changing educational, career and cultural opportunities.
- MAC contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- MAC meets the needs of those transferring to four-year institutions and of those preparing for immediate careers.
- MAC contributes to the cultural enrichment, economic development and general welfare of the region through continuing education and cooperative programs.
- MAC has an open door policy that provides everyone 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 2005, the college became an AQIP institution as part of its accreditation process. This method of accreditation enabled the college to focus on quality improvement as it added new programs and courses to enhance its offerings.

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 state-of-the-art 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 flooring, heating and cooling system (as well as to its kitchen) 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.

More than 15,000 students have gone out into the world with MAC degrees or certificates. Presently, Mineral Area College enrolls approximately 3,300 students and offers 38 programs and certificates. Mineral Area College will continue to offer lifelong learning opportunities as students continue their education or chosen careers.
Greetings

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- College Level Examination Program (CLEP)
- Credit Transfer from Other Colleges
- Grades
- Degrees and Certificates
- Military Experience Evaluation
- Records on Hold/ Release of Transcripts and Diplomas
- Registration
- Right to Privacy and Review of Records
- Student Portal — MyMAC
- Transcript Services
- Transfer Library/Crosswalk
- Transferring to Other Colleges
- Verification of Enrollment

Policies Students Need to Know

Here is a partial list of policies and other federal disclosures of which students should be aware before registering for classes. Many of the policies are based on state and federal regulations. More information on the following policies and other federal disclosures may be found at www.MineralArea.edu.

Confidentiality of Financial Records

The General Education Provision of 1974, as amended by the Family Education Rights and Privacy Act of 1974 (FERPA), provides for privacy safeguards for students and families by setting 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**


**Equal Opportunity Statement**

MAC is committed to equal opportunity in employment and admissions. Inquiries and concerns about discrimination on the basis of race, color, national origin, gender, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status may be directed to the Office of Human Resources, P.O. Box 1000, Park Hills, MO 63601.

**Immunization Against Communicable Diseases**

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

**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.

**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 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, 2018, for the 2018-19 and 2019-20 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. Potential students must be at least 16 years old within the first 30 days of the semester of initial enrollment to be admitted to the college. Students should apply to the Admission’s Office before their expected start date as registration priority is given to early applicants.

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

There is no discrimination in the admission or recruitment of students on the basis of race, color, national origin, gender, disability, age, religion, creed, 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.

Any person needing help should contact the Assistant Secretary for Civil Rights, U.S. Department of Education, or the Social Security Administration. The Social Security number is voluntarily disclosed to MAC and is maintained as confidential information.

Admissions & Records

General Admissions

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

<table>
<thead>
<tr>
<th>Selective Admission Program</th>
<th>Maximum Admission</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>Respiratory Therapy*</td>
<td>22</td>
<td>May 30</td>
</tr>
<tr>
<td>Physical Therapy Assistant*</td>
<td>18</td>
<td>May 1</td>
</tr>
</tbody>
</table>

*Selection of the students is completed by the staff at the Cape Girardeau Career & 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) 518-2108.

Admissions & Records

Admissions Checklist

1. Application for Admission

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

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

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

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

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

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

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

3. Transcripts

The Admissions Office requires official copies of high school transcripts, 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. To request a high school or college transcript be sent to MAC, students may download a form from www.MineralArea.edu.

4. Placement Tests

MAC reserves the right to guide enrollment on the basis of placement tests. Placement testing is required before enrollment. The ACT or 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.

6. Orientation

College Advisement/Registration Day for Students (CARDS) is a required orientation for first-time freshmen and transfer students with fewer than 12 non-dual-credit earned hours under the age of 25. The orientation sessions are held during spring and summer semesters in preparation for fall. The programs feature academic advising and registration, and include information on housing, financial aid, billing, student activities, and parking.

Students required to attend orientation who are admitted late and/or cannot attend a CARDS program will not be allowed to enroll for classes until after the last scheduled CARDS program.

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- and four-bedroom apartments, all of which are furnished and have kitchens. Other amenities include pool, barbecue pavilion, sand volleyball courts, internet hook-up, 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 reactivate 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 and math courses and must meet all course prerequisites.

**Non-High School Graduate**
Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. To be admitted, non-high school graduates must be at least 16 years old, take 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 on the first day of classes without having submitted all admission documents. Provisionally-admitted students are only allowed to register for one semester and are 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, but must be at least 16 years old. 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 classes. 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 credit 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 schools.

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.

**Career and Technical Dual Credit**

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

Students enrolled in a program or course(s) at one of the career centers and high schools are eligible to earn college and high school credit at the same time. In addition to earning credit for career and technical courses through the career centers and high schools, students can also take general education courses online, on a MAC campus or through dual credit courses at their high school which will count toward an Associate of Applied Science Degree and/or certificate at MAC.

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 classes. 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 career and technical dual credit program must apply for admission as a first-time student in order to attend MAC after high school graduation.

**Concurrently Enrolled Student**

Students may enroll in MAC and another college during the same semester. Such students should contact both their registrar and dean for more information.

**Visiting Student**

A visiting or transient student is one who is enrolled at another institution and plans to enroll at MAC for one semester 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. Admission inquiries should be directed to the Admissions Office. Questions regarding the application and enrollment of international students should be directed to the Admissions Office at least 60 days before classes begin.

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

If an international student is transferring from another university or college, please submit the following in addition to the items above:
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) 518-2206.

MAC is a participating SEVIS school.

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.

International students must enroll as full-time students and must maintain a minimum of 12 credit hours per semester during the fall and spring terms. All international students obtaining an F-1 visa must file Form 8843, Statement for Exempt Individuals. They must also file an income tax return and any related documents before April 15 to report all income. Students are required to complete this process whether they are employed or not.

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

Records & Registration

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

The grade on the transcript will be designated as “CR” for AP credit and the number of credit hours awarded will be designated on the student’s permanent record as accepted from AP. There is no assurance that credit awarded through advanced placement by MAC will be accepted by another institution of higher learning.

Students should request that the results of the AP exams be sent directly from the College Entrance Examination Board to MAC’s registrar.

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>HIS1230 American History II</td>
<td>4 or 5</td>
<td>6</td>
</tr>
<tr>
<td>and HIS1240 American History II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO1150 General Biology</td>
<td>4 or 5</td>
<td>5</td>
</tr>
<tr>
<td>Calculus AB</td>
<td></td>
<td></td>
</tr>
<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 or 5</td>
<td>5</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG1330 English Composition I</td>
<td>3, 4, or 5</td>
<td>5</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG1570 Introduction to Literature: Prose and Poetry</td>
<td>3, 4, or 5</td>
<td>3</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td></td>
<td></td>
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<tr>
<td>PHS1420 College Physics I</td>
<td>3, 4, or 5</td>
<td>4</td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>MFL1170 Elementary French I</td>
<td>3, 4, or 5</td>
<td>6</td>
</tr>
<tr>
<td>MFL1270 Intermediate French</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td></td>
<td></td>
</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 Intro to Biological Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Chemistry General Chemistry Lecture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>College Algebra College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>College Composition* English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History of the United States I American History I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History of the United States II American History II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities: Fine Arts Introduction to Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Literature Introduction to Literature - Prose &amp; Poetry</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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 regional accrediting agencies of the Higher Learning Commission: Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges.

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. Transfer credit is generally not awarded for courses completed at institutions not accredited or approved by a regional accrediting body.

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 dean of Arts & Sciences. 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 a passing score on the MoGEA exam, and take the MEP before graduating. 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, radiologic technology 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.

General Education Block (42 Credit Hour Block)

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

Military Experience Evaluation

Current or former members of the U.S. Armed Forces, U.S. Reserves and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education upon submitting his or her form DD-214. 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 or candidates for graduation 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 on the homepage of the MAC website at www.MineralArea.edu.

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

Advisement System
Students are assigned a faculty 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 of the faculty and Student Services advisors. 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 test for placement at MAC is the ACT Exam, which is administered in September, October, December, February, April, and June of each year. However, MAC also offers the Accuplacer examination for students unable to complete the ACT prior to registration. The Accuplacer test is an untimed examination taken on computer in MAC’s Assessment Center, as well as other satellite locations. 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 students will take, as well as whether the reading requirement prerequisites are satisfied for a variety of MAC courses.

Students 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 the test was scheduled online. Please note: if the online scheduler was used, payment is not required at the time of scheduling; payment may be made at the time of testing.

**HiSET (High School Equivalency Test)**

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

**MoGEA**

The MoGEA test was adopted by the State Board of Education for all candidates pursuing the AAT (Associate of Arts in Teaching) degree and requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The student must register with Pearson Vue at www.Mo.nesinc.com and pay the testing fee ($49 for all four subtests or $25 for a single subtest) before scheduling the test at MAC. There is an additional proctoring fee of $5 per subtest payable to MAC before 4 p.m. the Wednesday before testing. Due to limited seating, early registration is strongly encouraged.

**Exit Exam**

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

**Certification Testing**

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

**Proctoring Distance Ed Course Tests**

By arrangement, MAC provides proctoring for course exams through distance education courses for various universities for a fee of $15 per hour.

**Bookstore**

Textbooks, supplemental reference books, software and necessary school supplies may be purchased in the Bookstore, located in the Student Center on the Park Hills campus. In addition, a wide variety of convenience items, 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 Planning

The Career Planning office has the resources needed to help job-seekers gain a better understanding of career interests, abilities, and workplace values. The office provides help in gathering information on job descriptions, earnings, employment trends, job outlook, training/education required, and more.

Our free services are available to any 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 the career planning process.

Career Services

Career Services offers free job search assistance to students, alumni, and the community, including help with resume writing, interview tips, and advice on how to conduct a job search.

To take the first step towards employment, please visit the Employment Opportunities page of the MAC website and make an appointment with a career advisor.

Counseling

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

Counselors are also available for evening walk-ins and appointments Monday and Wednesday until 6:30 p.m. (5:30 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 students 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 approximately 60 magazines and journals, and DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 to search for library materials and view their 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 and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills are blocked from further check-out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a $10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of $100 plus a billing/processing fee of $20.

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

The Learning Center offers tutoring services in a variety of subject areas, exam proctoring, and a limited number of module courses. Tutoring services focus on writing and math with limited opportunities provided in science and other general education courses. Students may, in some situations, be expected to complete exams in the Learning Center at the discretion of their instructor. A valid photo ID is required for exams. Coursework is available for some courses as an alternative to a traditional classroom setting.

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 handicapped parking placards may park in the designated handicapped 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.

Five 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 two TRIO Talent Search (formerly known at MAC as Educational Talent Search) programs 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 TTS program serves students in St. Francois and Madison counties. A second TTS 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.
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. See page 42 for additional information.
Tuition & Fees*

**Tuition for Credit Classes**

- **Resident of the Taxing District**
  $111 per semester credit hour

- **Student from Outside Taxing District**
  $151 per semester credit hour

- **Out of State and International Tuition**
  $203 per semester credit hour

**Fees**

- **Safety & Security Fee**
  $10 per semester

- **Technology Information & Security Fee**
  $4 per credit hour

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

* Subject to change with notice.

**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, pay a one-time non-refundable application fee, 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 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 actual. 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 specialized equipment. A complete listing of special costs is available from the College Bookstore, 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 25% of all tuition and fees unless financial aid is on file in the Business Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated. Payment schedules are 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 25th of each month. All balances may be paid off early. Additional fees may include, but are not limited to, payment plan enrollment fees, late fees of $15 and monthly service charges of .75% 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 registration guide, 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, P.O. Box 1000, Park Hills, MO 63601.

Student Liability Insurance Program

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

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 www.fafsa.gov. List the school code for MAC: 002486.
2. The FAFSA form will allow the student to apply for federal and state sources of student financial aid and to receive a student aid report to be considered for any combination of the programs available. No fee is charged to apply.
3. The FAFSA should be submitted after 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 Grants, 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 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 $2,500 per academic year subject to available funding. To be eligible, a student must:
- Have a composite score on the ACT or the SAT in the top 3% 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.

**Marguerite Ross Barnett Memorial Scholarship**

- This scholarship was established for students employed while attending school part-time. Award amounts vary based upon individual financial need but are limited to actual tuition at MAC. To be eligible, a student must:
  - Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
  - Work and be compensated for at least 20 hours per week;
  - Be 18 years of age or older;
  - Demonstrate financial need;
  - Maintain satisfactory academic progress according to standards of the school;
  - Be a Missouri resident and a U.S. citizen;
  - Not be pursuing a degree or certificate in theology or divinity.

**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 (G.I. Bill) as administered through the U.S. Department of Veterans’ Affairs.

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

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

Veterans benefits are available according to the following course-load guidelines:

**For Fall and Spring Semesters:**

- Full time: 12 or more hours
- Three-fourths time: 9-11 hours
- Half time: 6-8 hours
- Less than half time: 1-5 hours

(Six hours is considered full time for the summer session.)

The VA may refuse to pay educational benefits to a veteran who fails to make satisfactory progress toward a specified educational goal. All veterans must maintain the academic standards of progress as listed previously for all other federal and state funded financial aid programs.

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

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>
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<td>8-14</td>
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<td>55-61</td>
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Servicemembers Opportunity Colleges

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

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

Vocational Rehabilitation

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

College-Funded Scholarships and Awards

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

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

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

Outside Aid Reporting Requirement

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

Verification

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

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

Selective Service Requirement

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

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

Financial Aid Confidentiality Policy

The 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.

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.
Student Life

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.

**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.

**Delta Psi Omega**

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

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

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

**MACFlix**
MACFlix uses films from the past and present to provide social events and educated discussion on how movies affect today's society, culture and relationships. Open to all students.

**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.

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

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

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

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

**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.

**Student Activities Council**

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

**Student Government Association**

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

**Student-Missouri State Teachers Association**

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

**Student Nurses Association**

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

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

**Student Radiology Club**

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

**Veterans Organization**

The purpose of the Veterans Organization is to meet the needs of veterans, create an environment of inclusiveness, and 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**

In a friendly and invigorating curriculum, the Art Department offers a complete foundation program. The program includes drawing, ceramics, painting, printmaking, design, and color theory. The classes support each other, allowing students to gain an understanding of themselves in the arts and opening their minds to possibilities in the arts, both economically and culturally.

The Art Department has several exhibitions throughout the year, along with a constant display of differing projects in the halls surrounding the art room and theater lobby. On occasion, large, one- or two-person showings are highly advertised and well-attended.

MAC art students are sought after by other institutions, including the Kansas City Art Institute. The Art Department is proud of the number of experiences gained and quality artwork shown by students at MAC.
**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.

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

**Chamber Singers**

A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals to vocal jazz. Open to all students through audition only.

**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.

**Guitar Ensemble**

This special group forms an ensemble made up only of guitars (and occasionally other rhythm section instruments). A vast range of styles are performed with the focus of a particularly themed concert concluding each semester. Open to all who play the guitar.

**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.

**Jazz Combo**

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

**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.

**Steel Drum Ensemble**

A performing ensemble focusing on the ever-growing popularity of the steel drum band. No experience or musical background needed as students will be instructed in the techniques of steel drum performance. Open to all students and community. Once-a-week rehearsal on late Monday afternoons.

**Studio Music**

A performing ensemble focusing on creating and producing a large-scale, themed musical-variety show each semester. Open by audition to all students and community who sing or play an instrument.

**Theatre Department**

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

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

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school
children and trips for college students to attend plays outside the area. Every year the guild inducts worthy students into Delta Psi Omega, the national honor society for students of theatre.

### 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 and golf; and women's basketball, softball and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities. There have been 67 Academic All-Americans and 17 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.

**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.

#### Women's Volleyball

The women's volleyball program is building 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 Champions 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.

#### Men's Golf

The Cardinals play NJCAA Division 2 golf on home course Crown Pointe. The 2016-17 team were named 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 Softball

The Cardinals play NJCAA Division 2 softball at the home field, the Farmington Sports Complex. The team has won four Region 16 Championships since it began in 2009. The team has also won 18 All-Americans to come through the program in its history, as well as 5 All-Americans. Scholarships are available.

#### Women's Volleyball

The women's volleyball program is building 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 Champions 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 Basketball

The women's basketball program is building 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 Champions 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.

#### Men's Basketball

Basketball highlights include 14 MCCAC Conference Championships, six Region 16 Championships, and three appearances to 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.
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. 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 3 NJCAA All-Americans and 20 Academic All-Americans. Scholarships are awarded on a merit basis.
Academic and General College Policies

Academic Integrity

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 for a Level II violation. In the event the instructor determines no infraction has been committed, they are 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.

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.

3. The respective dean will be notified and a meeting will 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 educational objectives.

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

College Email

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 left-side of the MAC website. If further assistance is needed, students should contact IT Services.

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

Penalties for any infraction may include:

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

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 three 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, including auditing 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 in the Registration Guide available online. 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.

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

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

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.
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 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 of the North Central Association 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.

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 both the primary course and the corequisite have 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 MAT1130 and subsequently completes MAT1230 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) and 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.
2. 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, or department chair. Individual departments may establish their own internal procedures for handling student concerns.

If the department chair is unable to remedy the situation, students may appeal to the respective dean, 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”, and “W”, are excluded from the GPA.

Grading System
Students officially enrolled in classes are graded according to the following system:
• A - Superior. The student has demonstrated outstanding proficiency in mastering course objectives.
• B - Above average. The student has demonstrated above-average proficiency in mastering course objectives.
• C - Average. The student has demonstrated average proficiency in mastering course objectives.
• D - Below average. The student has demonstrated below average proficiency in mastering course objectives. A grade of “D” may be considered unsatisfactory in some programs.
• F - Failing. Work done is undeserving of credit. The student has not demonstrated a below minimum passing proficiency in mastering course objectives.
• AU - Audit. Students attend class meetings but do not receive credit or a grade for the course.
• CR - Credit. Grade awarded for non-traditional transfer credit such as CLEP exams, military credit, etc.
• I - Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances and has been granted an extension.
• NP - Non-Passing. This mark indicates the student did not complete the coursework satisfactorily.
• P - Passing. This mark indicates the student has completed the coursework satisfactorily.
• W - Withdrawn from course.

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

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 dean of the respective division.

Honors Program
An Honors Program is offered for students wishing to further participate in their education and gain an increased understanding of the subject matter. Honors classes offer an opportunity to meet
Incomplete Policy

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

Both the student and the instructor must sign the Incomplete Grade Request form and file the form with the appropriate dean. Requirements for completing the course are specified in detail by the instructor on the Incomplete Grade Request form.

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

Incomplete grades are not eligible for withdrawals.

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. Complete an exit exam.

6. Candidates seeking a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take
a licensure examination that is industry-recognized and approved. Candidates will be notified by email of the exam dates, also posted on the website.

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

Applying for More Than One Degree

A separate application must be filed for each degree or certificate earned during the same or different semesters. The requirements for each degree or certificate must be completed. If two degrees or certificates are earned at the same time, the graduation fee for the second 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) 518-2100. 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 and in the announcements.

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.

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.

Videotaping and Photography

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

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

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

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

Associate of Arts

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

Fields of Study

Associate of Arts in Teaching

Areas of Concentration
Art Education
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

**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 anywhere else at a much lower cost. The transfer program is built around a comprehensive blend of traditional and contemporary subjects that are intended for transfer to most four-year institutions.

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

General Education Philosophy

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

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

General Education Key Quality Indicators/Competency Statements

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

These indicators include:

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

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

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

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

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

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

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

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

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

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

**General Education State Level Skill Areas**

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

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

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

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

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

6. **Humanities** - To develop students’ understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. **Mathematics** - To develop students’ understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.

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

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# 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 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 2.0 or higher institutional and cumulative career grade point average.

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 wants to attend.

8. 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. 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 an 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).

6. Complete the Missouri Educator Profile (MEP).

7. All degree-applicable courses, including elective 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.

## 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 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 2.0 or higher institutional and cumulative career grade point average.

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

5. All degree-applicable courses, including elective 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.

Global Studies Certificate Requirements

1. Complete 28 or more hours of prescribed courses as described in the Global Studies brochure and at www.MineralArea.edu;

2. Complete the requirements for any one of the associate degrees;

3. Earn a 2.0 or higher cumulative GPA;

4. Complete the process of graduation, including applying for graduation, taking the Exit Exam, and completing all course work for the appropriate degree.
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 & Technical Assessments

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
- Paramedic Technology
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Therapy

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

Agriculture

Business Related
- Business Computer Programming
- Business Management
- Business Management—Accounting
- Business Management—Microcomputers
- Computer Networking
- Office Systems Technology—Admin. Assistant
- Office Systems Technology—Medical Coding

Child Development

Criminal Justice
- Criminal Justice
- Criminal Justice—Missouri Dept. of Corrections
- Criminal Justice—Correctional Administration
- Criminal Justice—Judicial Administration
- Criminal Justice—Law Enforcement

Electrical/Electronics Technology

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

Fire Science Technology

Industrial Maintenance

Physical Therapist Assistant

Skilled Trades
Degrees & Certificates

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 degree applicants are required to complete the TSA Exam.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. An institutional and cumulative career 2.0 grade point average is required for graduation.
5. Fifteen (15) semester hours must be earned through MAC.

Degrees for Allied Health
1. Complete 74-77 semester hours of required curriculum with an institutional and cumulative career GPA of 2.0 (C) or higher.
   a. 29 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 the Technical Skills Assessment Exam and 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>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Basic Law Enforcement Academy 1,000 hours</td>
<td></td>
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<tr>
<td>Business Computer Programming</td>
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<td>Business Management</td>
<td>x</td>
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<tr>
<td>Business Management – Accounting</td>
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<td>Business Management – Microcomputers</td>
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<td>Child Development</td>
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<td>Criminal Justice</td>
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<td>Criminal Justice – Correctional Administration</td>
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<tr>
<td>Electrical Technology</td>
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<td>EMT – Emergency Medical Technician</td>
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<td>Engineering Technology – Design Drafting</td>
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<td>Engineering Technology – Manufacturing</td>
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<td>Nursing – Registered Nursing - RN</td>
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<td>Office Systems Technology – Administrative Assistant</td>
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<td>Office Systems Technology – Medical Coding</td>
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<td>Skilled Trades Technology</td>
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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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<tbody>
<tr>
<td>Agriculture (AG)</td>
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<td>X*</td>
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<td>Automotive Collision Technology (AS)</td>
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<td>Construction/Building Technology (CU)</td>
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<tr>
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<td>Heating, Air Conditioning &amp; Refrigeration Technology (HE)</td>
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<td>Machine Tool Technology (MO)</td>
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<td>Office Systems Technology (OS)</td>
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<td>Welding Technology (WE)</td>
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</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 semiprofessional employment. This is accomplished in two ways.

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

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

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

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

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

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

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

Career & Technical Education Assessments

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

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

Allied Health Related

The 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
career 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. Intermediate Algebra until 12/14/18.
   b. Introductory Chemistry
   c. Introductory Chemistry
4. American College Test (ACT) or Accuplacer Test: Applicants must be scheduled to take the ACT test or before the December test date and have the following minimum scores:
   a. ACT:
      1) English — 18*
      2) Math — 19*
   b. Accuplacer (must be taken by application deadline):
      1) Sentence Skills — 92
      2) Elementary Math — 97
      3) Reading — 85
   c. Accuplacer Next Generation
      (must be taken by application deadline):
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      4) Reading — 250
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. Application form with $20 fee.
b. High school transcripts or GED scores.
c. ACT or Accuplacer scores.
d. Official college or university transcripts.
e. Handwritten autobiography (3-5 pages).

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

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

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

12. No alternates will be admitted to the nursing program after the first day of class.

13. A personal interview may be required.

NOTE: Course substitutions must be approved.

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

See Degree Plan (In Appendix)

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.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.
5. A personal interview is required.
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. American College Test (ACT) or Accuplacer
   a. ACT - Applicants must be scheduled to take the test on or before the December test date and have the following minimum scores:
      1) English – 20*
      2) Math – 19*
   b. Accuplacer - must be taken by application deadline:
      1) Sentence Skills - 92
      2) Elementary Math - 97
      3) Reading - 85
   c. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      4) Reading — 250
9. Have a GPA of 2.5 or above.
10. A high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
   a. Students articulating from the PN Program must have a grade of “B” or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate.
Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II. 

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

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

14. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department before selection.

   a. Application form with $20 fee.

   b. High School transcripts or GED scores

   c. ACT or Compass scores

   d. College or university transcripts

   e. List complete names & addresses for references on application. A college form letter will be sent to those listed.

   f. Handwritten autobiography (3-5 pages).

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

16. Persons who do not meet the above requirements should contact the director or an 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>
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<tbody>
<tr>
<td>MAT1130 Intermediate Algebra</td>
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<tr>
<td>PHS1250 Introductory Chemistry</td>
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</tr>
<tr>
<td>ENG1330 English Composition I</td>
<td>3</td>
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<tr>
<td>PSY1130 General Psychology I</td>
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<td>PSY1250 Human Growth &amp; Development</td>
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<td>BIO2600 Human Anatomy</td>
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<tr>
<td>BIO2620 Human Physiology</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>27</strong></td>
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* Must have a grade of C or above for all prerequisites.

### Summer Semester - Third Semester Credit Hours

- ENG1340 English Composition II ........................................ 3
- ADN1420 Bridge Course .................................................... 3
- **Subtotal** ................................................................. **6**

### Fall Semester - Fourth Semester

- ADN1490 Medical-Surgical Nursing I ................................. 10
- BIO2700 Microbiology ...................................................... 4
- ADN1512 Clinical Pharmacology ....................................... 3
- **Subtotal** ................................................................. **17**

### Spring Semester - Fifth Semester

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

### Associate Degree-Nursing

#### See Degree Plan (In Appendix)

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. Intermediate Algebra (or higher) 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. American College Test (ACT) or Accuplacer
   a. ACT - Applicants must be scheduled to take the test on or before the December test date and have the following minimum scores:
      1) English - 18
      2) Math - 19
      3) Reading - 18
   b. Accuplacer - Applicants must have taken the Accuplacer with the following minimum scores by application deadline:
      1) Sentence Skills - 92
      2) Elementary Math - 97
      3) Reading - 85
   c. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      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 April 15 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. Application form with $20 fee.
   b. High school transcript or GED scores (official, not hand carried).
   c. ACT or Accuplacer scores.
   d. College or university transcripts (official, not hand carried).
   e. A personal interview is required.
   f. Handwritten autobiography (3-5 pages).
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the Allied Health Department or an 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 210 hours of classroom instruction, two 12-hour emergency department rotations and three 12-hour ambulance rotations are required for a total of 60 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.

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 53 credit hours and the Associate of Applied Science degree consists of an additional 34 credit hours.

Graduates of the Paramedic Technology program are licensed pre-hospital professionals recognized as vital members of the health care team. Training consists of classroom instruction, simulation and laboratory practicum, field internship experience, 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.

**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.
   b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
   c. Medical Terminology/Intro to Pathology (HLT2350), 3 credit hours with a grade of “C” or above.

4. American College Test (ACT), Compass, or Accuplacer.
   a. ACT - Applicants must have the minimum score of:
      1) English - 18
      2) Math - 19
   b. Compass - Applicants must have the minimum score of:
      1) Writing - 68
      2) Algebra - 36
      3) Reading - 81
   c. Accuplacer - Applicants must have the
Greetings

Contact Info

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Career & Technical Ed. Division

Course Descriptions

Administration, Faculty

Appendix

Minimum score of:
1) English - 90
2) Math - 96
3) Reading - 85
d. Accuplacer Next Generation
   (must be taken by application deadline):
   1) English Writing — 250
   2) Math Quantitive Reasoning, Algebra, and Statistics — 243
   3) Math Advanced Algebra and Functions — 233
   4) Reading — 250
5. Have a GPA of 3.0 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 from Jan. 1 - 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. Application form with $20 fee.
   b. High school transcript or GED scores (official copies, not hand-carried).
   c. ACT, Compass, or Accuplacer scores.
   d. College or university transcripts (official copies, not hand-carried).
   e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   f. Typed questionnaire.
   g. 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) 518-2113.

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. An Exit Exam, Technical Skills Assessment, and Graduation Interview must be completed during the final semester.
6. Applicant must make NREMT account.

Paramedic Technology

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

Radiologic Technology Associate of Science

The school of Radiologic Technology offers an educational program that leads to an Associate of Science degree. Students are provided with skills, techniques and professional abilities to become a registered Radiologic Technologist (RT). The program includes academic classroom presentations with a supervised clinical education experience.
Clinical participation begins by first observing an RT in the execution of duties in the radiology field. This participation moves from a passive role of observation to a more active role of assisting the RT. The student’s participation then moves into the active mode of performing exams under the supervision of a radiologic technologist.

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

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

The Radiologic Technology program is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, or www.jrcert.org.

**Entrance Requirements**

1. Applications will be accepted from Jan. 15 to May 1 of each year.
2. A $50 non-refundable application fee payable to MAC should accompany the application.
3. Official high school transcript or GED mailed to MAC.
4. Official college or university transcripts mailed to MAC (official copies, not hand-carried).
5. Cumulative GPA must be 2.5 or above.
6. ACT, Accuplacer, or Compass test must be taken within the last three years with the following minimum scores:
   a. ACT
      i. English – 18
      ii. Math – 19
      iii. Science – 18
      iv. Reading – 18
      v. Composite – 19
   b. Accuplacer
      i. English - 92
      ii. Math – 97
      iii. Reading – 85
   c. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 250
      3) Reading — 250
   d. Compass (expires 10/2019)
      i. Writing – 70
      ii. Algebra – 40
      iii. Reading – 81

7. Completed reference forms
8. The Health Education Services, Inc. (HESI) Admissions Assessment Exam will be scheduled after all requirements are met.
9. Completed Health Form with record of immunization.
10. Health Standards: A health statement from a physician for verification in the clinical phase the student will be able to: operate radiographic equipment including mobile units; lift patients to and from wheelchairs, carts and radiographic tables; be capable to do other duties without injury to themselves or others; communicate effectively in the surgery suite with staff during procedures; and have the ability to communicate clearly to instruct patients is required.

**Respiratory Therapy**

Cooperating Institution: Cape Girardeau Career & Technology Center

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

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

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

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

Business Management
Whether managing a small business or administering business activities and policies in a large firm, managerial personnel must understand various procedures in accounting, economics, finance, law, marketing and computers. College-level training is increasingly important for entry to and success in, this occupational area. A wide range of employment opportunities exist in fields such as retail, 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 — Accounting
This program will prepare students for an entry-level management position as an accounting paraprofessional. Strategically selected courses in the degree plan provide students with the knowledge and skills necessary to compete in today’s competitive environment of business. Possible areas of employment include positions as accounting clerks, entry-level management positions in both the public and the private sector in computerized accounting, tax accounting and other related areas of accounting and finance.

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

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

Today’s office environments vary significantly from their appearances a few years ago. Many offices are paperless, virtually all use computers and many offices do their own graphic layouts. Therefore, the need for highly-trained workers has never been greater.

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

In addition to receiving instruction in areas considered traditional for office personnel, students receive instruction in computer applications as well as accounting and related business subjects.

Office Systems Technology Test-Out Policy

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

OST1000 Keyboarding I — 3 credit hours
1. Key 40 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80% accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

OST1020 Keyboarding II — 3 credit hours
1. Key 50 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80% accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

Office Systems Technology — Medical Coding

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

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

Students completing the AAS Degree in Medical Coding are prepared for an entry level position in one of the fastest-growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. Medical Coding graduates

OST1100 Filing Systems and Records Mgt — 2 credit hours
1. Pass a comprehensive objective exam with 80% accuracy.
2. Pass a practical filing exam with 80% accuracy.

OST1500 Applied Accounting I — 3 credit hours
1. Score 80% on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

OST2000 Transcription Skills — 3 credit hours
1. Pass a comprehensive exam with 80% accuracy.

OST2400 Business Internship — 3 credit hours
1. Three years full-time, verifiable office experience
2. Sophomore status with 2.0 GPA in administrative office assistant subjects
3. The student must present a letter and/or resume to the instructor of the class stating this experience. A conference will be held with the student. Two members of the department will evaluate the students’ experience and consult with the dean for approval of the student’s request.

Office Systems Technology Certificate

The Certificate in Office Systems Technology is designed to provide the student with basic skills in general office procedures and computers essential for entry into the business world.
typically work in physicians’ offices, clinics, hospitals, insurance companies, medical billing agencies and consulting firms.

**Medical Coding Certificate**

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

**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. (Dependent on grant availability)

**Child Development Associate**

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**

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 — 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.
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.

### Electrical/Electronics Technology

See Degree Plan (In Appendix)  
See Certificate 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

#### Engineering Technology—Design Drafting

See Degree Plan (In Appendix)

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

See Degree Plan (In Appendix)

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

### Fire Science Technology

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

A one-year certificate is also available. Contact the Department of Public Safety at (573) 518-2148 for more information.

Industrial Maintenance

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

Machine Tool Technology

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

Physical Therapist Assistant

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) 518-2155.

Skilled Trades

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

Career Center Partnerships

Associate of Applied Science Degrees & Certificates

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

Career & Technical Dual Credit

Participation in Career & Technical dual credit is open to qualifying students. More information can be found by contacting high school or career and technology center counselors.

Students planning to pursue a baccalaureate degree upon completion of a MAC AAS degree should contact the appropriate college/university official upon high school graduation to outline a course of study. Please contact the Career & Technical Dual Credit office at (573) 518-2155 for more information.
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.

### Lecture/Laboratory Hours
Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, "3-2" indicates a course meets three lecture hours and two lab hours per week.

### Honors
Readings in Honors and Research in Honors may be offered by a department. Consult the honors director for current offerings.

### Course Levels
- 0000-0990 — Developmental courses (Do not apply to a degree.)
- 1000-2990 — Freshman/Sophomore level courses
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.
Offered to 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 have 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.

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

ADN1430  Arranged 6 cr. hrs.
Fundamentals of Nursing
Prerequisite: Acceptance into the ADN Program.
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 used 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: Sequential nursing and science classes with a minimum grade of C.
Provides instruction and clinical practice in meeting the physiologic, psychologic and adaptability of the mother and family to pregnancy. Emphasis is on the role of the nurse in working with clients and their families. Instruction will cover health history assessment and demonstration of physical assessment skills by performing a head to toe assessment.

ADN1480  _______ Arranged 1 cr. hrs.
Contemporary Nursing
Prerequisites: Sequential nursing and science classes 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 economic issues confronting today’s nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

ADN1490  Arranged 10 cr. hrs.
Medical-Surgical Nursing I
Prerequisite: Sequential nursing and science classes with a minimum grade of C.
Provides the nursing student an opportunity to develop bedside clinical skills in acute care settings. Corequisites: PSY1250 with a minimum grade of C.

ADN1500  _______ Arranged 6 cr. hrs.
Medical-Surgical Nursing II
Prerequisites: Sequential nursing and science classes with a minimum grade of C.
A continuation of ADN1490. Emphasis is placed on managing the care of a group of patients. Includes relevant concepts of nursing leadership and delegation to unlicensed assisted personnel. Includes lecture and clinical components.

ADN1520  _______ (3-0) 3 cr. hrs.
Clinical Pharmacology
Prerequisites: Sequential nursing and science courses with a minimum grade of C.
Designed to introduce the student to the study of pharmacology and the understanding of drugs utilized in the administration of nursing care. Basic information concerning the pharmacology of these medications and preparation for administration, will be given. Emphasis in on the roles of the nutritional health care system, cardiovascular system, respiratory system, and the central nervous system.

ADN1572  _______ (3-0) 3 cr. hrs.
Basic Pharmacology
Prerequisites: Acceptance into the ADN Program.
Corequisite: ADN1450 Fundamentals of Nursing.
An overview and introduction to the administration of medicines. Basic information concerning the various pharmaceutical names and preparations, their administration techniques and nursing implications will be given. Emphasis is placed on the calculation and administration of medication. Medication preparation will be provided for each drug used in the administration of nursing care.

ADN1610  _______ Arranged 5 cr. hrs.
Nursing of Children
Prerequisites: Sequential nursing and 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: Sequential nursing and science classes with a minimum grade of C.
Designed to introduce the student to history and trends in psychiatric nursing, major psychotropic theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses including definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. Intended to provide fundamental knowledge of mental health concepts and interactional issues for the beginning nurse. The role that emotions and stress play in the behavior of the client and client's family are emphasized. Courses are designed to provide 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.
Course Descriptions

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
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 included. Emphasis will be placed on selection, successful management of livestock, and the economics of beef, dairy, swine, sheep, and goats. Students are expected to possess basic science and management skills and conceptual techniques of equine business with a large number of hours spent doing so. Elective credit only.

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

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 or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0990, or (4) have earned 24 college-level semester credit hours, or (5) instructor consent. Recommend 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 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours, or (6) instructor consent. Recommended AGR2320, GST 1500.
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 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 __________ Arranged 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 an internship site. Periodic visits may be made by instructor for conferences with the student and employer.

AGR2320 __________ (3-0) 3 cr. hrs.
Soil Science & Management (Fall)
Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) have earned 24 college-level semester credit hours, or (6) instructor consent. Must be an agriculture or civil/construction student. Recommend PHY1250 for transfer students.
Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

AGR2430 __________ (0-0-1) 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
Prerequisites: Sophomore standing and AGR1130 or AGR1220 with a minimum grade of C, or instructor consent.
Basic principles of inheritance in plants and animals of agricultural significance. Transmission genetics and its effects on the usefulness of plants and animals. Basic principles of plant and animal improvement.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR1016 __________ (3-0) 3 cr. hrs.
Thermal and Environmental Science
Environmental applications course applies the knowledge of the principles and theories of thermal systems incorporated into 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 learn how and why they affect system components. Students will learn to use insulation to improve efficiency and learn how psychrometrics is vital to conditions inside buildings.

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Appendix
ART1130 (1-3) 3 cr. hrs. Drawing I (Spring, Fall)
MOTR PERF105D
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. 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
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
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 (2-4) 3 cr. hrs. Beginning Photography
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 (1-3) 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 (3-0) 3 cr. hrs. Watercolor I
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.

ART1750 (3-0) 3 cr. hrs. Watercolor II
Prerequisite: ART1740 with a minimum grade of C. Expand skills from Watercolor I, include plein air watercolor and figure work. Offered on demand.

ART1760 (3-0) 3 cr. hrs. Watercolor III
Prerequisite: ART1750 with a minimum grade of C. 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)
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
Explore various color theories as well as cultural and historical applications 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)
Prerequisite: ART1130 with a minimum grade of C or instructor consent. Explore basic approaches, traditional and contemporary, to 3-dimensional artmaking. 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. Expand on Painting I. Strengthen composition and color. Consider landscape, still life, abstraction and personal expression.

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: ART1130 and 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 ART2172 with a minimum grade of C. Emphasis on form, consistency and personal exploration. 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: 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.
BIO1150 ______________ (3-4) 5 cr. hrs. General Biology MOTR BIOL 100L Prerequisite: MAT0930 or higher with a grade of C or above, or concurrent enrollment, and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in ENG0990, or ENG0990, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Explore selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems. Learn the nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things. Meets the general education biological science requirement. Includes lab.

BIO2102 ____________________ (3-4) 5 cr. hrs. General Zoology (Fall) MOTR BIOL 150L Prerequisite: BIO1150 with a minimum grade of C or instructor consent.

Explore the important principles and concepts of zoology. Emphasizes cell biology, genetics, reproduction, and the major animal phyla. Meets for three lectures and two double laboratory periods per week. Meets the general education biological science requirement. Includes lab.

BIO2421 ________ (2-4) 4 cr. hrs. Field Biology (Spring, Even Year) Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122 with a minimum grade of C or instructor consent.

Learn local flora and some flora. Taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Required field trips. Includes lab.

BIO2600 ____________________ (3-4) 5 cr. hrs. Human Anatomy (Fall) Co-requisite: 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 (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620). This course is required for Registered Nursing. Recommended for Pre-Med, Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Pharmacy and Biology.

BIO2620 ____________________ (3-4) 5 cr. hrs. Human Physiology (Spring) Prerequisites: BIO2600 and PHS1250, or PHS1350 with a minimum grade of C.

A continuation of BIO2600. Focuses on the biochemical, cellular, and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. Required for Registered Nursing. Recommended for Pre-Med, Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Pharmacy and Biology.

BIO2700 ________ (3-2) 4 cr. hrs. Microbiology Lab Prerequisite: BIO2600, BIO2620 and PHS1250 with a minimum grade of C or instructor consent.

Introduces the morphology, biochemical activities, culture, control, history of epidemiology, immunology, virology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. Required for the ADN nursing program. Includes lab.

BIO2720 ____________________ (3-0) 3 cr. hrs. Microbiology Lecture Prerequisites: BIO2600, BIO2620 and PHS1250, or PHS1350 with a minimum grade of C.

Lecture only. Covers the history and epidemiology of infectious organisms. Topics include immunology, applications of immunity in medicine and disorders of the immune system. Anatomy of microorganisms, basic microbiological methods of observation, metabolism, and growth, as well as control of growth, are stressed along with pathogenicity and the mechanism of antimicrobial activities. Must enroll in BIO2722 - Microbiology Lab within one calendar year to complete 4 credit hours. Required for Registered Nursing, Recommended for Pre-Med, Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Pharmacy and Biology.
Course Descriptions

**BUSINESS ADMIN & ECONOMICS**

**BUS1100 Principles of Accounting I**  
(3-0) 3 cr. hrs.  
Prerequisite: BUS2000 with a minimum grade of C.  

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

**BUS2330 Marketing**  
(3-0) 3 cr. hrs.  
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.

**CSIS1005 Introduction to Computers**  
(3-0) 3 cr. hrs.  
Prerequisite: Keyboarding skills are required. Concurrent enrollment in CSIS1050 and CSIS1750 is prohibited.  
Examine current concepts in computing and the information processing cycle. Understand modern capabilities and operations of various computing devices and gain practical skills using the Windows interface and the most popular applications.

**CSIS1100 Microcomputer Graphics**  
(3-0) 3 cr. hrs.  
Gain practical experience with a popular graphics program, including the manipulation of graphic units and text, multiple screen image transfer, diagram size, and shape modification, business chart customization, freeze/redo function, and presentation design.

**Course Descriptions**

**BIOL2000 Genetics**  
(3-0) 3 cr. hrs.  
Prerequisite: BUS2050 or OST1520 with a minimum grade of C.  
Examine foundational information technologies used in today’s business environment and learn about the tasks involved in various IT job roles. Prepare for the CompTIA Network+ certification. General computer proficiency is expected.

**CSIS1700 Desktop Publishing**  
(3-0) 3 cr. hrs.  
Learn the skills necessary to create engaging layouts, designs, and typography with current publishing software. General computer proficiency is expected.

**CSIS1730 Office Applications**  
(2-0) 2 cr. hrs.  
Gain hands-on proficiency in accomplishing basic tasks in word processing, spreadsheet, and presentation software. Skills included are text formatting, mail merges, tables, formulas, functions, and presentation design.
Course Descriptions

CIS1750 __________________ (3-0) 3 cr. hrs.
Microcomputer Applications
Prequisite: Previous regular usage of word processor, spreadsheet or database applications. Concurrent enrollment in CIS1050 and CIS1750 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.

CIS1780 __________________ (3-0) 3 cr. hrs.
Illustrator I
Develop skills using a vector-based drawing program to create graphics for print and digital mediums. Gain an understanding of Adobe Illustrator tools and menus. General computer proficiency is expected.

CIS1800 __________________ (2-2) 2 cr. hrs.
Introduction to Networking
Understand general networking concepts, topologies, network components and devices, media, functions, protocols, architecture, and fault tolerance. General computer proficiency is expected.

CIS1830 __________________ (3-0) 3 cr. hrs.
Novell Network Administration
Prequisite: CIS1850, CIS 1870, CIS2000 with a minimum grade of C, or concurrent enrollment in CIS1850, CIS1870, or CIS2000, or instructor consent.
Enables the student to perform day-to-day administrative tasks on a Novell Network. Helps prepare the student for Certified Novell Administrator (CAN) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management, and many other topics related to managing Novell networks.

CIS1840 __________________ (3-0) 3 cr. hrs.
Microsoft Network Administration
Prequisite: CIS1850, CIS 1870, or CIS2000 with a minimum grade of C, or concurrent enrollment in CIS1850, CIS1870, or CIS2000, 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.

CIS1870 __________________ (3-0) 3 cr. hrs.
Internetworking I
Explore the first of four semesters in the Cisco Networking Academy curriculum. Learn skills needed to obtain entry-level home network installer jobs. Develop skills needed to become network technician, cable installers, and help desk technicians. General computer proficiency is expected.

CIS1890 __________________ (3-0) 3 cr. hrs.
Internetworking II
Prequisites: CIS1850 or CIS1870 with a minimum grade of C.
Explore the second of four semesters in the Cisco Networking Academy curriculum. Examine a basic overview of routing and remote access, addressing, and security. Learn technical skills associated with email services, web space, and authenticated access as well as the soft skills required for help desk and customer service positions. Prepare for the CCENT certification exam.

CIS1900 __________________ (3-0) 3 cr. hrs.
Fundamentals of Unix
Prequisite: CIS1850, CIS1870 or CIS2000 with a minimum grade of C, and one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.
Understand basic responsibilities of maintaining a Unix system and command line features. Learn additional features regarding system navigation, file permissions, the vi text editor, command shells and basic network use.

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 techniques in creating safe software and maintaining worker productivity.

CIS1950 __________________ (3-0) 3 cr. hrs.
Computer Forensics
Prequisite: 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.

CIS2000 __________________ (3-0) 3 cr. hrs.
Microcomputer Operating Systems
Understand the general principles and functions of a computer operating system. Gain advanced skills necessary to utilize and customize the Windows environment and other operating systems as time permits. General computer proficiency is expected.

CIS2080 __________________ (3-0) 3 cr. hrs.
Fundamentals of Linux
Prequisites: CIS1610, CIS1670, CIS1850, CIS1870 or CIS2000 or equivalent with a minimum grade of C, and one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.
Explore the fundamental elements of the Linux operating system, including concepts, architecture, networking, and administration.

CIS2100 __________________ (3-0) 3 cr. hrs.
Microcomputer Database Management
CIS2100 ______ (3-0) 3 cr. hrs.
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.

CIS2110 __________________ (3-0) 3 cr. hrs.
Advanced Microcomputer Database Mgt
Prequisite: CIS2100 with a minimum grade of C.
Continues developing database management skills by designing database systems and programs to manage them. Advanced exploration includes principles of database design, linking, coding/programming database programs, and customized report and label generation.

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.

CIS2210 __________________ (3-0) 3 cr. hrs.
Adv Micro Spreadsheet Applications
Prequisite: CIS2200 with a minimum grade of C.
Continue developing practical spreadsheet skills including advanced formatting techniques, high-level functions, analysis tools, auditing, work group collaboration, and file sharing techniques.

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.

CIS2450 __________________ (3-0) 3 cr. hrs.
Word Adv Microsoft Word
Prequisite: CIS2350 with a minimum grade of C.
Continue developing practical word processing skills by using advanced features in Microsoft Word. Examine and implement document merges, customized features, footnotes, indexes, tables, and forms.

CIS2520 __________________ (3-0) 3 cr. hrs.
Ethical Hacking
Prequisite: 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.

CIS2670 __________________ (3-0) 3 cr. hrs.
Internetworking III
Prequisites: CIS1890 with a minimum grade of C and one of the (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Explore the third of four semesters in the Cisco Networking Academy curriculum. Examine the equipment applications and protocols installed in enterprise networks, focusing on switched networks, IP telephony requirements, and security. Understand additional elements such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIS2680 __________________ (3-0) 3 cr. hrs.
Management of Information Security
Prequisite: 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.

(Continued on next page)
and contingency planning. Understand the role of managers in a crisis situation and effective response to the public.

COM1060  (3-0) 3 cr. hrs. Introduction to Cinema
Observe the techniques involved in creating good cinema including: photography, mise-en-scene (elements in visual composition), the moving camera and special effects, editing sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. Gain an appreciation of film as an art form. 

COM2200  (3-0) 3 cr. hrs. T.V. Production Practicum
Prerequisite: COM2200 with a minimum grade of C. Gain experience creating a broadcast-ready product.

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
Explore the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

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

CPP2410  (2-0) 2 cr. hrs. Roles & Resp of Community Paramedic
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and concurrent enrollment in CPP2422 and CPP2452.
Introduction to the role and responsibilities of the Community Paramedic (CP). Specific roles and responsibilities as a part of the healthcare team and as community stakeholder will be researched and examined. Interdisciplinary work will be explored and defined as it relates to population-focused care, patient-focused care, and the CP. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educators’ (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.

CPP2422  (3-0) 3 cr. hrs. Community Assessment
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and concurrent enrollment in CPP2410 and CPP2452.
Continuation of the Community Paramedic series. Introduces the role of the Community Paramedic (CP) in community assessment. Effects of social, cultural, ecological, political, and economic factors are explored as they impact families and communities. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educators’ (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.
Appendix
Course Descriptions

CRJ1000 Basic Police Science I
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 Criminal Justice Internship
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Community Policing and Human Behavior.

CRJ1050 Basic Police Science II
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.

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

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

CRJ1150 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 firearms, shotgun, and patrol rifle, and advanced drug recognition training.

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

CRJ1200 Criminal Investigation I
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, test of hypotheses, and the problem of proof are covered.

CRJ1250 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, laser certification, NHTSA field sobriety testing and certification and Datamaster Type III breathalyzer training and certification.

CRJ1260 Intro to Security Management
Introductory course presenting protection concepts, security management principles, and current industry practices.

CRJ1300 Criminal Investigation II
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
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 Criminal Law
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ1440 Criminal Courts Process & Issues
Prerequisite: CRJ1170 with a minimum grade of C or instructor consent.
Provides a comprehensive examination of the criminal court system from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

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

CRJ1520 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 Criminal Procedure
Focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

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

CRJ1700 Patrol & Traffic Law
Open to Law Enforcement Academy students only.
The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

CRJ1710 Community Policing/Problem Solving
The study of police agencies’ response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, theories, and programs advocated at the national level by federal agencies, academics, and practitioners are implemented with widely varying degrees of understanding.

CRJ1750 Advanced Patrol/Traffic Law
Open to Law Enforcement Academy students only.
Discusses preparation for duty by the patrol officer. It demonstrates how knowledge of criminal activity, local geography and proper uniform and equipment will enhance the performance of the patrol officer. Also discusses the physical and psychological factors which affect an officer during patrol and job performance.

CRJ1760 Commercial Vehicle Enforce Inspector
Open to Law Enforcement Academy 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 Introduction to Corrections
An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other and correctional institutions.

CRJ1820 Corrections in America
Prerequisite: CRJ1800 with a minimum grade of C or instructor consent.
Reviews various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

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

CRJ1920 ___________________ (3-0) 3 cr. hrs. College Math/Criminal Justice Core
Prerequisite: Must be Criminal Justice major. Connects basic mathematical concepts to their applications. Emphasis is placed on strengthening the student’s ability to connect with math concepts to situations within their Criminal Justice career field.

CRJ2000 ___________________ (3-0) 3 cr. hrs. Criminal Justice Report Writing
Prerequisites: CRJ1100, CRJ1200, and ENG1330 with a minimum grade of C or instructor consent.
The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques requisite for the admittance 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 most situations occurring in real-life crime-scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and composition. Court room qualifications will be final determination of the students work and performance. Prepares students for CRJ2140.

CRJ2140 ___________________ (3-0) 3 cr. hrs. Forensic Crime Scene Investigation
Introduces the student to the fundamentals of on-site crime-scene investigations. Specific objectives will be combined with actual crime-scene reconstruction. The student will perform practicals using photography skills, fingerprint identification and comparison, sketching microscopy, dental stand, soil analysis and site identification for blood, hair, fibers, tool marks, and tire tread comparison. The student must perform with skill and integrity in a mock trial, submitting the mock prepared evidence in trial.

CRJ2160 ___________________ (3-0) 3 cr. hrs. Crime Scene Analysis
Prerequisite: CRJ2140 with a minimum grade of C or instructor consent.
Designed to be an advanced Crime Scene Investigation class. The students will be shown the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above-mentioned tasks through practical skill demonstrations.

CRJ2200 ___________________ (3-0) 3 cr. hrs. Ethics for Legal Professionals
Looks at the ethical dilemma and professional problems faced by criminal justice personnel. Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

CRJ2220 ___________________ (3-0) 3 cr. hrs. Principles of Homeland Security
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
Provides an overview and examination of the history, mission, and development of homeland security at the federal, state, local, and private sector levels.

CRJ2300 ___________________ (1-1) 1 cr. hrs. Criminal Justice Career Preparation
The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other institutions 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.

CRJ2320 ___________________ (3-0) 3 cr. hrs. Admin of Correctional Service
Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.
Focusing on the criminal justice field of corrections, this course explores fundamental concepts related to the administration, organization and management of correctional services.

CRJ2340 ___________________ (3-0) 3 cr. hrs. Concepts of Community Corrections
Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.
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 examine the differences between traditional and community-based correctional programs.

CRJ2380 ___________________ (3-0) 3 cr. hrs. Probation and Parole in America
Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.
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.

CRJ2600 ___________________ (3-0) 3 cr. hrs. Criminal Justice Leadership
Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
Examines the game industry using an retrospective approach to examine the game design process and the legal and ethical implications that arise in game development. Provides an in-depth look at the various laws and regulations that govern the game industry, including intellectual property, copyright law, and privacy laws.

CSC1100 ___________________ (3-0) 3 cr. hrs. Programming Logic
Prerequisite: A minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the ACCUPLACER reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0900, or have earned 24 college-level semester credit hours.

CSC1600 ___________________ (3-0) 3 cr. hrs. Basic Programming
Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
Explore the introductory JavaScript object-oriented programming. Learn basic commands and structures, variables, operators, inputs, and conditionals. Apply these skills to web pages. Create forms with data validations using current versions of HTML and CSS. Understand clear descriptions, inspire examples, and easy-to-follow diagrams. Create scripts from scratch, and understand the thousands of JavaScripts, JavaScript APIs, and jQuery plugins that are available on the web. Learn the latest practices in fluid design and progressive enhancement, cross-browser compatibility.

CSC2440 ___________________ (3-0) 3 cr. hrs. Web Programming w/Perl/CGI/Linux
Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
Explore the advanced concepts of web programming with Perl scripting in the Common Gateway Interface (CGI).

CSC2470 ___________________ (3-0) 3 cr. hrs. Database Design & Programming w/SQLOPrerequisite: CSC2100 with a minimum grade of C.
Learn the concepts and patterns needed for working with any database. Introduces Microsoft SQL Server 2016 and the Management Studio. Develop skills in running SQL statements to design a database and implement that design by using either SQL statements or the Management Studio. Develop skills for working with database features like views, scripts, stored procedures, functions, triggers, cursors, and transactions. Examine the management of database security and features for working with XML and BLOB data.
on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Examines terms required for working with any database. Learn to use Oracle Database and Oracle SQL Developer to run SQL statements that retrieve data from a database, add, update, and delete data. Design a database to implement that design by using the DLJ (Data Definition Language) statements that are a part of SQL. Learn to use Oracle's procedure language, PL/SQL, to create stored procedures, functions, and triggers. Prepare for the Oracle PL/SQL Developer Associate certification exam.

CSC2500 ___________________ (3-0) 3 cr. hrs.
Advanced Basic Programming (On Demand)
Prerequisite: CSC1500 with a minimum grade of C.
Required programming topics covering intermediate topics building on CSC1600# programming language with object-oriented programming principles.

CSC2600 ___________________ (3-0) 3 cr. hrs.
Advanced C# Programming
Prerequisite: CSC1600 with a minimum grade of C or instructor consent.
Explores topics such as Basic LINQ concepts, manipulating data in a database, using common Visual Basic SQL queries, using ADO.NET Entity Data Model to interact with the database using drag and drop capabilities and GUI controls. Examine web-based form controls using Visual Studio’s ASP.NET programming.

CSC2800 ___________________ (3-0) 1 cr. hrs.
Capstone-Business Comp Programming
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.
Prepare to enter the Business Computer Programming career field by reviewing coursework completed in the degree program. Complete the Technical Skills Assessment requirement for Career and Technical Education majors.

Course Descriptions

DEAF COMMUNICATION STUDIES

DCS1000 ___________________ (3-0) 3 cr. hrs.
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 ___________________ (3-0) 3 cr. hrs.
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 ___________________ (3-0) 3 cr. hrs.
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 effects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 ___________________ (3-0) 3 cr. hrs.
Guidance Altern for Young Children
Focus on positive developmentally appropriate practice (DAP) discipline and redirection of children from birth through age eight years. Guidance, observation, and techniques of redirecting behavior will be explored. Children’s traumas, fears, and negative environmental issues will be identified and assessed. The prosocial environment and environment for age birth to eight years will be utilized in the developmentally appropriate practice will be used to develop strong partnerships between the program and home environments. The family and community will be involved and their parents and family through developmental collaborations. Focused on integrating theory and practice and the core competencies will be collected for the capstone course.

ECE1040 ___________________ (3-0) 3 cr. hrs.
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 standards in an effort to provide an optimal learning environment for the young child. The healthy learning environment and record-keeping techniques required for state licensing and the core competencies will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Eight hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1060 ___________________ (3-0) 3 cr. hrs.
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 in addition to 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 using Pearson Vue.

ECE1200 ___________________ (3-0) 3 cr. hrs.
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 student will complete required 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. Four hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

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 developmental collaborations. Focused on integrating theory and practice and the core competencies will be collected for the capstone course.

ECE2002 ___________________ (2-4) 3 cr. hrs.
Practicum Classroom Experience
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 in the semester 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) 5-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. Four hours of required practicum classroom experience is assigned each week for a total of sixty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2020 ___________________ (3-0) 3 cr. hrs.
Emerging Language and Literacy
Explores the development of language from birth through eight years; print-rich environments replete with the oral language and 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 childhood education teacher for working with young children birth through
Course Descriptions

EDU1000 (3-0) 3 cr. hrs. Psychology of Adolescence
Prerequisites: PSY 1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 90 on the Accuplacer Next Generation reading, or concurrent enrollment in RDG0900, or earned 24 college-level semester credit hours. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU1210 (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.

EDU1300 (3-0) 3 cr. hrs. Child Development
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours. Must earn a B or higher in all education courses with an EDU prefix.

EDU2030 (3-0) 3 cr. hrs. Found. of Ed. in a Diverse Society
Prerequisite: ENG 1330 and PSY 1130 with a minimum grade of C, and a minimum of 15 earned degree applicable semester hours (excluding courses taken before high school graduation). 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 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (2) a minimum grade of C in RDG 0900, ENG 0990, or ENG 0090, or (4) concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours. Must be admitted to the AAT program by separate application through the Education Department. Required: Interview to determine the educational principles to teaching, learning, 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: EDU 1000 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading score of 240, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG 0900, ENG 0990, or ENG 0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Examine the 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.

EDU2280 (3-0) 3 cr. hrs. Educational Technology
Prerequisite: EDU 2030 or EDU 2040 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading score of 16, or Accuplacer Classic reading score of 62, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG 0900, ENG 0990, or ENG 0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average (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.

- Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program's goals and outcomes.

The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also addressed as a part of the planning process.

- Students must earn a minimum grade of B in all education courses with an EDU prefix.

**Electrical/Electronic Tech**

- **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
  - Prerequisites: 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 EEE1580 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 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.

- **EEE1970 (3-0) 3 cr. hrs.** Programmable Logic Controllers
  - Offers a learning opportunity that covers a wide range of applications of electronics in the fields of automation and fluid power control.

Programmable Logic Controllers are the brains controlling the majority of current automation.

**Engineering**

- **ENG2130 (3-0) 3 cr. hrs.** Engineering Mechanics-Statics
  - Prerequisites: PH2235 and MAT2150 with a minimum grade of C.
  - Covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moments of inertia.

- **ENG2230 (3-0) 3 cr. hrs.** Engineering Mechanics-Dynamics
  - Prerequisite: EGN2130 with a minimum grade of C.
  - Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

**English**

- **ENG0800 (3-0) 3 cr. hrs.** English as a Second Language I
  - Prerequisites: TOEFL score of 213 (paper-based), 173 (computer-based), or 61 (internet-based).
  - An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills.

- **ENG0820 (3-0) 3 cr. hrs.** English as a Second Language II
  - Prerequisite: TOEFL score of 250 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a minimum grade of C.
  - Offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing.
  - Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing.

- **ENG0920 (3-0) 3 cr. hrs.** Introduction to College Writing
  - Prerequisites: ACT English score of 14-15, or Compass Reading score of 18, or Orientation (internet-based), 168, or Accuplacer Sentence Skills Score of 17, or RDG0900 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.
  - Emphasizes the development of written expression and critical thinking skills.

- **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 Compass English/Writing score of 70, or minimum Accuplacer sentence skills score of 92 or minimum Accuplacer Next Generation writing score of 250, or (2) an ACT English score of 15-17, or Compass English/Writing score of 43-69, or Accuplacer Sentence Skills score of 78-91, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, AND a 3.5 cumulative high school grade point average or concurrent enrollment in ENG0930 or (3) 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.

- **ENG1340 (3-0) 3 cr. hrs.** English Composition II
  - Prerequisite: ENG1330 with a minimum grade of C.
  - Emphasizes argument, critical thinking, research and documentation.

- **ENG1360 (3-0) 3 cr. hrs.** Creative Writing
  - Prerequisite: ENG1330 with a minimum grade of C.
  - An introduction to writing short fiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a
Greetings
Contact Info
Academic Calendar
About Mineral Area College
Admissions & Records
Support Services
Tuition, Financial Assistance
Student Life
Academic & General College Policies
Arts & Sciences Division
Career & Technical Ed. Division
Course Descriptions
Administration, Faculty
Appendix

Workshop setting and revising writing multiple times to produce polished work.

ENG1440 ___________________ (3-0) 3 cr. hrs.
Public Speaking
MOTR COMM110
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT Reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C.
Emphasizes effective communication in public situations through the design and delivery of informative speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1570 ___________________ (3-0) 3 cr. hrs.
Intro Lit/Prose/Poetry
MOTR LITR100
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 ___________________ (3-0) 3 cr. hrs.
Interpersonal Communications I
MOTR COMM120
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0990, or 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 ___________________ (3-0) 3 cr. hrs.
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 ___________________ (3-0) 3 cr. hrs.
English Literature I
MOTR LITR102A
Prerequisite: ENG1330 with a minimum grade of C.
A 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 ___________________ (3-0) 3 cr. hrs.
English Literature II
MOTR LITR102B
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 ___________________ (3-0) 3 cr. hrs.
American Literature I
MOTR LITR101A
Prerequisite: ENG1330 with a minimum grade of C.
The primary purpose of this course is to help students understand and appreciate American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440 ___________________ (3-0) 3 cr. hrs.
American Literature II
MOTR LITR101B
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 ___________________ (3-0) 3 cr. hrs.
Women's Literature
MOTR LITR106
Prerequisite: ENG1330 with a minimum grade of C.
Focuses on the ideas, experiences, and perceptions of women in various literary genres and 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.

ENG2520 ___________________ (3-0) 3 cr. hrs.
Multicultural Literature
MOTR LITR105
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.

ENG2560 ___________________ (3-0) 3 cr. hrs.
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 ___________________ (3-0) 3 cr. hrs.
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.

ETT1030 ___________________ (3-0) 3 cr. hrs.
Intro. Elect. Tech.,Materials & Supplies
ETT1030
Prerequisite: ENG1330 with a minimum grade of C.
A lecture/laboratory study of the installation of complete electrical systems for residential application.

ETT1200 ___________________ (3-2) 3 cr. hrs.
Residential Circuits
ETT1100
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.

ETT1400 ___________________ (3-3) 3 cr. hrs.
Industrial Circuits
ETT1400
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
ETT1420
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
ETT1700
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 Technology Internship II**
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 Firefighters 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 safe firefighting and the importance of personal safety.

**FST1119** ______________ 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 property 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. **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. **Shaping The Future**
- Provides students with an understanding of concepts, functions, and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

**FST1660** ______________ Arranged 3 cr. hrs. **Sociological Changes/Fire Service**
- Designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and co-workers who may originate from diverse backgrounds. Intended for FST majors only.

**FST1680** ______________ Arranged 2 cr. hrs. **Building 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.

**FST1702** ______________ Arranged 3 cr. hrs. **Fire Service Law**
- Provides an overview of the law and how it affects the Fire Service while providing services to the community and how the law affects firefighters at work.

**FST2080** ______________ Arranged 3 cr. hrs. **Pract Apps Hydraulic Theory Fireftg**
Prerequisite: FST1150 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.

**FST2130** ______________ Arranged 2 cr. hrs. **Intro to Fire Inspections/Prin/Prac**
- Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

**FST2140** ______________ Arranged 3 cr. hrs. **Tech Prin/Prac of Fire Prevention**
- Provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspectors to understand the scope of knowledge required and to identify the various steps in the inspection process.

**FST2150** ______________ Arranged 1 cr. hrs. **Prin Building Const/Combustible**
- Designed to provide knowledge about the classification system of buildings, the importance
of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

FST2160 _______________ Arranged 1 cr. hrs. Intro Wilderness Search/Rescue
Introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

FST2180 _______________ Arranged 1 cr. hrs. Adv Wilderness Search/Rescue
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.

FST2220 _______________ Arranged 1 cr. hrs. Managing in a Changing Environment
Focuses on the regions and areas having an impact on the future of fire service, economic, social, political, and technological influences.

FST2224 _______________ Arranged 3 cr. hrs. Strat & Tact Consider/Fireground
Prerequisite: FST1050 with a minimum grade of C or current rating of Firefighter I & II through the Missouri Division of Fire Safety.
Provides information to Incident Commanders for the standardization and implementation of one standard management tool for those operating on the scene of fire emergencies.

FST2320 _______________ Arranged 1 cr. hrs. Incident Command System: Basic
Designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. Conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

FST2330 _______________ Arranged 1 cr. hrs. Incident Command System: Intermed
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.

FST2340 _______________ Arranged 1 cr. hrs. Incident Response to Terrorism
Introduces the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Includes the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

FST2350 _______________ Arranged 1 cr. hrs. Incident Command System: Advanced
Intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.

FST2380 _______________ Arranged 1 cr. hrs. Rapid Intervention Teams
Addresses various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

FST2400 _______________ Arranged 2 cr. hrs. Hazardous Materials Operations
Meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

FST2420 _______________ Arranged 1 cr. hrs. Hazardous Materials Awareness
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.

FST2500 _______________ (3-0) 3 cr. hrs. Fire Instructor I
Prerequisite: FST1050 with a minimum grade of C and a computer technology course.
Introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST2520 _______________ Arranged 3 cr. hrs. Fire Officer I
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.

FST2540 _______________ Arranged 2 cr. hrs. Fire Service Instructor II
Prerequisite: FST1050 with a minimum grade of C or instructor consent.
Introduces and develops the knowledge, skills and abilities necessary to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, instructional psychology, instructional presentation and program evaluation/modification are emphasized, with supplemental emphasis given to firefighter safety, legal considerations and development of training aids.

FST2560 _______________ (1-1) 1 cr. hrs. Fire Service Instructor III
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.

FST2580 _______________ Arranged 2 cr. hrs. Fire Service Personnel Management
Provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service.

GEOGRAPHY

GEO1130 _______________ (3-0) 3 cr. hrs. Regional World Geography
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Explores the physical, cultural, economic, and political geography of the world’s major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Saharan Africa.

GUIDANCE

GU1000 _______________ (3-0) 3 cr. hrs. Principles of College Success
Designed to make entering college comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

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.

GU1960 _______________ (1-1) 1 cr. hrs. Career Planning
Designed to increase career development awareness by assisting students with choosing a career or college major through interest, ability, and workplace value assessments. The results provide a framework for planning and exploration through a variety of sources including computerized career information systems, resource materials and assessments, occupation and employment opportunity research.

HISTORY

His1100 _______________ (3-0) 3 cr. hrs. World Civilization I
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

His1130 _______________ (3-0) 3 cr. hrs. Western Civilization I
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer 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 3.5 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.

GEOGRAPHY

GEO1130 _______________ (3-0) 3 cr. hrs. Regional World Geography
MOTR GEOG101
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer 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 3.5 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.
Explores the physical, cultural, economic, and political geography of the world’s major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Saharan Africa.
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.

Study the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present.

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 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.

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 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.

Health Related Technology

HLT1040 __________ Arranged 4 cr. hrs.
Basic Electrocardiography

Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent, and Compass algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-66, AND one of the following: a minimum score of 18 on the ACT reading or, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or 240, AND a 3.5 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 basic instruction for delivering a single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 __________ Arranged 3 cr. hrs.
Emergency Med Tech Refresh

Prerequisite: Graduate of state accredited EMT program or licensed EMT. CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion of this class the student will be prepared to take the NREMT Written Exam and apply for a Missouri State EMT license. Exceeds EMT level NAEMSE and BEMS licensure requirements. First class day is mandatory orientation.

HLT1772 __________ Arranged 6 cr. hrs.
Emergency Medical Responder

Prerequisites: Instructor consent and ENG1330 with a minimum grade of C or one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or 240, AND a 3.5 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. CIS1050 or CIS1750 is recommended. The student must be 18 before taking the national registry exam. Student must meet selection criteria and attend required 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 First Aid (3-0) 3 cr. hrs.
Prerequisite: Must have basic computer and internet skills.

HLT2082 Wilderness First Aid (3-0) 3 cr. hrs.
Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

HRT1010 Introduction to Horticulture (Fall) (5-0) 5 cr. hrs.
Prerequisites: HRT1050 and HRT1092 with a grade of C or current Missouri or NREMT EMT license.

HRT1050 Herbaceous Landscape Plants (Spring) (3-0) 3 cr. hrs.
A study of major plants including annuals, perennials, bulbs, ornamental grasses and wildflowers, that grow in the Midwest landscape garden. Identifies their scientific name, growth habits and functional uses will be stressed.

HRT1070 Plant Propagation (Spring) (3-0) 3 cr. hrs.
An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. Makes use of the greenhouse propagation facilities.

HRT1092 Woody Plants (Fall) (3-0) 3 cr. hrs.
A study of trees, shrubs, vines and ground covers with regard to proper identification, scientific name, growth habit and landscape value. In the Midwest special concern is given to the cultural aspects of proper planting in functional landscape design and maintenance.

HRT1150 Applied Plant Pest Mgmt (Fall) (3-0) 3 cr. hrs.
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 major topic. Plant diseases and weeds commonly encountered in the horticulture industry will also be discussed.

HRT2170 Horticulture Maintenance (Spring) (3-0) 3 cr. hrs.
Prerequisites: HRT1010 or AGR1220 with a minimum grade of C.

HRT2210 Greenhouse and Vegetable Management (Spring) (3-0) 3 cr. hrs.
A greenhouse course 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.

HRT2300 Intro to Turfgrass Mgt (Fall) (3-0) 3 cr. hrs.
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.

HRT2400 Intravenous Therapy (3-0) 3 cr. hrs.
Prerequisites: Current Missouri-issued LPN license or be admitted to the practical nursing program.

HRT2502 Introduction to Paramedic Science (4-0) 4 cr. hrs.
Prerequisite: HLT1752 with a minimum grade of C or current Missouri or NREMT EMT license.

HRT2504 EMT Internship (2-2) 2 cr. hrs.
Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

HRT2600 Plants for Interior Design (3-0) 3 cr. hrs.
Prerequisites: Successful completion of HLT1752 and CPR training completing a C or higher in HLT1752.

HRT2620 Medical Terminology II (3-0) 3 cr. hrs.
Prerequisite: HLT2350 with a minimum grade of C.

HRT2750 Applied Plant Pest Mgmt (Spring) (3-0) 3 cr. hrs.
Prerequisite: HLT1752 with a minimum grade of C.

HRT2800 Advanced Plant Pest Mgmt (Spring) (3-0) 3 cr. hrs.
Prerequisite: HLT2350 with a minimum grade of C.

HRT2992 Landscape Design (Fall) (3-0) 3 cr. hrs.
Prerequisites: HRT1050 and HRT1092 with a minimum grade of C.

HRT2993 Horticulture Maintenance (Spring) (3-0) 3 cr. hrs.
Prerequisites: HRT1010, HRT1070, HRT1150, and AGR2420 with a minimum grade of C.

HRT2994 Greenhouse and Vegetable Management (Spring) (3-0) 3 cr. hrs.
A greenhouse course 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.

HRT2995 Prob in Horticulture (Spring, Fall) (3-0) 3 cr. hrs.
Prerequisite: 12 semester hours of college credit earned and instructor consent.

HRT2996 Advanced Plant Pest Mgmt (Spring) (3-0) 3 cr. hrs.
Prerequisite: Successful completion of HLT1752 and CPR training completing a C or higher in HLT1752.
MAT0905 __________________ (3-0) 3 cr. hrs. Fundamentals of Mathematics
Prerequisite: ACT math score of 0-16, or Compass Algebra score of 0-37, or Compass College Algebra Score of 0-30, or Accuplacer Elementary Algebra score of 0-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 200-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205.
Provides instruction in 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 Compass Algebra score of 0-37, or Compass College Algebra Score of 0-30, or Accuplacer Elementary Algebra score of 0-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 200-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205.
Provides instruction in completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0940 __________________ (0-2) 1 cr. hrs. Coreq: Quantitative Reasoning
Prerequisite: One of the following: (1) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass College Algebra Score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240.
Provides "just in time" instruction with completing the college-level math requirement. P (pass)/NP (no pass) grading basis.

MAT0960 __________________ (0-2) 1 cr. hrs. CoReq: Elementary Statistics
Prerequisite: One of the following: (1) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass College Algebra Score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1260.
Provides "just in time" instruction with completing the college-level math requirement. P (pass)/NP (no pass) grading basis.

MAT1185 __________________ (4-0) 4 cr. hrs. Fundamentals of Algebra
Prerequisite: One of the following: (1) an ACT math score of 15-18, or Compass Algebra score of 23-39, or Compass College Algebra score of 18-31, or Accuplacer Elementary Algebra score of 30-59, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 200-236 or (2) MAT0930, or MAT0950 with a minimum grade of C.
Prepares students for the rigors of college algebra. Learn the concepts of linear equations, inequalities, factoring, rational expressions, graphing equations and inequalities, systems of equations, roots and radicals and quadratic equations. Does not meet math requirement for the AA or AAT degrees.

MAT1205 __________________ (3-0) 3 cr. hrs. Applications of College Math
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass Algebra score of 66, or Compass College Algebra score of 53 or Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score of 116, or Accuplacer College Algebra score of 50, 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 3.5 AND a minimum ACT math score of 20, or Compass Algebra score of 46, or Compass College Algebra score of 37, or Compass Trigonometry score of 12, or Accuplacer Elementary Algebra score of 45, or Accuplacer College Algebra score of 45, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76, or Accuplacer College Algebra score of 45, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0905 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass Algebra score of 27-46, or Compass College Algebra score of 22-36, or Accuplacer
Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0950 or (5) MAT0930, MAT1130, or MAT1180 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. Recommended for Allied Health and technical majors (AS and AAS degree-seeking students).

MAT1215 (3-0) 3 cr. hrs. Math for Elementary Teachers 1
Prerequisite: One of the following: (1) a minimum ACT math score of 17, or Compass Algebra score of 38, or Compass College Algebra score of 31, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15, or Compass Algebra score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Advanced Algebra and Functions score of 230-236, or Compass College Algebra score of 22-36, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (5) MAT0930, MAT1130, or MAT1180 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 (3-0) 3 cr. hrs. Elementary Statistics
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass College Algebra score of 66, or Compass College Algebra score of 38-65, or Compass Algebra score of 53-65, or Compass College Algebra score of 76-90, or Compass Algebra score of 46, or Accuplacer Elementary Algebra score score of 116 or Compass College Algebra score of 50, 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 3.5 AND a minimum ACT math score of 18, or Compass College Algebra score of 40-65, or Compass College Algebra score of 32-57, or Compass Trigonometry score of 28-45, or Accuplacer Elementary Algebra score of 80-90, Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 16-17, or Compass College Algebra score of 28-39, or Compass College Algebra score of 22-31, Compass Trigonometry score of 20-27, or Accuplacer Elementary Algebra score of 80-90, Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass College Algebra score of 27-45, or Compass College Algebra score of 45, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or Compass College Algebra score of 22-36, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (5) MAT0930, MAT1130, or MAT1180 with a minimum grade of C.

Develop an appreciation of the need for data to make good decisions and gain an understanding of the dangers inherent in basing decisions on anecdotal evidence rather than data. Will use appropriate data-collection methods and statistical techniques to support reasonable conclusions. The first course in statistics for science majors and career paths require knowledge of the fundamentals of the collections, analysis, and interpretation of data.

MAT1270 (3-0) 3 cr. hrs. PreCalc: Algebraic Reasoning
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass College Algebra score of 66, or Compass College Algebra score of 58, Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score score of 116 or Compass College Algebra score of 50, 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 3.5 AND a minimum ACT math score of 18, or Compass College Algebra score of 40-65, or Compass College Algebra score of 32-57, or Compass Trigonometry score of 28-45, or Accuplacer Elementary Algebra score of 80-90, Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 16-17, or Compass College Algebra score of 28-39, or Compass College Algebra score of 22-31, Compass Trigonometry score of 20-27, or Accuplacer Elementary Algebra score of 80-90, Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass College Algebra score of 27-45, or Compass College Algebra score of 45, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or Compass College Algebra score of 22-36, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (5) MAT0930, MAT1130, or MAT1180 with a minimum grade of C.

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of algebraic and transcendental functions (by using limits and differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT2150 __________________ (5-0) 5 cr. hrs. Analytic Geometry and Calculus II (Spring) Prerequisite: MAT1650 with a minimum grade of C.

A continuation of Calculus I. Topics include further techniques of integration; applications of integration, including finding the area of a region between two curves, volume, and surfaces of revolution; sequences and series; conic sections; polar, cylindrical, and spherical coordinates; vectors and analytic geometry in space.

MAT2250 __________________ (5-0) 5 cr. hrs. Analytic Geometry and Calculus III (Fall) Prerequisite: 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 __________________ (3-0) 3 cr. hrs. 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

MFG1060 ___________________ (3-0) 3 cr. hrs. Mfg Eqmtmnt Maintenance/Operations

Designed to provide students with an introduction to the principles 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.

MFL1170 _____________________ (3-0) 3 cr. hrs. Elementary French

Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 with a minimum grade of C.

An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking.

MFL1270 _____________________ (3-0) 3 cr. hrs. Intermediate French

MOTR LANG102

Prerequisite: MFL1170 with a minimum grade of C or high school equivalent (1-2 years of recent study).

A continuation of MFL1170. By the end of the second semester, all major language structures will have been introduced.

MFL1200 _____________________ (3-0) 3 cr. hrs. Culture of French Speaking World

Study the aspects of French life and culture including art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required.

MFL1370 _____________________ (3-0) 3 cr. hrs. Elementary Spanish I

MOTR LANG103

Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 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 or high school equivalent (1-2 years of recent study).

A continuation of MFL1370. By the end of the second semester, all major language structures will have been introduced.

MFL1660 ____________________ (4-0) 4 cr. hrs. Elementary Chinese I

An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Intended for students with no prior experience in or knowledge of Chinese. Will be required to demonstrate competency in vocabulary and pronunciation. Elementary Chinese I is the first course in a sequence intended to develop Chinese language skills.

MFL1700 _____________________ (3-0) 3 cr. hrs. American Sign Language I

Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 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.

MFL1720 _____________________ (3-0) 3 cr. hrs. American Sign Language II

Prerequisites: MFL1700 or DCS1000.

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 81 on the Compass reading, or 85 on the Accuplacer 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.

Examine the social and psychological aspects of deafness and learn the organizations of the deaf and how they impact their lives.

MFL2130 _____________________ (3-0) 3 cr. hrs. French Composition and Conversation

Prerequisites: MFL1170 and MFL1270 with a minimum grade of C or the equivalent (4 years of high school study).

Special emphasis on writing and conversation.

MFL2140 _____________________ (3-0) 3 cr. hrs. French Reading

Prerequisites: MFL1170 and MFL1270 with a minimum grade of C or the equivalent (4 years of high school study).

Designed to increase reading comprehension and vocabulary development.

MFL2230 _____________________ (3-0) 3 cr. hrs. Intermediate Spanish I

Prerequisites: MFL1370 and MFL1470 with a minimum grade of C or the equivalent (four years of high school study).

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 (four years of high school study).

A continuation of MFL2230. 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.

MFL2390 ____________________ Arranged 3 cr. hrs. European/Latin American Culture

Taught in connection with student tours to Europe or Latin America. Modern Foreign Language Department Chair permission required.

MANAGEMENT

MGT1160 _____________________ (3-0) 3 cr. hrs. Customer Relations

CRM refers to the methodologies and tools that help businesses manage customer relationships in an organized way. CRM processes that help identify and target their best customers, generate quality sales leads, and plan and implement marketing campaigns with clear goals and objectives.

MGT1190 _____________________ (3-0) 3 cr. hrs. Financial Accounting

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

MGT1300 _____________________ (3-0) 3 cr. hrs. Organizational Analysis/Management

Introductory course studying and analyzing all aspects of organizations. Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>MGT1310</td>
<td>Project Management</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> TEC1560 with a minimum grade of C.</td>
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<td>All aspects of taking a project from conception to completion are explored. Special emphasis is placed on working cross-functionally within the organization. An introduction to automated systems of project management is included, along with overview of microcomputer applications used in project management (i.e., word-processing, spreadsheets, and databases).</td>
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<tr>
<td>MGT1320</td>
<td>Entrepreneurship</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<td><strong>Prerequisite:</strong> students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. Provides continued education that meets the needs for some licensure requirements.</td>
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<tr>
<td>MGT1330</td>
<td>Basic Supervisory Skills</td>
<td>(1-0)</td>
<td>1 cr. hrs.</td>
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<td><strong>Prerequisite:</strong> fundamental training for first-and second-level leaders in the areas of communication, coaching, and leadership. Curriculum will be from Development Dimensions International Leadership and Workforce Development programs.</td>
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<tr>
<td>MGT1370</td>
<td>Business Information Systems</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<td><strong>Prerequisite:</strong> fundamental understanding of information systems and how the information systems are used to solve problems and make better business decisions.</td>
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<td>MGT1550</td>
<td>Marketing</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<td><strong>Prerequisite:</strong> Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours. 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.</td>
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<tr>
<td>MGT1560</td>
<td>Statistics</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<td><strong>Prerequisite:</strong> MGT1800 with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96, or MAT 0990 with a minimum grade of C. Designed to teach students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal financial issues.</td>
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<tr>
<td>MGT1710</td>
<td>Human Resources Management</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> MGT1800 with a minimum grade of C, and, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96, or MAT 0990 with a minimum grade of C. Designed to teach students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal financial issues.</td>
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<tr>
<td>MGT1720</td>
<td>Labor Relations</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td>MGT1730</td>
<td>Safety Management</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. Provides continued education that meets the needs for some licensure requirements.</td>
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</tr>
<tr>
<td>MGT1800</td>
<td>Business Mathematics</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. Provides continued education that meets the needs for some licensure requirements.</td>
<td></td>
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</tr>
<tr>
<td>MGT1840</td>
<td>Finance</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td>MGT1910</td>
<td>Occupational Educ SpecialStudy</td>
<td>(1-0)</td>
<td>1 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> MGT1900 except for variable credit.</td>
<td></td>
<td>A study of the marketing activities that stimulate consumer and organizational purchasing. Students will develop and present effective advertising layouts and sales campaigns using various strategies and media.</td>
</tr>
<tr>
<td>MGT1930</td>
<td>Occupational Educ SpecialStudy</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td>MGT2030</td>
<td>Advertising and Sales Promotion</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td>MGT2062</td>
<td>Managerial Accounting</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> BUS2050 or OST1520 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours. An introduction to managerial accounting. Includes interpretations of data and the use of accounting in planning and controlling business activities.</td>
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<tr>
<td>MGT2064</td>
<td>Cost Accounting</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> BUS2050 or OST1520 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours. An introduction to managerial accounting. Includes interpretations of data and the use of accounting in planning and controlling business activities.</td>
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</tr>
<tr>
<td>MGT2200</td>
<td>Business Internship</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Sophomore standing or instructor consent.</td>
<td></td>
<td>Supervised occupational experience in local business establishments.</td>
</tr>
<tr>
<td>MGT2210</td>
<td>Salesmanship</td>
<td>(3-0)</td>
<td>3 cr. hrs.</td>
</tr>
<tr>
<td></td>
<td><strong>Prerequisite:</strong> Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours. Designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated and applied through simulations in various stages of the sales process.</td>
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<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credit Hours</td>
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<tr>
<td><strong>MGT2470</strong></td>
<td>Money and Banking</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MGT2520</strong></td>
<td>Consumer Lending</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MGT2540</strong></td>
<td>Principles of Banking</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MGT2610</strong></td>
<td>Marketing Research</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MGT2650</strong></td>
<td>Small Business Management</td>
<td>(3-0) 3 cr. hrs.</td>
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<tr>
<td><strong>MGT2660</strong></td>
<td>Supervision: Middle Management</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MGT2690</strong></td>
<td>E-Commerce</td>
<td>(3-0) 3 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MG2980</strong></td>
<td>Capstone-Business Management</td>
<td>Arranged 1 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MLT1500</strong></td>
<td>Introduction to Laboratory Science</td>
<td>Arranged 2 cr. hrs.</td>
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</tr>
<tr>
<td><strong>MLT2100</strong></td>
<td>Immunology</td>
<td>Arranged 3 cr. hrs.</td>
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<tr>
<td><strong>MLT2200</strong></td>
<td>Clinical Chemistry and Urinalysis</td>
<td>Arranged 5 cr. hrs.</td>
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<tr>
<td><strong>MLT2500</strong></td>
<td>Hematology and Coagulation</td>
<td>Arranged 5 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MLT2600</strong></td>
<td>Phlebotomy</td>
<td>Arranged 2 cr. hrs.</td>
<td></td>
</tr>
<tr>
<td><strong>MLT2700</strong></td>
<td>Clinical Immunohematology</td>
<td>Arranged 5 cr. hrs.</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

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.

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.

MLT2910 __________ Arranged 2 cr. hrs.
Hematology and Coagulation Practice
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.

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.

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.

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 equivalence on a band instrument.
A performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument.

MSC1002 __________ (1-1) 1 cr. hrs.
Concert Band II
Prerequisite: MSC1001 with a minimum grade of "C".
A continuation of MSC1001.

MSC1011 __________ (1-1) 1 cr. hrs.
Jazz Ensemble I
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
Prerequisite: MSC1011 with a minimum grade of "C".
A continuation of MSC1011.

MSC1021 __________ (1-1) 1 cr. hrs.
Jazz Combo I
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.

MSC1022 __________ (1-1) 1 cr. hrs.
Jazz Combo II
Prerequisite: MSC1021 with a minimum grade of "C".
A continuation of MSC1021.

MSC1031 __________ (1-1) 1 cr. hrs.
Steel Drum Ensemble I
A performing ensemble focusing on the ever-growing popularity of the steel drum band.
Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion.

MSC1032 __________ (1-1) 1 cr. hrs.
Steel Drum Ensemble II
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
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.

MSC1071 __________ (1-1) 1 cr. hrs.
Mineral Area Community Singers I
Prerequisite: Some previous experience of singing in a choir.
A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students and the community.

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.
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.

MSC1082 __________ (1-1) 1 cr. hrs.
Music Theory II (Spring)
Prerequisite: MSC1201 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.

MSC1201 __________ (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 feeling 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.

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. 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.

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.

MSC1651 __________________ (3-0) 3 cr. hrs.  
Introduction to Audio Recording  
Introduces audio recording to the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

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  
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.

MSC1851 __________________ (3-0) 3 cr. hrs.  
Beginning Piano  
The study and practice of the basic rudiments of music as it pertains to the beginning piano student. This course is specifically designed for non-music majors.

MSC1861 __________________ (3-0) 3 cr. hrs.  
Analyzing Pop/Rock Music Lyrics  
Prerequisites: MSC1011, MSC1012 and MSC1022; and completion of Pre-Music (MUSC1000).  
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.

MSC2003 __________________ (1-1) 1 cr. hrs.  
Concert Band III  
Prerequisites: MSC1001 and MSC1002 with a minimum grade of C.  
A continuation of MSC1002.

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 and MSC1012 with a minimum grade of C.  
A continuation of MSC1012.

MSC2014 __________________ (1-1) 1 cr. hrs.  
Jazz Ensemble IV  
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 MSC1022.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC2024</td>
<td>Jazz Combo IV</td>
<td>Prerequisites: MSC101, MSC102, and MSC203 with a minimum grade of C. A continuation of MSC2023.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2033</td>
<td>Steel Drum Ensemble III</td>
<td>Prerequisites: MSC1031 and MSC1032 with a minimum grade of C. A continuation of MSC1032.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2034</td>
<td>Steel Drum Ensemble IV</td>
<td>Prerequisites: MSC1031, MSC1032, and MSC2033 with a minimum grade of C. A continuation of MSC2033.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2043</td>
<td>Studio Music III</td>
<td>Prerequisites: MSC1041 and MSC1042 with a minimum grade of C. A continuation of MSC1042.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2053</td>
<td>MAC Singers III</td>
<td>Prerequisites: MSC1051 and MSC1052 with a minimum grade of C. A continuation of MSC1051.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2054</td>
<td>MAC Singers IV</td>
<td>Prerequisites: MSC1051, MSC1052, and MSC2053 with a minimum grade of C. A continuation of MSC2053.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2063</td>
<td>Chamber Singers III</td>
<td>Prerequisites: MSC1061 and MSC1062 with a minimum grade of C. A continuation of MSC1062.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2064</td>
<td>Chamber Singers IV</td>
<td>Prerequisites: MSC1061, MSC1062, and MSC2063 with a minimum grade of C. A continuation of MSC2063.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2073</td>
<td>Mineral Area Community Singers III</td>
<td>Prerequisites: MSC1071 and MSC1072 with a minimum grade of C. A continuation of MSC1072.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2074</td>
<td>Mineral Area Community Singers IV</td>
<td>Prerequisites: MSC1071, MSC1072, and MSC2073 with a minimum grade of C. A continuation of MSC2073.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2081</td>
<td>Singing for the Actor I</td>
<td>Prerequisite: Instructor consent and concurrent enrollment in THE2080. Designed for both theatre and music students. Topics covered: breathing, phonation, resonation, projection, articulation, and other vocal and music-reading techniques for actors. Emphasis on the synthesis of performance techniques related to various musical styles and character demands.</td>
<td>(1-2) 3 cr. hrs.</td>
</tr>
<tr>
<td>MSC2082</td>
<td>Singing for the Actor II</td>
<td>Prerequisite: MSC2081 with a minimum grade of C and concurrent enrollment in THE2090. Designed for both theatre and music students. Topics covered: breathing, phonation, resonation, projection, articulation, and other vocal and music-reading techniques for actors.</td>
<td>(1-2) 3 cr. hrs.</td>
</tr>
<tr>
<td>MSC2083</td>
<td>Guitar Ensemble III</td>
<td>Prerequisites: MSC1081 and MSC1082 with a minimum grade of C. A continuation of MSC1082.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2084</td>
<td>Guitar Ensemble IV</td>
<td>Prerequisites: MSC1081, MSC1082, and MSC2083 with a minimum grade of C. A continuation of MSC2083.</td>
<td>(1-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2091</td>
<td>Pit Orchestra I</td>
<td>A performing ensemble focusing on the production of the orchestra/band portion of a Broadway musical. Musicians will meet twice weekly to rehearse and sometimes cross over with the Singer for Actors class to provide the background for the show vocals.</td>
<td>(0-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2092</td>
<td>Pit Orchestra II</td>
<td>Prerequisite: MSC2091 with a minimum grade of C. A performing ensemble focusing on the production of the orchestra/band portion of a Broadway musical. Musicians will meet twice weekly to rehearse and sometimes cross over with the Singer for Actors class to provide the background for the show vocals. Pit Orchestra II represents a different show and different musical than Pit Orchestra I.</td>
<td>(0-1) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2095</td>
<td>Special Topics: Ensemble I</td>
<td>Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, MSC2074, or MSC2084 with a minimum grade of C, respectively, depending on which ensemble. A continuation in one of the musical ensembles offered through the Mineral Area College music department.</td>
<td>(1-0) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2096</td>
<td>Special Topics: Ensemble II</td>
<td>Prerequisite: MSC2095 with a minimum grade of C. A continuation in one of the musical ensembles offered through the Mineral Area College music department.</td>
<td>(1-0) 1 cr. hrs.</td>
</tr>
<tr>
<td>MSC2203</td>
<td>Music Theory III (Fall)</td>
<td>Prerequisite: MSC1202 with a minimum grade of C. Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.</td>
<td>(3-0) 3 cr. hrs.</td>
</tr>
<tr>
<td>MSC2204</td>
<td>Music Theory IV (Spring)</td>
<td>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.</td>
<td>(3-0) 3 cr. hrs.</td>
</tr>
<tr>
<td>MSC2213</td>
<td>Sight-Singing/Ear Training III (Fall)</td>
<td>Prerequisite: MSC1212 with a minimum grade of C. A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.</td>
<td>(2-2) 2 cr. hrs.</td>
</tr>
<tr>
<td>MSC2214</td>
<td>Sight-Singing/Ear Training IV (Spring)</td>
<td>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.</td>
<td>(2-2) 2 cr. hrs.</td>
</tr>
</tbody>
</table>
Course Descriptions

MSC2464 Applied Bass IV
- Prequisites: MSC1461, MSC1462, and MSC2463 with a minimum grade of C.
- A continuation of MSC2463.

MSC2473 Applied Composition III
- Prequisites: MSC1471 and MSC 1472 with a minimum grade of C.
- A continuation of MSC2472.

MSC2474 Applied Composition IV
- Prequisites: MSC1471, MSC1472, and MSC2473 with a minimum grade of C.
- A continuation of MSC2473.

MSC2483 Applied Jazz III
- Prequisites: MSC1481 and MSC1482 with a minimum grade of C.
- A continuation of MSC1482.

MSC2484 Applied Jazz IV
- Prequisites: MSC1481, MSC1482, and MSC2483 with a minimum grade of C.
- A continuation of MSC2483.

MSC2495 Special Topics: Applied Lesson I
- Prequisites: MSC2404, MSC2414, 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 Special Topics: Applied Lesson II
- Prequisite: 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.).

PRACTICAL NURSING

NUR1001 Nursing Reinforcement
- Arranged 1 cr. hrs.
- Prequisites: 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/no pass, based on the nursing program grading scale.

NUR1002 Nursing Reinforcement
- Arranged 1 cr. hrs.
- Prequisites: 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/no pass, based on the nursing program grading scale.

NUR1003 Nursing Reinforcement
- Arranged 1 cr. hrs.
- Prequisites: 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.

NUR1004 Nursing Reinforcement
- Arranged 1 cr. hrs.
- Prequisites: 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.

NUR1270 Body Function
- Prequisite: 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 measured by demonstrating how “normal” interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

NUR1290 Fundamentals of Nursing
- Prequisite: Acceptance into the current practical Nursing program.
- Designed to provide basic knowledge and nursing skills upon which all future care is based.
- Communication in a nurse-client relationship, maintenance of a safe environment, body mechanics, assessment skills, utilization of observational and manipulative skills and equipment to perform physical examinations, documentation (including spelling, punctuation, and common medical abbreviations), legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing spread of communicable disease, sterile technique, personal hygiene, urine and bowel elimination, care of the incontinent client, wound assessment and care, care of the surgical client, airway management, pain management, and care of the terminally ill are emphasized.

NUR1300 Therapeutic Nutrition
- Prequisite: 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; to describe how nutritional care providers can teach/assist clients to manipulate use of essential nutrients when pathology causes, or is caused by, nutritional impairment. Additional emphasis is placed on the nutritional care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation, storage, and safety. Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and patient/family education.

NUR1310 Personal and Vocational Concepts
- Prequisite: Acceptance into the current Practical Nursing program.
- Designed to assist the student in relating the history of nursing to practical nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity and the value of diverse nursing theories. Emphasis is placed on the importance of memberships and participation in professional organizations, and the effect this has on the role of the nurse. The student will learn to make personal and vocational choices 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.

NUR1320 Geriatric Nursing
- Prequisites: 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 role of the nurse in physical therapy 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.
Course Descriptions

NUR1350 ___________________ (2-2) 2 cr. hrs.
Basic Pharmacology
Prerequisite: Acceptance into the current Practical Nursing program.

NUR1350 ___________________ (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.

NUR1410 ___________________ (1-1) 1 cr. hrs. (Continued on next page)
Applying 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.

OFFICE SYSTEMS TECHNOLOGY

OST1000 ___________________ (3-0) 3 cr. hrs.
Keyboarding I
The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation.

OST1020 ___________________ (3-0) 3 cr. hrs.
Keyboarding II
Prerequisite: OST1000 or equivalent with a minimum grade of C.

OST1080 ___________________ (1-0) 1 cr. hrs.
10-Key Numeric Skill
Fundamental operations of the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100 ___________________ (2-0) 2 cr. hrs.
Filing Systems/Records Management
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

OST1200 ___________________ (3-0) 3 cr. hrs.
Beginning Notetaking
Prerequisite: OST1000 or equivalent with a minimum grade of C.

OST1300 ___________________ (3-0) 3 cr. hrs.
Office Procedures I
Prerequisite: OST1000, OST1020, or equivalent with a minimum grade of C.

OST1320 ___________________ (3-0) 3 cr. hrs.
Office Procedures II
Prerequisite: OST1000, OST1020, or equivalent with a minimum grade of C.

(Continued on next page)
areas of workplace technologies and efficiencies, time management, human relations techniques, ethical behavior communications, travel and meeting arrangements, document formatting, records management, job application procedures, proofreading and English skills, and decision-making skills.

OST1400 ___ (3-0) 3 cr. hrs.  
**Business Communication I**  
Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

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

OST1520 ___ (3-0) 3 cr. hrs.  
**Applied Accounting II**  
Prerequisites: OST1500 with a minimum grade of C.  
Continuation of OST1500. Includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

OST1602 ___ (3-0) 3 cr. hrs.  
**Intro to Coding & Reimburse Systems**  
Prerequisites: HLT 2350 with a minimum grade of C.  
The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems, and various billing forms used by healthcare entities to report patient encounters in the United States.

OST1608 ___ (3-0) 3 cr. hrs.  
**Diagnosis & Procedural Coding I**  
Prerequisites: HLT2380, OST1622, and OST1602 with a minimum grade of C or instructor consent.  
Explores different areas of ICD diagnosis and procedure coding systems, including knowledge gained in medical terminology coursework and anatomy and physiology, to select appropriate diagnosis codes.

OST1620 ___ (1-0) 1 cr. hrs.  
**Medical Office Procedures**  
Learn and review medical office policy and procedures including HIPAA (Health Insurance Portability and Accountability Act of 1996), ABHES (Accrediting Bureau of Health Education), and CAHEA (Commission on Accreditation of Allied Health Education Programs).

OST1622 ___ (3-0) 3 cr. hrs.  
**Essentials of A & P for Coders**  
Provides the coding student with an overview of the structures, functions, and changes in the normal anatomy and physiology of the human body. The micro and macroscopic structure and the function of each system will be reviewed along with selected diseases.

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

OST2000 ___ (3-0) 3 cr. hrs.  
**Diagnosis & Procedural Coding III**  
Prerequisites: OST1020 with a minimum grade of C or instructor consent, and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
Helps develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision-making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST2080 ___ (3-0) 3 cr. hrs.  
**Business Applications**  
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

OST2090 ___ (3-0) 3 cr. hrs.  
**Introduction to Business**  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2300 ___ (3-0) 3 cr. hrs.  
**Business Communications II**  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
A continuation of OST1608. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

OST2400 ___ (3-0) 3 cr. hrs.  
**Medical Transcription**  
Prerequisite: HLT2360 and OST1020 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
A continuation of OST1608. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

OST2600 ___ (3-0) 3 cr. hrs.  
**Business Intern II (Secretarial)**  
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, or ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.  
Further 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.

OST2980 ___ (1-0) 1 cr. hrs.  
**Capstone-Office Systems Technology**  
Prerequisite: Instructor consent. 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.
PAR2010 ______ (5-0) 5 cr. hrs.
Prin Paramedic Technology I
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, communications, 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.

PAR2022 ______ (5-0) 5 cr. hrs.
Principles of Paramedic Tech II
Prerequisite: Admission to the 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 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 care, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening arrhythmias and current American Heart Association (AHA) guidelines for Advanced Cardiac Life Support and Emergency Cardiac Care (ECC).

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, waveform Capnography, pediatric electrocardiography, pediatric ECG interpretation & monitoring, ECG devices and equipment, at-home ECG monitoring, management of typical and atypical pediatric ACS presentations, pediatric defibrillation/ cardioversion, pediatric external pacing, management of pediatric dysrhythmias and current AHA guidelines for PALS, ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of adult and pediatric chronic and acute illness and injury.

PAR2072 ______ (2-0) 2 cr. hrs.
Principles of Paramedic Tech IV
Prerequisite: Admission 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 medical skills, resuscitation of the trauma patient, and the trauma patient in cardiac arrest.

PAR2082 ______ (5-0) 5 cr. hrs.
Pharmacology for Paramedics
Prerequisites: 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 therapy management and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood gas analysis, and transfusions. Emphasis is placed on assimilation of content knowledge regarding all drug classes, common prescribed medications, and common emergency and critical care medications. Students will be expected to demonstrable application knowledge at the level of unconscious competency of the required formulary.

PAR2092 ______ (4-0) 4 cr. hrs.
Principles of Paramedic Tech V
Prerequisite: Admission 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).

PAR2102 ______ (4-0) 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 will be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

PAR2152 ______ (0-6) 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 compliance 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 and ventilatory management, cardipulmonary resuscitation, medication administration, IV therapy, intravenous venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT required psychomotor skills.

Students are required to demonstrate 100% competency with regards to the mandatory procedure list and required NREMT psychomotor skills.

PAR2172 ______ (0-5) 5 cr. hrs.
Paramedic Laboratory II
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.

PAR2200 ______ Arranged 1 cr. hrs.
Paramedic Clinical I
Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 and CIS1750 is recommended. Corequisites: PAR2000 and PAR2142.
Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, observation, 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, Bloodborne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infection Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2220 ______ Arranged 2 cr. hrs.
Paramedic Clinical II
Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.
Corequisites: PAR2042 and PAR2200.
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 includes: HIPAA Training, Bloodborne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infection Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.
Course Descriptions

PAR2260 Arranged 2 cr. hrs. Paramedic Clinical III
Prerequisite: Admittance to 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.

PAR2350 __________ (0-3) 3 cr. hrs. Paramedic Laboratory III
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.

PAR2372 Arranged 5 cr. hrs. Paramedic Field Internship Capstone
Prerequisite: Admittance 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 apply assessment, physical exam techniques, invasive procedures, treatments, and effective team communication and dynamics developed in previous field experience. 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. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Infection Control 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.

PAR2420 Arranged 1 cr. hrs. Paramedic Field Experience II
Prerequisite: Admittance to Paramedic Technology program.
A continuation of PAR2400. Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic 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. 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. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Infection Control 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.

PAR2440 Arranged 1 cr. hrs. Paramedic Field Experience III
Prerequisite: Admittance to Paramedic Technology program.
A continuation of PAR2420. Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic 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. 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. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Infection Control Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO–Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2500 Arranged 6 cr. hrs. Paramedic Science Update
Prerequisites: Instructor consent and must have declared a major of 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. Must have basic computer and internet skills. Must have completed a paramedic program 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 an arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows 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 Doppler; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

PAR2510 _____________ Arranged 3 cr. hrs. Paramedic Refresher
Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State-accredited institution or have completed a paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Must have basic computer and internet skills. CIS1105 or CIS1175 recommended. A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course covers advanced-level NAEMSE and BEMS re-licensure requirements.

PERSONAL AWARENESS

PAW1060 Preparation for Employment
Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State-accredited institution or have completed a paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Must have basic computer and internet skills. CIS1105 or CIS1175 recommended. A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course covers advanced-level NAEMSE and BEMS re-licensure requirements.

PHYSICAL EDUCATION

PED1020 Intro to Recreation/Outdoor Educ
Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State-accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Must have basic computer and internet skills. CIS1105 or CIS1175 recommended. A hybrid course consisting of online didactic work with an arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows 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 Doppler; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

PED1050 Officiating of Sport Activities (Fall, Spring)
Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State-accredited institution or have completed a paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Must have basic computer and internet skills. CIS1105 or CIS1175 recommended. A hybrid course consisting of online didactic work with an arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows 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 Doppler; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.
A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

PED1070 ______________________ (2-0) 2 cr. hrs. Fundamentals of Basketball (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.

PED1270 ______________________ (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.

PED1380 ______________________ (1-1) 1 cr. hrs. Beginning Archery Designed to meet the needs of the student for recreational activity and body conditioning.

PED2000 ______________________ (1-1) 1 cr. hrs. Basic Physical Fitness Will learn the rules, strategies and skill of basketball and apply these concepts in various competitive basketball games. Co-ed; non-athletic fitness.

PED2130 ______________________ (1-0) 1 cr. hrs. Tai Chi I A self-placed system of continually flowing movements that are performed in slow, graceful and literature.

PED2132 ______________________ (1-0) 1 cr. hrs. Tai Chi II Prerequisite: PED2130 with a minimum grade of C. A continuation of PED2130 with the addition of form II, history, and literature.

PED2180 ______________________ (1-0) 1 cr. hrs. Beginning Basketball Will learn the rules, strategies and skill of basketball and apply these concepts in various competitive basketball games. Co-ed; non-basketball athletes.

PED2350 ______________________ (0-2) 1 cr. hrs. Varsity Sports-Women's Softball Designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

PED2520 ______________________ (0-2) 1 cr. hrs. Varsity Cheerleading I Prerequisite: Instructor consent. Participation in the women's varsity softball program.

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 ______________________ (1-1) 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 ______________________ (1-1) 1 cr. hrs. Varsity Sports-Women's Basketball Prerequisite: Instructor consent. Participation in the women's varsity basketball program.

PED2570 ______________________ (1-1) 1 cr. hrs. Varsity Sports-Men's Cross Country Prerequisite: Instructor consent. Participation in the men's cross country program.

PED2580 ______________________ (1-1) 1 cr. hrs. Varsity Sports-Women's Cross Country Prerequisite: Instructor consent. Participation in the women's cross country program.

PED2581 ______________________ (1-1) 1 cr. hrs. Varsity Sports-Men's Track & Field Prerequisite: Instructor consent. Participation in the men's track and field program.

PED2582 ______________________ (1-1) 1 cr. hrs. Varsity Sports-Women's Track & Field Prerequisite: Instructor consent. Participation in the women's track and field program.

PED2650 ______________________ (0-2) 1 cr. hrs. Fundamentals of Trap & Skeet Designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

PED2700 ______________________ (1-1) 1 cr. hrs. Wellness Center I Must meet with instructor during the first week of classes. 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 ______________________ (1-1) 1 cr. hrs. Wellness Center II Prerequisite: PED2700 with a minimum grade of C. Must meet with instructor during the first week of classes. In the development of fitness planning, fitness goal setting, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

PED2720 ______________________ (1-1) 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. 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 ______________________ (1-1) 1 cr. hrs. Cycling for Fitness Prerequisite: 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.

PED2820 ______________________ (3-0) 3 cr. hrs. Fundamentals of Strength Training Study of principles, concepts, and theories of strength training. Designed to prepare students to teach and supervise strength training programs in athletics, recreation and physical education.

PED2850 ______________________ (2-2) 2 cr. hrs. Foundations of Physical Education Prerequisite: ENG1330, EDU2040, and PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next...
Course Descriptions

PHIL1400 ___________________ (3-0) 3 cr. hrs.
Introduction to Philosophy
Prerequisites: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or (1) minimum score of 18 on the COMPASS reading, or (2) Accuplacer Next Generation reading score of 200, or (3) Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of (240, AND a 3.5 cumulative high school grade point average, or (3) or a minimum grade of C in RDG0900, or ENGL0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their contributions to Ethics. Students also learn the information, techniques and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students also learn to differentiate between the roles of the pharmacist and are provided with a working knowledge of most aspects of pharmacy in community and institutional practice settings.

PHR1100 ___________________ (2-0) 2 cr. hrs.
Introduction to Pharmacy Lab
Prerequisites: GED or high school diploma, and at least one of the following: (1) minimum score of 18 on the ACT reading, (2) Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) or a minimum grade of C in RDG0900, or ENGL0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their contributions to Ethics. Students also learn the information, techniques and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students also learn to differentiate between the roles of the pharmacist and are provided with a working knowledge of most aspects of pharmacy in community and institutional practice settings.

PHR1120 ___________________ (3-0) 3 cr. hrs.
Pharmacy Calculations
Prerequisites: GED or high school diploma, and at least one of the following: (1) minimum score of 18 on the ACT reading, (2) Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) or a minimum grade of C in RDG0900, or ENGL0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their contributions to Ethics. Students also learn the information, techniques and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students also learn to differentiate between the roles of the pharmacist and are provided with a working knowledge of most aspects of pharmacy in community and institutional practice settings.

PHR1130 ___________________ (1-0) 1 cr. hrs.
Pharm Tech Leadership & Development
Prerequisites: GED or high school diploma, and at least one of the following: (1) minimum score of 18 on the ACT reading, (2) Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) or a minimum grade of C in RDG0900, or ENGL0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their contributions to Ethics. Students also learn the information, techniques and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students also learn to differentiate between the roles of the pharmacist and are provided with a working knowledge of most aspects of pharmacy in community and institutional practice settings.
federal background check, and are required to take a 10-panel drug test prior to the start of the semester in which the internship will occur. Results from the State Board of Pharmacy can take up to eight weeks for a response. Proof of necessary immunizations and vaccinations will also be required prior to the start of the internship.

Designed to provide hands-on, clinical experience and instruction. In addition to providing a supervised forum for student practice, students gain a broad knowledge of pharmacy practice in either a community or institutional setting. Clinical rotations are twice a week, for six weeks, for eight hours each day, with students also completing a full 40-hour work week close to the end of their clinical rotation. Students will participate in a total of 120 clinical rotation hours.

PHR1400 ___________________ (3-0) 3 cr. hrs.
Pharmacy Technician Internship II
Prerequisites: PHR1100, PHR1110, PHR1120, and PHR 1300 with a minimum grade of C, and PHR1130 and PHR1200 with a minimum grade of C or concurrent enrollment.

Designed to provide additional hands-on, clinical experience and instruction. Students will gain a broad knowledge of pharmacy practice in either a community or institutional setting. Clinical rotations are twice a week, for six weeks, for eight hours each day, with students also completing a full 40-hour work week close to the end of their clinical rotation. Students will participate in a total of 120 clinical rotation hours.

PHYSICAL SCIENCE

PHS1130 ___________________________ (4-2) 5 cr. hrs.
Physical Science MOTR PHYS110L
Prerequisite: MAT0930 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 17, or Compass Algebra score of 38, or Accuplacer Elementary Algebra score of 76, or Accuplacer Quantitative Reasoning, and Algebra, and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230.

Introduction to the study of physical science for non-science majors. Recommended for elementary education majors. Covers topics in physics and chemistry, with applications to astronomy, meteorology, and earth science. Includes lab.

PHS1200 ___________________________ (3-0) 3 cr. hrs.
Introduction to Astronomy MOTR ASTR100
Introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

PHS1250 ___________________________ (3-4) 5 cr. hrs.
Introductory Chemistry MOTR CHEM100L
Prerequisite: MAT0930 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 17, or Compass Algebra score of 38, or Accuplacer Elementary Algebra score of 76, or Accuplacer Quantitative Reasoning, and Algebra, and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230.

Survey of the fundamentals of chemistry. Three hours of lecture and four hours of lab per week.

PHS1350 ___________________________ (4-3) 5 cr. hrs.
General Chemistry I (Fall) MOTR CHEM150L
Prerequisites: One unit of high school chemistry and one of the following: (1) MAT1230 or MAT1270 or higher with a minimum grade of C or concurrent enrollment or (2) ACT math score of 19-21, or Compass Algebra score of 40-65, or Compass College Algebra score of 32-57, or Compass Trigonometry score of 28-45, or Accuplacer Elementary Algebra score of 91-115 AND current enrollment in MAT1270 and MAT0970. High school physics is recommended.

Explore a deeper understanding of the fundamentals of chemistry including atomic theory and stoichiometry. The first half of a two-semester course. Three hours of lecture, one hour of problem session, and three hours of lab per week.

PHS1380 ___________________________ (1-3) 2 cr. hrs.
Qualitative Analysis (Spring)
Prerequisite: PHS1350 or equivalent with a minimum grade of C.

Explore the general theories for the qualitative separation and identification of ions. One hour of lecture and three hours of lab per week.

PHS1390 ___________________________ (3-3) 4 cr. hrs.
General Chemistry II (Spring)
Prerequisite: PHS1350 or equivalent with a minimum grade of C.

A continuation of PHS1350. Explore more advanced subject matter with the emphasis placed on kinetics, equilibrium, and chemical thermodynamics. Three hours of lecture and three hours of lab per week.

PHS1400 ___________________________ (4-2) 5 cr. hrs.
Earth Science MOTR PHYS110LES
Prerequisite: MAT0900, MAT0920, or MAT0930 and MAT0040 or MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96.

An introduction to the earth sciences emphasizing the structure, materials, and history of the earth, its place in the solar system, and the processes that occur in shaping the earth. Four one-hour lectures and one two-hour laboratory period per week. Includes lab.

PHS1420 ___________________________ (3-2) 4 cr. hrs.
College Physics I (Fall) MOTR PHYS150L
Prerequisite: MAT1230 or MAT1270 or higher with a minimum grade of C.

An introduction to the nature of physical thinking and selected topics in mechanics, statics, dynamics, heat and thermodynamics, oscillatory motion and sound. Three lectures and one two-hour lab per week. Includes lab.

PHS1440 ___________________________ (3-2) 4 cr. hrs.
College Physics II (Spring)
Prerequisite: PHS1420 with a minimum grade of C.

A continuation of PHS1420, with emphasis on electricity, magnetism, optics and modern physics. Includes lab.

PHS2230 ___________________________ (4-2) 4 cr. hrs.
General Physics I (Spring) MOTR PHYS200L
Prerequisite: MAT2150 with a minimum grade of C or concurrent enrollment.

An introductory course designed to meet the needs of physical science or engineering majors. Newtonian mechanics, heat and thermodynamics, and introductory mechanical wave motion are included. Three lecture hours, one problem session, and one laboratory per week. Includes lab.

PHS2240 ___________________________ (4-2) 4 cr. hrs.
General Physics II (Fall) MOTR PHYS210L
Prerequisites: PHS2230 and MAT2150 with a minimum grade of C.

A continuation of PHS2230 that includes wave motion and sound, electricity and magnetism, and light phenomena. Includes lab.

PHS2320 ___________________________ (3-0) 3 cr. hrs.
Introduction to Organic Chemistry
Prerequisites: PHS1250, PHS1350, or PHS1390 with a minimum grade of C.

Survey modern organic chemistry. Three hours of lecture per week. Does not have a laboratory component.

PHS2350 ___________________________ (3-6) 5 cr. hrs.
Organic Chemistry I (Fall)
Prerequisite: PHS1390 or equivalent with a minimum grade of C.

Explore and practice the theory of the fundamental reactions of hydrocarbons. The first half of a two-semester course. Three hours of lecture and six hours of lab per week.

PHS2360 ___________________________ (3-6) 5 cr. hrs.
Organic Chemistry II (Spring)
Prerequisite: PHS2350 or equivalent with a minimum grade of C.

A continuation of PHS2350. Explore and practice the theory of the fundamental reactions of organic functional groups. Three hours of lecture and six hours of lab per week.

PHS2410 ___________________________ (3-4) 5 cr. hrs.
Physical Geology MOTR GEO100L
Prerequisite: MAT0900, MAT0920, or MAT0930 and MAT0040 or equivalent with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96.

An introductory course in geology emphasizing the Earth’s crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, petrographic and geologic maps. Three lectures and two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total. Includes lab.

PHYSIOLOGY & 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.
Course Descriptions

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

POS1180 ___________________ (3-0) 3 cr. hrs.
American Political Systems

MOTR POSC101

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or 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.

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

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

MOTR PSYC200

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or 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.

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

Prerequisite: PSY1130 with a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or 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.

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.
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.

PTA2242 Therapeutic Exercise I w/Lab
Prerequisite: Acceptance into the 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.

PTA2600 Principles of Practice
Prerequisite: Acceptance into PTA program
Explore current topics in the field of physical therapy. Evidence-based practice, disablement 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 Principles of Practice II
Prerequisite: 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 Therapeutic Exercise II
Prerequisite: Acceptance into the PTA program and PTA2242 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 prosthetics and orthotics. Learning is enhanced by field trips, observation, case studies, and guest speakers.

PTA2340 Special Problems in PTA
Prerequisite: Acceptance into PTA program. Examine 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 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 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 culminating opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

READER
RGD0750 Introduction to College Reading
Prerequisite: ACT, Compass, or Accuplacer reading score on file.
The focus of this course is to develop vocabulary and improve comprehension. Additional areas of emphasis include developing personal fluency and reading independence.

RGD0900 College Reading & Study Skills
Prerequisite: One of the following: ACT Score 12-17, or 51-80 on the Compass reading, or 34-84 on the Accuplacer reading, or 223 on the Accuplacer Next Generation reading, or RGD0750 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
RLD1022 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. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RLD1040 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.

RLD1060 Radiographic Procedures I
Prerequisite: Acceptance into Radiology program.
Provides the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RLD1082 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. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiology and the practitioner’s role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RLD1120 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.

RLD1240 Radiographic Procedures II
Prerequisite: RLD1060 with a minimum grade of C.
Provides the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RLD1260 Radiographic Physics I
Prerequisite: Acceptance into Radiology program.
Designed to establish a basic knowledge of atomic structure and terminology.

RLD1270 Imaging Acquisition
Prerequisite: Acceptance into Radiology program.
An understanding of the components, principles and operation of film and digital imaging systems found in diagnostic radiology. Factors that impact acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist to bridge between film-based and digital system quality systems. Principles of digital system quality assurance and maintenance are presented. Film imaging with related accessories is also emphasized.
Course Descriptions

RDL1300 ___________________ (3-0) 3 cr. hrs. Clinical II
Prerequisite: RDL1100 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 and continue working with patients.

RDL1400 ___________________ (3-0) 3 cr. hrs. Clinical III
Prerequisite: RDL1300 with a minimum grade of C.
Provides the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

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 skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

RDL2080 ___________________ (3-0) 3 cr. hrs. Radiographic Exposure II
Prerequisite: RDL1220 with a minimum grade of C.
Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100 ___________________ (3-0) 3 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.
Provides entry-level radiography students with principles related to computer tomography (CT) imaging.

RDL2260 ___________________ (3-0) 3 cr. hrs. Radiographic Anatomy II
Prerequisite: RDL1040 with a minimum grade of C.
Designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

RDL2280 ___________________ (3-0) 3 cr. hrs. Clinical V
Prerequisite: RDL2100 with a minimum grade of C.
Students will finish all mandatory competencies, rechecks, and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation and patient care skills to become Registered Technologists.

RDL2400 ___________________ (1-0) 1 cr. hrs. Radiology Registry Review
Prerequisite: Must be a second-year radiology student.
Provides each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R).

SOCIOLOGY

SOC1060 ___________________ (1-0) 1 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: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

SOC1230 ___________________ (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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

SOC1240 ___________________ (3-0) 3 cr. hrs. Substance Abuse/Modern 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 81 on the Compass reading, or 85 on the Accuplacer reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

SOCIAL WORK

SWK1000 ___________________ (5-0) 5 cr. hrs. Intro to Social Work
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or 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. Ethnicity/Cultural Diff in America
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, 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 RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, 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: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds.

SOCIAL WORK

SWK1000 ___________________ (5-0) 5 cr. hrs. Intro to Social Work
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or 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.
### TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC1000</td>
<td>Machine Shop I</td>
<td>6 cr. hrs.</td>
<td>Minimum Compass Algebra score of 23 or Accuplacer Sentence Skills score of 76.</td>
</tr>
<tr>
<td>TEC1350</td>
<td>Introduction to Robotics</td>
<td>3 cr. hrs.</td>
<td>TEC1300 with a minimum grade of C.</td>
</tr>
<tr>
<td>TEC1390</td>
<td>Machine Shop III</td>
<td>6 cr. hrs.</td>
<td>TEC1300 and TEC1610 with a minimum grade of C.</td>
</tr>
<tr>
<td>TEC1430</td>
<td>Machine Shop IV</td>
<td>6 cr. hrs.</td>
<td>TEC1000, TEC1160, and TEC1390 with a minimum grade of C.</td>
</tr>
<tr>
<td>TEC1490</td>
<td>Survey Writing Skills/Legal Problem</td>
<td>1 cr. hrs.</td>
<td>TEC1300 with a minimum grade of C.</td>
</tr>
<tr>
<td>TEC1530</td>
<td>Three-Dimensional Modeling CAD/D</td>
<td>3 cr. hrs.</td>
<td>TEC1300 with a minimum grade of C.</td>
</tr>
</tbody>
</table>

**TEC1000 Machine Shop I**
- Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

**TEC1350 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.

**TEC1390 Machine Shop III**
- Emphasizes the manufacturing processes and 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.

**TEC1430 Machine Shop IV**
- Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law.

**TEC1530 Three-Dimensional Modeling CAD/D**
- 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.
solutions to peers and members of the professional community.

TEC1710 ___________________ (3-0) 3 cr. hrs. Computer Integrated Manufacturing
Prerequisite: TEC1630 with a minimum grade of C.
Deepsen the skills and knowledge of an engineering student within the context of efficiently creating the products all around us. Students study and design production of one of their own choosing, over the use of Computer Aided Manufacturing (CAM) software. CAM transforms a digital design into a program that a Computer Numerical Controlled (CNC) mill uses to transform a block of raw material into a product designed by a student. Students learn and apply concepts related to integrating robotic systems such as Automated Guided Vehicles (AGV) and robotic arms into manufacturing systems.

TEC1720 ___________________ Arranged 3 cr. hrs. Mechanisms
Prerequisites: An ACT math score of 15-18, or Compass Algebra score of 23-37, or Compass College Algebra score of 23-30, or Accuplacer score of 37-96, or TEC1900 or MAT0950 or higher level math course with a minimum grade of C.
Study of utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements.

TEC1730 ___________________ Arranged 1 cr. hrs. Problem Analysis
Introductory comprehensive study of the effective use and capabilities of the electronic spreadsheet. Studies examination topics related to probability, statistics, budget, and decision making.

TEC1770 ___________________ (3-0) 3 cr. hrs. Computer Numerical Control
Prerequisite: TEC1160 with a minimum grade of C or instructor consent.
Create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

TEC1780 ___________________ Arranged 3 cr. hrs. Blueprint Reading
Introductory course for all Technology students. Interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

TEC1790 ___________________ Arranged 3 cr. hrs. Basic Numerical Control Programming
Covers good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, and enabling the student to prepare simple 3 axis N/C part programs.

TEC1800 ___________________ Arranged 3 cr. hrs. Advanced Numerical Control Program
Prerequisite: TEC1770 with a minimum grade of C.
Will build on material learned in TEC1770 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in MasterCam for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

TEC1810 ___________________ Arranged 2 cr. hrs. N/C Planning & Tooling
Prerequisite: TEC1770 with a minimum grade of C.
An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. Student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

TEC1880 ___________________ (3-0) 3 cr. hrs. Basic Machine Tool
A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.

TEC1890 ___________________ (3-0) 3 cr. hrs. Advanced Basic Machine Tool
Prerequisites: TEC 1800. An advanced course for students who have completed Basic Machine Tool.

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

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

TEC1920 ___________________ (3-0) 3 cr. hrs. Teamwork/Work Communication
Provides students with 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.

TEC1930 ___________________ (3-0) 3 cr. hrs. General Industry Safety
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.

TEC1950 ___________________ (1-0) 1 cr. hrs. CLA/CLT Assessment Prep
Prerequisites: TEC1920, TEC1930, and CIS1610 with a minimum grade of C and instructor consent.
Required for students preparing to take the Manufacturing Skills Standards Council's (MSSC) Certified Logistics Associate (CLA) and/or Certified Logistics Technician (CLT) assessment. Students will be exposed to MSSC learning material through textbooks and lecture. Course material will include assessment-taking protocol, supply chain logistics at the foundational and mid-levels, and will align with the MSSC standard for CLA and CLT. Required as the capstone (last course) prior to taking the CLA/CLT assessments.

TEC2030 ___________________ (3-0) 3 cr. hrs. Basic Fluid Power
The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission components.

TEC2050 ___________________ (3-0) 3 cr. hrs. Engineering Design and Development
Prerequisite: TEC1300 with a minimum grade of C.
Introduces students to design and development of a product needed to solve a problem. Students, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

TEC2060 ___________________ (3-0) 3 cr. hrs. Fluid Power Math
Prerequisites: TEC2030, or TEC1900, or MAT0950 or higher level math with a minimum grade of C and instructor approval.
Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing certifications from the International Fluid Power Society (IFPS).

TEC2070 ___________________ (1-4) 3 cr. hrs. Mobile Hydraulic Troubleshooting
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.

TEC2120 ___________________ Arranged 3 cr. hrs. Technical Internship II
Prerequisite: TEC1100 with a minimum grade of C.
A supervised occupational experience with local business. Students shall perform 90 hours on-the-job training under the direction of a qualified supervisor in the location approved by instructor.

TEC2130 ___________________ (1-4) 3 cr. hrs. Hydraulic Systems
Prerequisite: TEC2030 with a minimum grade of C.
A combination of lecture and laboratory challenges provides students with knowledge of industrial hydraulic systems. Will expand on the Basic Fluid Power course and focus on hydraulics applications. Focus will also be on the troubleshooting aspect of un-loader, pilot operated, and counterbalance circuits. Other topics include hi-lo pumps, pressure compensated pumps, and flushing.

TEC2140 ___________________ (1-4) 3 cr. hrs. Pneumatic Systems
Prerequisite: TEC2030 with a minimum grade of C.
A combination of lecture/lab challenges will provide students with knowledge of industrial pneumatic systems. Will expand on the Basic...
Fluid Power course and focus on pneumatics applications. Focus will also be on the troubleshooting aspect of pumps, compressors, and pneumatics in air-oil and vacuum systems.

THEATRE

THE1000 Introduction to Theatre (3-0) 3 cr. hrs. 
Introduce students to the art of theatre examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Develop projects in these areas and attend theatre productions.

THE1040 Beginning Acting (3-0) 3 cr. hrs. 
Develop methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theater games, improvisations, and short dramatic scenes are emphasized.

THE1100 Directed Studies in Theatre Arts (1-2) 3 cr. hrs. 
Learn varied aspects of the theatre under the direct supervision of the theatre director or technical director in conjunction with Mineral Area College's theatrical productions. May include acting, directing, costuming, makeup, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated.

THE1120 Stagecraft (3-0) 3 cr. hrs. 
Learn the operation of equipment used in technical theater. Areas include scenery, lighting, sound, properties and makeup. Lecture, demonstration and hands-on lab experience.

THE1200 Introduction to Literature: Drama (3-0) 3 cr. hrs. 
Explore analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdist and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. Reading intensive course.

THE1300 Directing I (3-0) 3 cr. hrs. 
Explore an introduction to the position of director in theatre. Learn how to appraise their resources, select a play, cast, block, work in union with the technical areas to present a single point of view, assist actors in creating characters, integrate a group of individuals into a cohesive cast, create moving stage pictures and present a production for performance.

THE2020 Script Analysis (3-0) 3 cr. hrs. 
Research processes necessary to the consideration of any play prior to production, which is necessary for all artistic roles that are involved in creating a theatrical show. Students will take understanding, inspiration, and insight from the deconstruction of a playwright's work and learn to isolate the plot, characters, actions, and design necessities and possibilities.

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

THE2060 Playwriting (3-0) 3 cr. hrs. 
Enhance a student's ability to communicate through dialogue. Study excerpts from scripts, create new material and analyze each other's work. The 10-minute play and one-act formats will be used.

THE2080 Acting for the Singer I (1-2) 3 cr. hrs. 
Corequisite: MSC2080 Singing for the Actor I. Develop basic knowledge of building a character based on information in the script, musical theory, and lyrics for musical theater performance. Topics to be covered will be: acting theory, physical/stage movement exercises, and voice training. Designed for both theatre and music students.

THE2090 Acting for the Singer II (1-2) 3 cr. hrs. 
Prequisite: THE2080 with a minimum grade of C and concurrent enrollment in MSC2090. Apply musical theatre performance technique utilizing scenes and music from the Broadway stage. Advanced study includes using show research and script analysis to develop characterization. Designed for both theatre and music students.

THE2100 World Drama (3-0) 3 cr. hrs. 
Learn to understand and appreciate the dramatic form through the study of representative plays through theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion-oriented and the play script is emphasized as a means to dramatic productions. Reading intensive course. Meets cultural diversity requirement.

THE2120 Theatre History I (3-0) 3 cr. hrs. 
Examine the study of the earliest theatre, Greek through Shakespeare, and the primary theatre movements in the first 2,300 years of recorded theatre. Meets cultural diversity requirement.

THE2140 Theatre History II (3-0) 3 cr. hrs. 
Examine theatre after Shakespeare to the present and study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. Meets cultural diversity requirement.
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Academic Calendar
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Support Services
Tuition, Financial Assistance
Student Life
Academic & General College Policies
Arts & Sciences Division
Career & Technical Ed. Division
Course Descriptions
Administration, Faculty
Appendix

Administration & Faculty

Melynda C. Barks
Business Education
B.S., Southeast Missouri State University, 1999; M.Ed., Central Methodist State University, 2005; M.B.A, Missouri Baptist University, 2008.

Danielle Basler
Director, Mineral Area Council on the Arts/Coordinator, Theater

Mary Bauwens
Director, Perryville Outreach Center
B.S., Southeast Missouri State University; M.A.T., Webster University, 1997.

Debi Bayless
Director, College Park
A.S., Mineral Area College, 2001; B.S., Central Methodist University, 2010.

Tammy Belfield
Director of Public Safety, Interim

Esther A. Blum, M.S.N., R.N.
Coordinator, Associate Degree Nursing
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.

Tim Braddy
Coordinator, Database Management Systems
A.S., Columbia College, 2009; B.S., Central Methodist University, 2015.

Nathan Calkins
Chemistry
B.A., Truman State University, 2004; Ph.D., University of Missouri-Columbia, 2010.

Stephanie Campbell
Business Administration
B.S., Southeast Missouri State University, 1989; M.S., Southern Illinois University, 1998.

Melissa Capps
Associate Degree Nursing
B.S., St. Louis University, 2007; M.S., Webster University, 2016.

Giovanni Carollo
Criminal Justice
B.A., Lindenwood University, 2005; M.S., Lindenwood University, 2006.

Harry Cecil
Music

Andrew Clausen
Math

Michelle, Dane
Academic Advisor, Upward Bound
A.A., Mineral Area College, 2001; B.A., Central Methodist University, 2001; M.Ed., Central Methodist University, 2008.

Julia Dill
Graphic Designer

Jodi Dillon
Biology
B.S., Southeast Missouri State University, 2008; M.N.S., Southeast Missouri State University, 2011.

Marc Drye
History/Political Science

Mark Easter
Counselor/Advisor

Lisa Edburg
Management Systems/Institutional Research
A.S., Mineral Area College, 1993; B.S., Central Methodist University, 2004; M.Ed., Central Methodist University, 2007.

Judy Young 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.

Angela Erickson, M.S.N., R.N.
Director, Allied Health
A.S., Jefferson College, 1992; B.S.N., Central Methodist University, 2006; M.S.N., Central Methodist University, 2015.

Leslie Evans
Coordinator, Accreditation/Assessment
B.A., Southeast Missouri State University, 2004; M.A., Lindenwood University, 2016.

Richard Flotron
Director, Law Enforcement Academy
A.A., Jefferson College; B.S., Southeast Missouri State University; M.S., Lindenwood University, 2002.

Chad Follis
Horticulture
B.S., University of Missouri-Columbia, 1998; M.S., University of Missouri-Columbia, 2001; Ed.D., University of Missouri-Columbia, 2014.

Paul S. Fritch
Technology
A.A., Mineral Area College, 1991; B.S., Southeast Missouri State University, 1993.

Charles Gallaher
Theatre

Rhonda J. Gamble
Biological Science
B.S., Oklahoma State University, 1974; M.S., Oklahoma State University, 1977; Ph.D., Oklahoma State University, 1984.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Education</th>
<th>Institution</th>
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<tbody>
<tr>
<td><strong>Jim Gerwitz</strong></td>
<td>Director, Athletics</td>
<td>A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindenwood, 2013.</td>
<td></td>
</tr>
<tr>
<td><strong>Laura Glasbrenner</strong></td>
<td>English</td>
<td>B.A., Truman State University, 2008; M.A., Missouri State University 2010.</td>
<td></td>
</tr>
<tr>
<td><strong>Cynthia Greif</strong></td>
<td>Academic Advisor, TRIO Talent Search</td>
<td>A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1990.</td>
<td></td>
</tr>
<tr>
<td><strong>Ryan Harrington</strong></td>
<td>Instructional Librarian</td>
<td>A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.A., Central Methodist University, 2017.</td>
<td></td>
</tr>
<tr>
<td><strong>Cathy Hawn</strong></td>
<td>Mathematics</td>
<td>A.A., Mineral Area College, 1988; B.S., Southeast Missouri State University, 1990; M.N.S., Southeast Missouri State University, 1996.</td>
<td></td>
</tr>
<tr>
<td><strong>Melissa Helm, B.S.N., R.N.</strong></td>
<td>Coordinator/Associate Degree Nursing</td>
<td>B.S.N., Central Methodist University, 2016.</td>
<td></td>
</tr>
<tr>
<td><strong>Amy R. Henson</strong></td>
<td>Chief Information Officer</td>
<td>A.A.S, Jefferson College, 1987; B.S., Maryville University, 1998; M.B.A., Maryville University, 2002; Ph.D., University of Missouri-St. Louis, 2013.</td>
<td></td>
</tr>
<tr>
<td><strong>Bev Hickam</strong></td>
<td>Director, Business &amp; Industry Programs</td>
<td>B.S., Southeast Missouri University, 1975; M.S.E., Southern Illinois University, 1999.</td>
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</tr>
<tr>
<td><strong>Shirley Hofstetter</strong></td>
<td>Interim President/Chief Financial Officer</td>
<td>B.A., Drury University, 1982; M.B.A., Columbia College, 2015.</td>
<td></td>
</tr>
<tr>
<td><strong>Connie Holder</strong></td>
<td>Registrar</td>
<td>B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.</td>
<td></td>
</tr>
<tr>
<td><strong>Catherine Hutcheson, M.S.N., R.N.</strong></td>
<td>Associate Degree Nursing</td>
<td>LPN, Sikeston Public School, 1993; R.N., Park College, 1994; B.S.N., Southeast Missouri State University, 2001, M.S.N., Central Methodist University, 2016.</td>
<td></td>
</tr>
<tr>
<td><strong>Saundra Ivison</strong></td>
<td>Coordinator/Fredricktown Outreach Center</td>
<td>A.A.A., Mineral Area College, 2010; A.A.S, Mineral Area College, 2011, B.S., Central Methodist University, 2016.</td>
<td></td>
</tr>
<tr>
<td><strong>Dan Jaycox</strong></td>
<td>Director, Learning Center</td>
<td>B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.</td>
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<tr>
<td><strong>Pam Jaycox</strong></td>
<td>English</td>
<td>B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri State University, 2007.</td>
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<tr>
<td><strong>Rick Jenkins</strong></td>
<td>Controller</td>
<td>B.S., Southeast Missouri University, 1983.</td>
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<tr>
<td><strong>Pam Junge, M.S.N., R.N.</strong></td>
<td>Coordinator, Practical Nursing</td>
<td>A.S., Mineral Area College, 2009; B.S.N., Maryville University, 2010, M.S.N., Central Methodist University, 2016.</td>
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<tr>
<td><strong>Andrea Kemper</strong></td>
<td>Admissions Recruiter</td>
<td>A.A., Mineral Area College, 1997; B.S., Central Methodist University, 2006.</td>
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<tr>
<td><strong>Lauren Kieschnick</strong></td>
<td>Mathematics</td>
<td>B.A., Concordia Lutheran College, 1987; M.A.T., Webster University, 1993; Ph.D., Saint Louis University, 2013.</td>
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<tr>
<td><strong>Todd Kline</strong></td>
<td>Business Education</td>
<td>B.A., Southeast Missouri University, 1989; M.B.A., Missouri Baptist University, 2008.</td>
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<tr>
<td><strong>Christopher Klusmeyer</strong></td>
<td>Industrial Technology</td>
<td>A.A.S., Mineral Area College, 2006; B.G.S., University of Missouri-St. Louis, 1996.</td>
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<td><strong>Emilie La Breyere</strong></td>
<td>Admissions Representative</td>
<td>A.A., Mineral Area College, 2014; B.A., University of Missouri - St. Louis, 2017.</td>
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<tr>
<td><strong>Lana LaBruyere</strong></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>
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<tr>
<td><strong>Judy LaChance</strong></td>
<td>Coordinator, Loan Program</td>
<td>A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.</td>
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<tr>
<td><strong>Carla Lay, B.S.N., R.N.</strong></td>
<td>Practical Nursing</td>
<td>A.S., Mineral Area College, 2014; B.S.N., Central Methodist University, 2015.</td>
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<tr>
<td><strong>Debra Lee</strong></td>
<td>Deaf Interpreter/Modern Foreign Languages</td>
<td>A.A., St. Louis Community College at FV, 1991; B.S., Central Methodist University, 2006; M.B.A., Northwest Missouri State University, 2011.</td>
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<tr>
<td><strong>James Long</strong></td>
<td>Director, TRIO Talent Search</td>
<td>A.A.T., Mineral Area College, 2012; B.S., University of Missouri, 2015.</td>
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<tr>
<td><strong>Whitney Maddux</strong></td>
<td>Academic Advisor, TRIO Talent Search</td>
<td>A.A.S., Mineral Area College, 2010; B.S., Missouri State University, 2010; M.S., Missouri State University, 2012.</td>
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<td>Jayne Mahnken, B.S.N., R.N.</td>
<td>Practical Nursing</td>
<td>A.A., Southeast Missouri State University, 1984; B.S.N., Southeast Missouri State University, 2007.</td>
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<tr>
<td>Chad Majeske</td>
<td>Academic Advisor, Upward Bound</td>
<td>B.S., Eastern Michigan University, 2003; M.T.D., Idaho State University, 2011.</td>
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<tr>
<td>Roger K. McMillian</td>
<td>Dean, Career &amp; Technical Education</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>
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<tr>
<td>Dean Meenach</td>
<td>Director, EMS Education</td>
<td>A.A.S., St. Louis Community College, 2005; R.N., Excelsior College, 2007; Emergency Medical Technician, St. Louis Community College; B.S.N., Chamberlain College of Nursing, 2010.</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Mell</td>
<td>Director, Student Activities/Career Advisor</td>
<td>A.A., Mineral Area College, 1986; B.S.W., Southeast Missouri State University, 1995; M.S.W., University of Missouri-St. Louis, 2007.</td>
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<tr>
<td>Ellen Miller</td>
<td>Reading</td>
<td>B.S., Southeast Missouri State University, 2006; M.A.T., Missouri Baptist University, 2010.</td>
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<tr>
<td>Kara Mills</td>
<td>Coordinator, Radiology</td>
<td>A.S., Mineral Area College, 2000; B.S., Central Methodist University, 2009.</td>
<td></td>
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<tr>
<td>Danielle Mueller</td>
<td>Biology</td>
<td>B.S., Southeast Missouri State University, 2002; M.S., Southeast Missouri State University, 2004.</td>
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<tr>
<td>Emily Murdock</td>
<td>English</td>
<td>B.A., Truman State University, 2008; M.A., Truman State University, 2010.</td>
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<tr>
<td>Kathryn Neff</td>
<td>Director, Human Resources</td>
<td>B.S.B.A., University of Missouri-Columbia, 1995; BJ, University of Missouri-Columbia, 1995; M.B.A., University of Missouri-St. Louis, 2004.</td>
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<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>
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<tr>
<td>Joel Nivens</td>
<td>Director, Potosi Learning Center</td>
<td>A.A., Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010; M.Ed., Central Methodist University, 2014.</td>
<td></td>
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<tr>
<td>Jeremy Partney</td>
<td>Director, Wellness Center</td>
<td>A.G.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.</td>
<td></td>
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<tr>
<td>Nancy M. Petersen</td>
<td>Biological Science</td>
<td>B.S.E., Southeast Missouri State University, 1983; M.N.S., Southeast Missouri State University, 1992.</td>
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<tr>
<td>Lisa Pipkin</td>
<td>Mathematics</td>
<td>B.S., Southeast Missouri State University, 2009; M.N.S., Southeast Missouri State University, 2012.</td>
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<tr>
<td>Debora Portell</td>
<td>Assistant Director, Financial Aid</td>
<td>A.A., Mineral Area College, 2001; B.S., Central Methodist University, 2010; M.B.A., Missouri Baptist University, 2014.</td>
<td></td>
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<tr>
<td>Doug Ruess</td>
<td>Coordinator, Criminal Justice</td>
<td>B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.</td>
<td></td>
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<tr>
<td>George A. Saum</td>
<td>English</td>
<td>B.S., University of Missouri-Columbia, 1953; M.A., University of Missouri-Columbia, 1955; Ph.D., University of Missouri-Columbia, 1958.</td>
<td></td>
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<tr>
<td>Brandon Scheldt</td>
<td>English</td>
<td>B.A., University of Kentucky, 2001; M.A., Southeast Missouri State University, 2009.</td>
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<tr>
<td>Stephen Schroeppl</td>
<td>Mathematics</td>
<td>A.A., Ozarks Technical Community College, 2002; B.S., Southeast Missouri State University, 2004; M.N.S., Southeast Missouri State University, 2007</td>
<td></td>
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<tr>
<td>Scott Sebaugh</td>
<td>Computer Science</td>
<td>A.A.S., Jefferson College, 1987; B.S., St. Louis University, 1992; M.A., Webster University, 1996.</td>
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<tr>
<td>Alison Sheets</td>
<td>Director, Placement/Career &amp; Technical Education</td>
<td>Career Advisor</td>
<td>B.S., Northwestern State University, 1994.</td>
</tr>
</tbody>
</table>
Julie Sheets  
Dean, Student Services  
B.S., Murray State University, 1997;  

Jennifer Sikes  
Childhood Education  
A.A., Mineral Area College, 2000; B.S.,  
Central Methodist University, 2001;  

Matthew D. Sopko  
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B.S., Southeast Missouri State University, 1980; M.A., Southern Illinois University, 1984; Doctoral Studies, University of Missouri-St. Louis, 1999-2002.

Sarah Stahl  
Modern Foreign Language - Spanish  
B.A., Grand Valley State University, 2007; M.A., Ohio State University, 2011.

Melissa Stetina  
Academic Advisor, Upward Bound  
A.A., Mineral Area College, 1993;  
B.S.W., University of Missouri-St. Louis, 1995.

Luke Strege  
Head Coach, Men's Basketball  
B.S., University of Wisconsin – La Crosse, 1999.

Diana I. Stuart  
Dean, Arts & Sciences/Chief Academic Officer  
A.A., Mineral Area College, 1983;  
B.S.Ed., Southwest Missouri State University, 1984; M.A., Arkansas State University, 1988; Ed.S., Webster University, 2001, Ed.D., Missouri Baptist University, 2012.

Sadonya Suttles, 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  
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A.G.S., Mineral Area College, 1991;  
B.S., Southeast Missouri State University, 1994.

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B.S., Southeast Missouri State University, 1994.

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A.A., Mineral Area College, 2008; B.S.,  
Central Methodist University, 2010;  
M.A., Missouri Baptist University, 2012.

Abril Warner  
Art  
A.A., Mineral Area College, 1998;  
B.F.A., University of Missouri, 2002;  
M.F.A., Academy of Art University, 2013.

Pamela Watkins  
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B.S., University of the Ozarks, 1998;  
Graduate Studies, University of Arkansas, 2009 to present.

Traci Weissmueller  
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B.S., Southeast Missouri State University, 2007.

Kevin White  
Music  
B.M.E., Murray State University, 1983;  
M.M., Loyola University - New Orleans, 1988; D.M.A., University of South Carolina, 1996.

Stacey Wideman  
Support & Retention Specialist  

Barry Wilfong  
Director, Facilities  
A.A., Mineral Area College, 1982; B.S.,  
University of Missouri, 1985.

Stacy Wilfong  
Director, Radiology  
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B.S.E., University of Arkansas, 2000;  

Margaret L. Williams  
Chemistry  
University of Missouri-Kansas City, 1979-81; B.S., University of Missouri-Rolla, 1984; Ph.D., University of Missouri-Rolla, 1993.

Rodney Wilson  
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A.A., Mineral Area College, 1988; B.S.,  
Southeast Missouri State University, 1990; M.A., University of Missouri, 1995.

D. Lynne Wisdom  
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Central Methodist University, 2003;  

T. Bennett Wood  
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B.M., Southern Illinois University, 2007; M.M., Southern Illinois University, 2009; D.M.A., University of Texas-Austin, 2014.

John W. Wright  
Coordinator, Learning Center Math Lab  
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.

Zuellig, Amy  
Coordinator, Paramedic Program
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
- Radiologic Technology
- Respiratory Therapy

**Associate of Applied Science**
- Agriculture
- Automotive Collision Technology
- Automotive Technology
- Business Computer Programming
- Business Management
- Business Management - Accounting
- Business Management - Microcomputers
- Child Development
- Computer Networking
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- 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
- Paramedic Technology
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Skilled Trades
- Welding Technology

**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
- Paramedic Technology
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Welding Technology
# Associate of Arts Degree

**ID#: _________________________**  **College/University student will be transferring: _______________________________**

**Field of Study: _________________________**

The general education transfer degree program shall consist of college-level (non-remedial) course work or its equivalent.

## Courses for the 42-hour general education block must have a MOTR #.

### SEM/yr | COURSE# | COURSE TITLE | HRS
--- | --- | --- | ---
ENGLISH (9 hrs.) (see list to the left) | ENG1330 | English Comp I | 3
| ENG 1340 | English Comp II | 3
| ENG1440/ENG1670 | 3

**HUMANITIES** from at least 2 disciplines (9 hrs.) (see list to the left)

**SOCIAL & BEHAVIORAL SCIENCES** (6 hrs.) (see list to the left)

**MATH**

**ADDITIONAL CORE HRS WITH MOTR NUMBERS (5 hrs.)**

**INSTITUTIONAL REQUIREMENTS**

**GUIDANCE** required for all freshman (1 hr.) (see list on back)

**COMPUTER INFO or PHYSICAL ED.** (2 hrs.) (see list on back)

**ELECTIVES** (MOTR numbers not required)

**TOTAL HOURS TOWARDS ASSOCIATE OF ARTS DEGREE (62)**

+ Course has prerequisite

**Effective Fall 2018. Rev. 6.28.2018**
The courses listed on this back page do not have a MOTR number.

### Guidance

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<td>Principles of College Success (3)</td>
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<tr>
<td>GUI1010</td>
<td>First Year Seminar (1)</td>
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<td>Required for all freshmen</td>
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<td>GUI1960</td>
<td>Career Planning (1)</td>
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### Institutional Requirements

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<td>CIS1025</td>
<td>Computer Fundamentals (1)</td>
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<td>CIS1050</td>
<td>Introduction to Computers (3) +</td>
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<td>CIS1100</td>
<td>Microcomputer Graphics (3) +</td>
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<td>Desktop Publishing (3)</td>
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<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 Management (3) +</td>
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<td>CIS2200</td>
<td>Microcomputer Spreadsheet Applications (3) +</td>
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<td>CIS2210</td>
<td>Advanced Microcomputer Spreadsheet Applications (3) +</td>
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<td>CIS2350</td>
<td>Word Processing-Microsoft Word (3) +</td>
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<td>CIS2400</td>
<td>Web Page Development (3)</td>
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<td>CIS2450</td>
<td>Word Processing-Advanced Microsoft Word (3) +</td>
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<td>CIS2930</td>
<td>Advanced Microcomputer Applications (3)</td>
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<td>Advanced Desktop Publishing +</td>
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<td>PED1380</td>
<td>Beginning Archery (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>Total Fitness (1)</td>
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<td>PED2730</td>
<td>Cycling for Fitness (1)</td>
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<td>PED2760</td>
<td>Principles of Strength Training (1)</td>
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<td>PED2780</td>
<td>Fit for Life (2)</td>
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<td>PHY1120</td>
<td>School Health (2) Physician excuse only. Check with Advisor</td>
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### Electives

See advisor to determine appropriate courses.

+ Course has prerequisite

### 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.
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**

**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:** (V Has MOTR number)

**ENGLISH**
- ENG1330 English Comp I (3) √
- ENG1340 English Comp II (3) √
- ENG1440 Public Speaking (3) √

**MATH**
- MAT1240 Quantitative Reasoning (3) or higher numbered approved Math Pathway Course

**SCIENCES**
- BIO1150 General Biology (5) √
- PHS1400 Earth Science (5) or
- PHS1250 Introductory Chemistry (5) √
- PHS1200 Introduction to Astronomy (3) or
- PHS2420 Earth Science I (3) or
- PHS2320 Oceanography (3)

(Secondary Majors may take either a 3 or 5 hour Physical Science)

**CIVICS**
- POS1180 American Political Systems (3) √
- HIS1230 American History I (3) or
- HIS1240 American History II (3) √

**EDUCATION:**
- EDU2150 Multicultural Education (3)

**LITERATURE:**
- ENG2530 Young Adult Literature (3)
- ENG2520 Children’s Literature (3)

**HUMANITIES**
- EDU2530 or ENG Lit Course (recommended) or Humanities Course with MOTR#
- EDU2530 or ENG Lit Course (recommended) or Humanities Course with MOTR#

**SOCIAL SCIENCE**
- PSY1130 General Psychology (3)
- GEO1130 Regional World Geography (3)

**TEACHER EDUCATION COURSES**
- EDU2030 Foundations of Education in a Diverse Society (3)
- EDU2100 Field Experience (3)
- EDU2280 Educational Technology (3)
- EDU2320 Educational Psychology (3)

**INSTITUTIONAL REQUIREMENTS**

**FIRST YEAR SEMINAR (1 hrs.) Required for all freshmen**
- GUI1010 First Year Seminar (1)

**MAJOR ELECTIVE COURSES**
- EDU 1100 or EDU 1300 Psychology of the Adolescent or Child Development (3)
- EDU 2500 Education of the Exceptional Learner (3)

**PHYSICAL EDUCATION ACTIVITY (2 hrs.)**

**TOTAL HOURS TOWARDS DEGREE (62)**
REQUIRED FOR ALL EDUCATION MAJORS

Teacher Education Courses: (12 hrs.)
EDU2030 Foundations of Education in a Diverse Society (3)
EDU2100 Field Experience (3)
EDU2280 Educational Technology (3)
EDU2320 Educational Psychology (3)

ELECTIVES BY MAJOR:
(Consult Education Program Coordinator for specific transfer requirements to Individual receiving Institutions)

Secondary Education
Misc. courses in content area, such as English, mathematics, social studies, or science
(Consult Education Program Coordinator)

LIST ELECTIVE COURSES:
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

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@myneralarea.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.

<table>
<thead>
<tr>
<th>SEM/yr</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH (9 hrs.) (see list to the left)</td>
<td>ENGL1330</td>
<td>English Comp I</td>
<td>3</td>
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<tr>
<td></td>
<td>ENGL1340</td>
<td>English Comp II</td>
<td>3</td>
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<tr>
<td></td>
<td>ENGL1440/ENGL1670</td>
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<td>HUMANITIES from at least 2 disciplines (9 hrs.) (see list to the left)</td>
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<td></td>
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<tr>
<td>SOCIAL &amp; BEHAVIORAL SCIENCES (6 hrs.) (see list to the left)</td>
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<tr>
<td>CIVICS (3 hrs.) (see list to the left)</td>
<td></td>
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<tr>
<td>MATHEMATICS (3-5 hrs.) (see list to the left and on back)</td>
<td></td>
<td></td>
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<tr>
<td>BIOLICAL OR PHYSICAL SCIENCES (3-5 hrs.) (see list to the left)</td>
<td>BIO</td>
<td></td>
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<tr>
<td></td>
<td>PHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GUIDANCE required for all freshman (1 hr.) (see list on back)</td>
<td>GUI1010</td>
<td>First Year Experience</td>
<td>1</td>
</tr>
<tr>
<td>COMPUTER INFO or PHYSICAL ED. (2 hrs.) (see list on back)</td>
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<td></td>
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</tr>
<tr>
<td>ELECTIVES (MOTR numbers recommended but not required)</td>
<td></td>
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<td></td>
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<tr>
<td>TOTAL HOURS TOWARDS ASSOCIATE OF GENERAL STUDIES DEGREE (62)</td>
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</table>
### 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.

---

### Specific Course Requirements

#### Guidance

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<th>Course Title</th>
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<tbody>
<tr>
<td>GUI1000</td>
<td>Principles of College Success (3) with advisor’s approval</td>
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<tr>
<td>GUI1010</td>
<td>First Year Seminar (1) Required for all freshmen</td>
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<td>GUI1960</td>
<td>Career Planning (1) with advisor’s approval</td>
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#### Electives

See advisor to determine appropriate courses.

#### Institutions of Physical Ed

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<tr>
<td>PED1380</td>
<td>Beginning Archery (1)</td>
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<tr>
<td>PED2130</td>
<td>Tai Chi I (1)</td>
</tr>
<tr>
<td>PED2132</td>
<td>Tai Chi II (1)</td>
</tr>
<tr>
<td>PED2180</td>
<td>Beginning Basketball (1)</td>
</tr>
<tr>
<td>PED2650</td>
<td>Fundamentals of Trap and Skeet (1)</td>
</tr>
<tr>
<td>PED2700</td>
<td>Wellness Center I (1)</td>
</tr>
<tr>
<td>PED2710</td>
<td>Wellness Center II (1) +</td>
</tr>
<tr>
<td>PED2720</td>
<td>Total Fitness (1) +</td>
</tr>
<tr>
<td>PED2730</td>
<td>Cycling for Fitness (1) +</td>
</tr>
<tr>
<td>PED2760</td>
<td>Principles of Strength Training (1)</td>
</tr>
<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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#### Math

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<td>MAT1180</td>
<td>Fundamentals of Algebra (5) +</td>
</tr>
<tr>
<td>MGT1800</td>
<td>Technical Math (3)</td>
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<tr>
<td>TEC1900</td>
<td>Business Math (3) +</td>
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### Computer Info or Physical Ed

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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>
</tr>
<tr>
<td>CIS1100</td>
<td>Microcomputer Graphics (3) +</td>
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<tr>
<td>CIS1700</td>
<td>Desktop Publishing (3) +</td>
</tr>
<tr>
<td>CIS1730</td>
<td>Office Applications (2)</td>
</tr>
<tr>
<td>CIS2000</td>
<td>Microcomputer Operating Systems (3) +</td>
</tr>
<tr>
<td>CIS2100</td>
<td>Microcomputer Database Management (3) +</td>
</tr>
<tr>
<td>CIS2110</td>
<td>Advanced Microcomputer Database Management (3) +</td>
</tr>
<tr>
<td>CIS2200</td>
<td>Microcomputer Spreadsheet Applications (3) +</td>
</tr>
<tr>
<td>CIS2210</td>
<td>Advanced Microcomputer Spreadsheet Applications (3) +</td>
</tr>
<tr>
<td>CIS2350</td>
<td>Word Processing-Microsoft Word (3) +</td>
</tr>
<tr>
<td>CIS2400</td>
<td>Web Page Development (3) +</td>
</tr>
<tr>
<td>CIS2450</td>
<td>Word Processing-Advanced Microsoft Word (3) +</td>
</tr>
<tr>
<td>CIS2930</td>
<td>Advanced Microcomputer Applications (3)</td>
</tr>
<tr>
<td>CIS2940</td>
<td>Advanced Desktop Publishing +</td>
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<tr>
<td>PED1380</td>
<td>Beginning Archery (1)</td>
</tr>
<tr>
<td>PED2130</td>
<td>Tai Chi I (1)</td>
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<td>Wellness Center I (1)</td>
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<td>Wellness Center II (1) +</td>
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<tr>
<td>PED2720</td>
<td>Total Fitness (1) +</td>
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<tr>
<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>
</tr>
</tbody>
</table>

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### General Notes

+ Course has prerequisite.
Mineral Area College
Degree Plan

Student Name: ___________________________ ID#: __________________

Associate of Science
Nursing
(Major Code: AN-AS) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<td>MAT1205</td>
<td>Applications of College Math</td>
<td>3</td>
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<tr>
<td>PHS1250</td>
<td>Introductory Chemistry*</td>
<td>5</td>
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<tr>
<td>ENG1330</td>
<td>English Comp I</td>
<td>3</td>
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FRESHMAN YEAR

Fall Semester

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADN1450</td>
<td>Fund of Nursing*</td>
<td>6</td>
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<tr>
<td>ADN1572</td>
<td>Basic Pharmacology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO2600</td>
<td>Human Anatomy*</td>
<td>5</td>
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<tr>
<td>PSY1130</td>
<td>General Psychology</td>
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17

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADN1640</td>
<td>Therapeutic Nutrition*</td>
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<tr>
<td>BIO2620</td>
<td>Human Physiology*</td>
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</table>

16

Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENG1340</td>
<td>English Comp II</td>
<td>3</td>
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<tr>
<td>PSY1250</td>
<td>Human Growth/Dev</td>
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6

SOPHOMORE YEAR

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>ADN1490</td>
<td>Med-Surg Nursing I*</td>
<td>10</td>
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<tr>
<td>ADN1512</td>
<td>Clinical Pharmacology*</td>
<td>3</td>
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<tr>
<td>BIO2720</td>
<td>Microbiology Lecture*</td>
<td>3</td>
</tr>
<tr>
<td>BIO2722</td>
<td>Microbiology Lab</td>
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17

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN1480</td>
<td>Contemporary Nursing*</td>
<td>1</td>
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<tr>
<td>ADN1500</td>
<td>Med-Surg Nursing II*</td>
<td>6</td>
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<tr>
<td>ADN1610</td>
<td>Nursing of Children*</td>
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<tr>
<td>POS1180</td>
<td>Amer Political Sys</td>
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<tr>
<td>HIS1230</td>
<td>Amer History I</td>
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<td>HIS1240</td>
<td>Amer History II</td>
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<tr>
<td>SOC1130</td>
<td>General Sociology</td>
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<tr>
<td>TSA0000</td>
<td>Technical Skills Assess</td>
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18

Total Hours (not including pre-reqs)........74
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 74 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher:
   a. 29 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

<table>
<thead>
<tr>
<th>NURSING PROGRAM PRE-REQUISITES</th>
<th>BRIDGE COURSE</th>
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<tbody>
<tr>
<td><strong>Sem</strong></td>
<td><strong>Grade</strong></td>
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<tr>
<td>MAT1205 Applications of College Math...3</td>
<td></td>
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<tr>
<td>PHS1240 Introductory Chemistry *......5</td>
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<tr>
<td>BIO2600 Human Anatomy *...............5</td>
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<tr>
<td>BIO2620 Human Physiology *............5</td>
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<tr>
<td>ENG1340 English Composition II *......3</td>
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<td>PSY1130 General Psychology........3</td>
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<tr>
<td>PSY1250 Human Growth &amp; Dev........3</td>
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<td><strong>Sem</strong></td>
<td><strong>Grade</strong></td>
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<td>NUR1290 Fund of Nursing *.........6</td>
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<td>NUR1350 Maternity Nursing *.........4</td>
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<td>NUR1430 Mental Health Nursing *......4</td>
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<tr>
<td>TSA0000 Technical Skills Assess........0</td>
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Total Hours (counting program pre-reqs) 94-97

*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

GPA: __________________________

TSA Test Date: ____________________

NCLEX-RN Application Submitted: ____________________  
Semester/Year

---

### 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.

---

Advisor Signature ___________________________  
Date: ____________________
ID#: ___________________________  Student: ___________________________

Program Pre-requisites: *(Min. GPA 2.5)*

**Science (1 course)**
- BIO 1150 General Biology (FA) .......... 5
- PHS 1250 Introduction to Chemistry (FA) ...... 5

**Communications (1 course)**
- ENG1330 English Composition I* .......... 3
- ENG1440 Public Speaking ................... 3

**Mandatory Courses (4 courses)**
- BIO2540 Human Anatomy & Physiology* (SP) ... 5
- MAT1205 Applications of College Math ............ 3
- HLT2350 Medical Terminology/Intro Path ........ 3
- GUI 1010 First Year Seminar .................. 1

**General Education (2 courses)**
- CIS1050 Intro to Computers* or higher ........ 3
- POS1180 American Polical Systems+ .......... 3
- PSY1130 General Psychology .................. 3
- SOC1620 Human Diversity ..................... 3

Note: All Program Pre-requisite courses must be completed by the end of the spring semester with a grade of "C" or higher to be considered for application. No summer classes will be accepted during the same year of Application.

* Course has prerequisite. See MAC Catalog.
+ Recommended course for transfer students.

---

**Gen Ed Cr. Hrs.:** 26
**Major Cr. Hrs.:** 69
**Total Cr. Hrs.:** 97

---

**Graduation Policies:**

1. Program pre-requisites and Radiology courses must have a cumulative GPA of 2.5 or higher.
2. Application for Graduation Candidacy form must be filed with the Registrar’s Office during first 2 weeks of final semester.
3. Students are required to complete an Exit Exam and a Technical Skills Assessment and Graduation Interview during final semester.
4. Signature Required
   Acknowledgement of Graduation Policies

---

**WEB-Sem/Yr**

**Freshman Year**

<table>
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<th>Course Name</th>
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<tr>
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<td>RDL1040</td>
<td>Radiographic Anatomy</td>
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<td>FA</td>
<td>RDL1060</td>
<td>Radiographic Procedures I</td>
<td>3</td>
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<tr>
<td>FA</td>
<td>RDL1082</td>
<td>Intro to Radiology and Pt. Care</td>
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<tr>
<td>FA</td>
<td>RDL1102</td>
<td>Clinical I</td>
<td>6</td>
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<tr>
<td>SP</td>
<td>RDL1220</td>
<td>Radiographic Exposure I</td>
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<tr>
<td>SP</td>
<td>RDL1260</td>
<td>Radiographic Physics I</td>
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<td>SP</td>
<td>RDL2240</td>
<td>Cross Sectional Anatomy</td>
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<td>SU</td>
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**Sophomore Year**

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<td>RDL1270</td>
<td>Image Acquisition</td>
<td>3</td>
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<tr>
<td>FA</td>
<td>RDL2040</td>
<td>Radiographic Procedures III</td>
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<tr>
<td>FA</td>
<td>RDL2080</td>
<td>Radiographic Exposure II</td>
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<tr>
<td>FA</td>
<td>RDL2100</td>
<td>Clinical IV</td>
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<td>SP</td>
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<td>RDL2260</td>
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**Total Web Hrs.:** 69

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**GPA:** ___________________________

**ARRT Registry Application Submitted:** ___________________________

**Semester/Year**

---

**Advisor:** ___________________________
Associate of Science - Respiratory Therapy

Mathematics Electives – 1 course
- TEC 1900 Technical Math I * (3)
- MAT 1180 Fundamentals of Algebra* (5)
- 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 1330 Trigonometry * (3)
- MAT 1370 PreCal: Trig Geometric Reasonings (3)
- MAT 1600 Calculus for Business/Soc. Sciences * (3)
- MAT 1650 Analytical Geometry & Calculus I * (5)

Computer Literacy Electives – 1 course
- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

* Designates courses with prerequisite(s).
▲ Course must be completed with a grade of “C” or above prior to acceptance into the CGCTC Respiratory Therapy Program. Program Prerequisite

(CC) This course is part of the Respiratory Therapy program core and available through the Cape Girardeau Career and Technology Center.

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………………..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)
- TSA 0000 Technical Skills Assessment …………..0

Total Credit Hours 82-83

GPA: ________________________________
Advisor: ________________________________
Associate of Science
Respiratory Therapy

Page - 2

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 cumulative 2.0 grade point average 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
## Associate of Applied Science - Agriculture

### Communications - 1 written & 1 oral
- ENG 1330 English Composition I\(^2\) (3) (written)
- TEC 1040 Tech Writing\(^3\) (3) (written)
- ENG 1440 Public Speaking\(^1\) (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)

### Computer Literacy - 1 course
- CIS 1730 Office Applications (3)
- CIS 1750 Microcomputer Applications\(^1\) (3)

### History/Political Science - 1 course
- POS 1180 American Political Systems\(^1\) (3)
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)

### Human Development - 1 course
- PSY 1130 General Psychology I + (3)
- PSY 1160 Applied Psychology (3)
- SOC 1130 General Sociology (3)
- SOC 1540 Intro to Cultural Anthropology (3)

### Mathematics - 1 course
- TEC 1900 Tech Math I (3)
- MAT 1180 Fundamentals of Algebra\(^2\) (5)
- MAT 1205 Applications of College Math\(^2\) (3)
- MAT 1240 Quantitative Reasoning\(^2\) (3)
- MAT 1260 Elementary Statistics\(^2\) (3)
- MAT 1270 Pre-Cal: Algebraic Reasoning\(^2\) (3)
- MAT 1370 PreCalc: Trig & Geom Reasoning\(^*\) (3)

### Science - 1 course
- BIO 2112 General Botany (5)
- BIO 1150 General Biology (5)
- PHS 1350 Intro to Chemistry I (5)

### Agriculture Emphasis
- AGR 1460 Equine Science & Management (3)
- AGR 1550 Livestock Production (3)
- AGR 1650 Ag Credit & Finance (3)
- AGR 1700 Farm Management (3)
- AGR 2520 Agricultural Genetics (3)
- HRT 2172 Crop Science (3)
- HRT 2092 Landscape Design (3)
- HRT 2210 Greenhouse Vegetable Management (3)
- HRT 1210 Intro to Turfgrass (3)
- HRT 1050 Herbaceous Landscape Plants (3)
- HRT 1092 Woody Plants (3)
- HRT 1330 Plants For Interior Design (3)
- HRT 2310 Golf Course Management (3)

**Dual Credit Only**
- AGR 1320 Intro to Ag Econ (3)
- HRT 1010 Intro to Horticulture (3)

**AgEd Majors Only**
- EDU 1100 Psychology of Adolescence\(^2\) (3)
- EDU 2040 Foundations of Education\(^2\) (3)
- EDU 2100 Teaching Professions with Field Exp.\(^{2,4}\) (3)
- EDU 2200 Technology for Teachers\(^2\) (3)

\(^*\) 9 hours must be in AGR/HRT courses.
Excludes AgEd major

\(^1\) Recommended course for transfer students.
\(^2\) Course has pre-requisite. See MAC Catalog.
\(^3\) Course does not transfer
\(^4\) Can substitute for Internship

### Gen Ed Cr. Hrs ........................................... 23
### Agriculture Major Cr. Hrs .................................. 30
### Agriculture Emphasis Area ................................ 12
### Total Cr. Hrs. ............................................. 64-65

**NOTE:** See graduation policies on back.

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### MINERAL AREA COLLEGE

#### ASSOCIATE OF APPLIED SCIENCE

(Agriculture (Major Code AG-AP) CIP 01.0101)

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<td>AGR 1220 Plant Science</td>
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### Communications: (1 written & 1 oral)

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### Human Development:

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### Mathematics:

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### Science:

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### AGR/HRT Emphasis Area\(^*\): (12)

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### Total Credit Hours 64-65

**GPA:**

**Advisor:**

---

**Back to Appendix Main**

*Revised Core 03-28-2018 clm
Effective Fall 2018*
Associate of Applied Science
Agriculture

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. Spring applicants must attend commencement exercises to receive a diploma or certificate.
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 cumulative 2.0 grade point average is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
### 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 course2
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- 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 General 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.

**NOTE:** See graduation policies on back.

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### MINERAL AREA COLLEGE

#### ASSOCIATE OF APPLIED SCIENCE Automotive Collision Technology

(Major Code: AS - AP) CIP 47.0603

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<td>Safety with Automotive Collision (CC)...........3</td>
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<tr>
<td>ACT 1130</td>
<td>Blueprinting for Auto Repair (CC)...............3</td>
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<tr>
<td>ACT 1210</td>
<td>Detailing, Buffing and Sanding (CC).............3</td>
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<td>ACT 1220</td>
<td>Non-Structural Damage Repair (CC)..............3</td>
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<td>ACT 1300</td>
<td>Refinish – Undercoats (CC)....................3</td>
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<td>ACT 1410</td>
<td>New Technology and Auto Materials (CC)...3</td>
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<td>Intro to Collision Repair II (CC).............3</td>
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**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)

**Human Development:** (1 course)

**History/Political Science:** (1 course)

**Mathematics:** (2 courses)

**Science:** (1 course)

**Computer Literacy:** (1 course)

**TSA0000 Technical Skills Assessment** .............0

**Total Credit Hours** 63-69

GPA: __________________

Advisor: ____________________________
Associate of Applied Science
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 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
## Associate of Applied Science - Automotive Technology

### 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 1200** - 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)

### Required Internship Courses:
- **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

**Total Credit Hours**: 63 -69

**GPA**: ________________

**Advisor**: ____________________

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**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Automotive Technology**

(Major Code: AO - AP) CIP 47.0604

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<td>AUT 1400</td>
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**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**: 63 -69

**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 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
Associate of Applied Science - Business Computer Programming

### Communications – 1 written & 1 oral
- ENG1330 English Composition I* (3) (written)
- ENG1440 Public Speaking* + (3) (oral)
- ENG1670 Interpersonal Communications I* (3) (oral)
- TEC1040 Technical Writing (3) (written)

### Human Development – 1 course
- PSY1130 General Psychology I* (3)
- PSY1160 Applied Psychology* (3)
- PSY250 Human Growth & Development* (3)
- SOC1130 General Sociology* (3)
- SOC1230 Social Problems* (3)
- SOC1540 Intro to Cultural Anthropology* (3)
- SOC1600 Ethnicity & Cultural Differences* (3)

### History/Political Science – 1 course
- 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
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Cal: Algebraic Reasoning (3)
- MAT1370 - Pre-Cal: 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
- BIO1100 Intro to Bio Science *(3)
- BIO1150 General Biology* (5)
- BIO1350 General Zoology* (5)
- BIO1430 Environmental Science* (3)
- BIO2112 General Botany* (5)
- PHS1130 Physical Science * (5)
- PHS1200 Introductory Astronomy * (3)
- PHS1230 Oceanography * (3)
- PHS1250 Introductory Chemistry * (5)
- PHS1350 General Chemistry I* (5)
- PHS1400 Earth Science* (5)
- PHS1420 College Physics I* (4)
- PHS2230 General Physics I * (4)
- PHS2420 Earth Science I* (3)
- PHS2430 Earth Science II* (3)
- TEC1070 Unified Technical Concepts I * (4)
- TEC1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
** Recommended course
< No longer offered-will count if previously completed.

#### Communications (1 written & 1 oral):
- ENG1330 English Composition I* (3) (written)
- ENG1440 Public Speaking* + (3) (oral)
- ENG1670 Interpersonal Communications I* (3) (oral)
- TEC1040 Technical Writing (3) (written)

#### Human Development:
- PSY1130 General Psychology I* (3)
- PSY1160 Applied Psychology* (3)
- PSY250 Human Growth & Development* (3)
- SOC1130 General Sociology* (3)
- SOC1230 Social Problems* (3)
- SOC1540 Intro to Cultural Anthropology* (3)
- SOC1600 Ethnicity & Cultural Differences* (3)

#### History/Political Science:
- 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:
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Cal: Algebraic Reasoning (3)
- MAT1370 - Pre-Cal: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

#### Science:
- BIO1100 Intro to Bio Science *(3)
- BIO1150 General Biology* (5)
- BIO1350 General Zoology* (5)
- BIO1430 Environmental Science* (3)
- BIO2112 General Botany* (5)
- PHS1130 Physical Science * (5)
- PHS1200 Introductory Astronomy * (3)
- PHS1230 Oceanography * (3)
- PHS1250 Introductory Chemistry * (5)
- PHS1350 General Chemistry I* (5)
- PHS1400 Earth Science* (5)
- PHS1420 College Physics I* (4)
- PHS2230 General Physics I * (4)
- PHS2420 Earth Science I* (3)
- PHS2430 Earth Science II* (3)
- TEC1070 Unified Technical Concepts I * (4)
- TEC1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
** Recommended course
< No longer offered-will count if previously completed.

#### Communications (1 written & 1 oral):
- ENG1330 English Composition I* (3) (written)
- ENG1440 Public Speaking* + (3) (oral)
- ENG1670 Interpersonal Communications I* (3) (oral)
- TEC1040 Technical Writing (3) (written)

#### Human Development:
- PSY1130 General Psychology I* (3)
- PSY1160 Applied Psychology* (3)
- PSY250 Human Growth & Development* (3)
- SOC1130 General Sociology* (3)
- SOC1230 Social Problems* (3)
- SOC1540 Intro to Cultural Anthropology* (3)
- SOC1600 Ethnicity & Cultural Differences* (3)

#### History/Political Science:
- 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:
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Cal: Algebraic Reasoning (3)
- MAT1370 - Pre-Cal: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

#### Science:
- BIO1100 Intro to Bio Science *(3)
- BIO1150 General Biology* (5)
- BIO1350 General Zoology* (5)
- BIO1430 Environmental Science* (3)
- BIO2112 General Botany* (5)
- PHS1130 Physical Science * (5)
- PHS1200 Introductory Astronomy *(3)
- PHS1230 Oceanography *(3)
- PHS1250 Introductory Chemistry * (5)
- PHS1350 General Chemistry I * (5)
- PHS1400 Earth Science* (5)
- PHS1420 College Physics I * (4)
- PHS2230 General Physics I * (4)
- PHS2420 Earth Science I* (3)
- PHS2430 Earth Science II* (3)
- TEC1070 Unified Technical Concepts I * (4)
- TEC1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
** Recommended course
< No longer offered-will count if previously completed.

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<td>CIS1870 Internetworking I</td>
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<td>CIS2080 Fundamentals of Linux*</td>
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<td>CIS2100 Micro Database Management</td>
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Communications (1 written & 1 oral):

Human Development:

History/Political Science:

Mathematics:

Science:

Recommended course

Recommended course

No longer offered-will count if previously completed.

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Total Credit Hours 61-65

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 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 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
# Associate of Applied Science - Business Management

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**  
**Business Management**  
(Major Code: MG - AP) CIP 52.0101

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**Management Elective – 1 course**  
CIS 1650 Accounting on Microcomputer * (3)  
MGT1300 Organization Analysis/MGT (3)  
MGT 1320 Entrepreneurship (3)  
MGT 1840 Finance * (3)  
MGT 2030 Advertising and Sales Promotion (3)  
MGT 2062 Managerial Accounting * (3)  
MGT 2084 Cost Accounting (3)  
MGT 2540 Principles of Banking (3)  
MGT 2610 Marketing Research * (3)  
MGT 2650 Small Business Mgt (3)  
MGT 2900 E-Commerce * (3)  
OST 2300 Business Communications II * (3)

**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 Ethnicity & 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 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 1350 General Zoology (5)  
BIO 1430 Environmental Science (3)  
BIO 2112 General Botany (5)  
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)

**General Education Requirements**  
Gen Ed Cr. Hrs..................................18-22  
Major Cr. Hrs.....................................53  
Total Cr. Hrs....................................63-65

**Communications (1 written & 1 oral):**  
ENG 1330 English Composition I * .................3

**Human Development:**  
HIS 1230 American History I .....................3

**History/Political Science:**  
HIS 1230 American History I .....................3

**Mathematics:**  
MGT 1800 Business Math..........................3

**Science:**  
PHS 1130 Physical Science ......................3-5

**TSA0000 Technical Skills Assessment** ........0

**Total Credit Hours** 63-65

**GPA:__________________ Advisor:__________________**

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**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Business Management
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 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
## Associate of Applied Science - Business Management - Accounting

### Communications – 1 written & 1 oral
- **ENGL3300** English Composition I*+ (3) (written)
- **ENGL4400** Public Speaking* (3)
- **ENGL6700** Interpersonal Communications I* (3) (oral)

### Human Development – 1 course
- **PSY1100** General Psychology 1*+ (3)
- **PSY1160** Applied Psychology (3)
- **PSY1250** Human Growth & Development* (3)
- **SOC1130** General Sociology* (3)
- **SOC1230** Social Problems* (3)
- **SOC1540** Intro to Cultural Anthropology* (3)
- **SOC1600** Ethnicity & Cultural Differences* (3)

### History/Political Science – 1 course
- **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)

### Science – 1 course
- **BIO1100** Intro to Bio Science* (3)
- **BIO1150** General Biology* (5)
- **BIO1330** Local Flora* (3)
- **BIO1350** General Zoology* (5)
- **BIO1430** Environmental Science* (3)
- **BIO2112** General Botany* (5)
- **PHS1130** Physical Science* (5)
- **PHS1200** Introductory Astronomy* (3)
- **PHS1230** Oceanography* (3)
- **PHS1250** Introductory Chemistry* (5)
- **PHS1350** General Chemistry I* (5)
- **PHS1420** College Physics I* (4)
- **PHS2230** General Physics I* (4)
- **PHS2400** Earth Science* (5)
- **PHS2420** Earth Science I* (3)
- **PHS2430** Earth Science II* (3)
- **TEC1070** Unified Technical Concepts I* (4)
- **TEC1080** Unified Technical Concepts II* (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered—will count if previously completed.
√ Offered thru CMU at MAC.

### Gen Ed Cr. Hrs. 18-22
- Major Cr. Hrs. 53
- Total Cr. Hrs. 63-65

### Total Credit Hours 63-65

### GPA: ___________  Advisor: ___________

### NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Business Management – Accounting
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 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
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Business Management – Microcomputers
(Major Code: MM - AP) CIP 52.0101

Sem/Yr  Grade  Communications – 1 written & 1 oral

CIS1030 Information Technology for Business .......... 3
CIS1620 A+ Computer Repair .................................. 3
CIS1670 Fundamentals of Networking .............. 3
CIS1730 Office Applications ................................ 2
CIS1930 Computer Ethics ..................................... 3
CIS2200 Micro Spreadsheet Applications ............. 3
CIS2400 Web Page Development ......................... 3
MGT1160 Customer Relations ......................... 3
MGT1590 Personal Finance* ................................ 3
MGT1710 Human Resource Management .......... 3
MGT2200 Business Internship* ......................... 3
MGT2660 Supervisor/Mid-Mgt* ......................... 3
MGST2980 Capstone – Business Management* ...... 3
OST1400 Business Communications I ................ 3
OST1500 Applied Accounting I .......................... 3
OST1520 Applied accounting II* ....................... 3
OST2200 Intro to Business* ............................... 3

Communications (1 written & 1 oral):

ENG1330 English Composition I *.......................... 3

Human Development:

History/Political Science:

Science:

MGT1800 Business Math......................................... 3

Mathematics:

............................................................ 3-5

TSA0000 Technical Skills Assessment .............. 0

Total Credit Hours 66-68

GPA:__________________  Advisor:__________________________

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Business Management – Microcomputers

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 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
## Associate of Applied Science - Child Development

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**  
Child Development  
(Major Code: CD-AP) CIP19.0708

### Program – 2 courses

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<td>Working with School Age Children</td>
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<td>ECE 1220</td>
<td>Home Visits</td>
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<td>ECE 1060</td>
<td>CDA Credential Prep</td>
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<td>MFL 1370</td>
<td>Elementary Spanish I</td>
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<td>MFL 1700</td>
<td>American Sign Language I</td>
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<td>SOC 1600</td>
<td>Ethnicity and Cultural Differences in America</td>
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<td>Pediatric First Aid</td>
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### Communications – 2 courses

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### Human Development – 2 courses

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<td>Human Growth &amp; Development</td>
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### History/Political Science – 1 course

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<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications</td>
<td>3</td>
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<tr>
<td>CIS 2100</td>
<td>Micro Database Management</td>
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<tr>
<td>CIS 2200</td>
<td>Micro Spreadsheets</td>
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### Total Credit Hours: 64-65

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 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
## ASSOCIATE OF APPLIED SCIENCE

**Computer Networking**  
(Major Code: CN - AP) CIP 11.0901

<table>
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<td>CIS 1610</td>
<td>IT Fundamentals</td>
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<td>CIS 1620</td>
<td>A+ Computer Repair</td>
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<td></td>
<td>CIS 1670</td>
<td>Fundamentals of Networking</td>
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<td>CIS 1680</td>
<td>Fundamentals of Net Security</td>
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<td>CIS 1840</td>
<td>Microsoft Networking Admin</td>
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<td>CIS 1870</td>
<td>Internetworking I</td>
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<td>Internetworking II</td>
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<td>CIS 2080</td>
<td>Fundamentals of Linux*</td>
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<td>CIS 2670</td>
<td>Internetworking III</td>
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<td>CIS 2680</td>
<td>Management of Info Security*</td>
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<td>CIS 2690</td>
<td>Internetworking IV</td>
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<td>CIS 2980</td>
<td>Capstone – Computer Networking*</td>
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<td>CSC 1100</td>
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**Program Elective**

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**Communications (1 written & 1 oral):**  

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**Human Development**

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**History/Political Science**

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**Mathematics:**

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**Science**

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**TSA0000 Technical Skills Assessment**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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**Total Credit Hours**  
61-65

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### Program Elective – 1 courses

- OST 1400 Business Communications I (3)
- OST 2200 Introduction to Business * (3)
- OST 2300 Business Communications II* (3)
- Any BUS, CIS, CSC, EEE, MGT or TEC course

### Communications – 2 courses

- ENG 1330 English Composition I ++ (3) (written)
- TEC 1040 Technical Writing * (3) (oral)
- 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 1130 American National Government * < (3)
- POS 1140 American State and Local Government * < (3)
- POS 1180 American Political Systems * + (3)

### Mathematics – 1 course

- MAT 1180 Fundamentals of Algebra * (5)
- MAT 1270 PreCalc: Algebraic Reasoning* (3)
- MAT 1240 Quantitative Reasoning* (3)
- MAT 1260 Elementary Statistics* (3)
- MAT 1370 PreCalc: 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)
- TEC 1900 Technical Mathematics I* (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 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)

* Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered—will count if previously completed.

---

**GPA:** __________  
**Advisor:** __________

**NOTE:** See graduation policies on back.
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 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
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

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)
___________________________________________________________________________3
___________________________________________________________________________3

Human Development: (1 course)
______________________________________________________________________________3

History/Psychological Science: (1 course)
______________________________________________________________________________3

Mathematics: (2 courses)
______________________________________________________________________________3-5
______________________________________________________________________________3-5

Science: (1 course)
______________________________________________________________________________3-5

Computer Literacy: (1 course)
______________________________________________________________________________2-3

Total Credit Hours 63 - 69

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 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
MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration
(Major Code: CM-AP) CIP 43.0107
(On-Line Program Major Code: OZ-AP)

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<th>Course Description</th>
<th>Grade</th>
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<tr>
<td>CRJ1100</td>
<td>Intro to Criminal Justice</td>
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<tr>
<td>CRJ1400</td>
<td>Criminal Law</td>
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<td>CRJ1500</td>
<td>Criminal Evidence</td>
<td>3</td>
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<tr>
<td>CRJ1520</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CRJ1600</td>
<td>Juvenile Justice System</td>
<td>3</td>
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<tr>
<td>CRJ1800</td>
<td>Intro to Corrections</td>
<td>3</td>
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<tr>
<td>CRJ2300</td>
<td>Criminal Justice Career Prep OR</td>
<td>1</td>
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<tr>
<td>PAW1060</td>
<td>Prep for Employment</td>
<td>3</td>
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<tr>
<td>CRJ2320</td>
<td>Administration of Correctional Services</td>
<td>3</td>
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<td>CRJ2340</td>
<td>Concepts of Community Corrections</td>
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<td>CRJ2380</td>
<td>Probation and Parole in America</td>
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<td>Program</td>
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<td>Program</td>
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</table>

Communications:

Human Development:

History/Political Science:

Math:

Science:

Computer Literacy:

TSA0000 Technical Skills Assessment      0

Total Credit Hours  60-61

NOTE: See graduation policies on back.

GPA: _______________________________________________

ADVISOR: ___________________________________________
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional 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 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
### 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 – 2 courses
- 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 Algebra 2 *(5)*
- MAT 1205 Applications of College Math 2 *(3)*
- MAT 1240 Quantitative Reasoning 2 *(3)*
- MAT 1260 Elementary Statistics 2 *(3)*
- MAT 1270 Pre-Calc: Algebraic Reasoning 2 *(3)*
- MAT 1370 Pre-Calc: Trig & Geo 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 not count if completed previously.

Gen Ed Cr. Hrs ........................................ 24-28
Major Cr. Hrs ........................................ 40
Total Cr. Hrs ........................................... 63-64

---

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

Criminal Justice – Judicial Administration

(Major Code: JA-AP) CIP 43.0107

(On-Line Program Major Code: OU-AP)

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<td>CRJ1100 Intro to Criminal Justice ..................</td>
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<td>CRJ1170 Intro to Courts ................................</td>
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<td>CRJ1400 Criminal Law ................................</td>
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<td>CRJ1440 Criminal Court Processes &amp; Issues * ...</td>
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<td>CRJ1500 Criminal Evidence ................................</td>
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<td>CRJ1540 Criminal Procedures ................................</td>
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<td>MGT1710 Human Resource Mgt ..........................</td>
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<td>MGT2660 Supervision: Mid-Mgt ..........................</td>
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Communications:

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Human Development:

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History/Political Science:

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Math:

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Science:

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Computer Literacy:

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<td>TSA0000 Technical Skills Assessment ..........</td>
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**Total Credit Hours** 63-64

GPA: __________________

Advisor: ____________________

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NOTE: See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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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
Program – 2 courses
Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC
HLT1750 Emergency Medical Technician * (12)
HLT2350 Medical Terminology/Intro Pathology (3)

Communications – 2 courses
ENG1330 English Composition I +* (3) (written)
ENG1340 English Composition II + (3) (written)
ENG1440 Public Speaking (3) (oral)
ENG1670 Interpersonal Communications I (3) (oral)
CRJ2000 Criminal Justice Report Writing (3) (written)

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 course
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
MGT1800 Business Math (3)
TEC 1900 Technical Math I (3)
TEC 1910 Technical Math II (3)
MAT 1180 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 PreCalc: 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 offer will count if previously completed.
# LEA Students only

Gen Ed Cr. Hrs........................................... 20-21
Major Cr. Hrs...........................................40
Total Cr. Hrs........................................... 60-61

NOTE: See graduation policies on back.
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 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
**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

*Digital Media Technology*

**(Major Code: DM - AP) CIP 10.0202**

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<td>RTV 1020 Field Production I (CC)</td>
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<td>RTV 1040 Studio Production I (CC)</td>
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<td></td>
<td>RTV 1060 Scripting/Storyboarding (CC)</td>
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<td></td>
<td>RTV 1080 Audio Systems (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 1140 Directing (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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<td>RTV 2040 Post Production II * (CC)</td>
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<td>PAW 1060 Preparation for Employment (CC)</td>
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**Total Credit Hours 63 - 69**

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<tr>
<td>RTV 2120 Radio/TV Broadcasting Production Tech Internship II *</td>
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**Communications: (2 courses – 1 written & 1 oral)**

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**Human Development: (1 course)**

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<th>Course</th>
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**History/Political Science: (1 course)**

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<th>Course</th>
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**Mathematics: (2 courses)**

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**Science: (1 course)**

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<tr>
<th>Course</th>
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**Computer Literacy: (1 course)**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>TSA0000 Technical Skills Assessment</td>
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</table>

**Computer Literacy – 1 course**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 1050 Introduction to Computers</td>
</tr>
<tr>
<td>CIS 1730 Computer Applications</td>
</tr>
<tr>
<td>CIS 1750 Microcomputer Applications</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.

No longer offered.

(CC) These courses are available through participating Area Career Centers.

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 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.
6. No more than 50% of the course work for this degree may be completed on line.

________________________
Signature Required
Acknowledgement of Graduation Policies

________________________
Date
### MINERAL AREA COLLEGE

**ASSOCIATE OF APPLIED SCIENCE**

**Electrical Technology**  
*(Major Code: EW - AP) CIP 46.0302*

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>ETT 1030</td>
<td>Intro to Elec Tech, Materials &amp; Supplies (CC)</td>
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<tr>
<td></td>
<td>ETT 1200</td>
<td>Residential Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ETT 1300</td>
<td>Commercial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ETT 1400</td>
<td>Industrial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ETT 1420</td>
<td>Electrical Construction (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EEE 1550</td>
<td>Electrical Systems (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EEE 1580</td>
<td>Practical Electronics I (CC)</td>
<td>3</td>
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<tr>
<td></td>
<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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<tr>
<td></td>
<td>TEC 1780</td>
<td>Blueprint Reading (CC)</td>
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<td></td>
<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)

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**Human Development:** (1 course)

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**History/Political Science:** (1 course)

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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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</table>

**TSA0000 Technical Skills Assessment**

|         |            |            | 0 |

**Total Credit Hours** | 60-67 | 63 - 69

---

**NOTES:**

- 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.

**GPA:** _________________

**Advisor:** ________________________________

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**Communication – 2 courses**

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<thead>
<tr>
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<tr>
<td>ENG 1330</td>
<td>English Composition I +</td>
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</tr>
<tr>
<td>ENG 1440</td>
<td>Public Speaking +</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1670</td>
<td>Interpersonal Communications I</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1040</td>
<td>Technical Writing +</td>
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**Human Development – 1 course**

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<tr>
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<th>Credits</th>
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<tbody>
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<td>PSY 1130</td>
<td>General Psychology I</td>
<td>3</td>
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<tr>
<td>PSY 1160</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1250</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1130</td>
<td>General Sociology</td>
<td>3</td>
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<tr>
<td>SOC 1230</td>
<td>Social Problems</td>
<td>3</td>
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<tr>
<td>TEC 1540</td>
<td>Introduction to Cultural Anthropology</td>
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<tr>
<td>TEC 1600</td>
<td>Ethnicity and Cultural Differences In America</td>
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</table>

**History/Political Science – 1 course**

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<th>Description</th>
<th>Credits</th>
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<tr>
<td>HIS 1230</td>
<td>American History I</td>
<td>3</td>
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<tr>
<td>HIS 1240</td>
<td>American History II</td>
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<tr>
<td>POS 1130</td>
<td>American National Government &lt;</td>
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<tr>
<td>POS 1140</td>
<td>American State and Local Government &lt;</td>
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</tr>
<tr>
<td>POS 1180</td>
<td>American Political Systems +</td>
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**Mathematics – 2 courses**

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<td>TEC 1900</td>
<td>Technical Math I</td>
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<tr>
<td>TEC 1910</td>
<td>Technical Math II</td>
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<tr>
<td>MAT 1180</td>
<td>Fundamentals of Algebra</td>
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<td>MAT 1205</td>
<td>Applications of College Math *</td>
<td>3</td>
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<td>MAT 1240</td>
<td>Quantitative Reasoning</td>
<td>3</td>
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<tr>
<td>MAT 1260</td>
<td>Elementary Statistics</td>
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<td>MAT 1270</td>
<td>Pre-Cal: Algebraic Reasoning</td>
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<tr>
<td>MAT 1370</td>
<td>Pre-Cal: Trig &amp; Geom Reasoning</td>
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<tr>
<td>MAT 1600</td>
<td>Calculus for Business/Soc Sciences</td>
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<tr>
<td>MAT 1650</td>
<td>Analytical Geometry &amp; Calculus I</td>
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<tr>
<td>MAT 2150</td>
<td>Analytical Geometry &amp; Calculus II</td>
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**Science – 1 course**

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<td>BIO 1150</td>
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<td>General Botany</td>
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<td>BIO 1250</td>
<td>General Zoology</td>
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<td>BIO 1430</td>
<td>Environmental Science</td>
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<td>PHS 1130</td>
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<tr>
<td>PHS 1200</td>
<td>Introductory Astronomy</td>
<td>3</td>
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<tr>
<td>PHS 1230</td>
<td>Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHS 1250</td>
<td>Introductory Chemistry *</td>
<td>5</td>
</tr>
<tr>
<td>PHS 1350</td>
<td>General Chemistry I *</td>
<td>5</td>
</tr>
<tr>
<td>PHS 1420</td>
<td>College Physics I *</td>
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<tr>
<td>PHS 2230</td>
<td>General Physics I *</td>
<td>4</td>
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<tr>
<td>PHS 2400</td>
<td>Earth Science</td>
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<td>PHS 2420</td>
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<tr>
<td>PHS 2430</td>
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<tr>
<td>TEC 1070</td>
<td>Unified Technical Concepts I *</td>
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<tr>
<td>TEC 1080</td>
<td>Unified Technical Concepts II *</td>
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</table>

**Computer Literacy – 1 course**

<table>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 1730</td>
<td>Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

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**NOTE:** See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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_________________________________________  
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)
MAT1205 - Applications of College Math* (3)
MAT1240 - Quantitative Reasoning* (3)
MAT1280 - Elementary Statistics* (3)
MAT1370 - Pre-Calc: Algebraic Reasoning* (3)
MAT1600 - Calculus for Business/Soc Sciences* (3)
MAT1650 - Analytical Geometry & Calculus I  (5)

Physical Science – 1 course
TEC1070  Unified Technical Concepts I  ^  (4)
Or any PHS course

^ Recommended for students not planning to transfer.
* Recommended for transfer students.
+ Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs........................................16-24
Major Cr. Hrs. ........................................44
Total Cr. Hrs. ........................................60-68

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
(Major Code: AL AP) CIP15.0303

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<th>Grade</th>
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</table>

Communications: (1 Course)

|        |                      |       |

Computer Literacy: (1 Course)

|        |                      |       |

History/Political Science: (1 Course)

|        |                      |       |

Mathematics: (2 Courses)

|        |                      |       |
|        |                      |       |

Physical Science: (1 Course)

|        |                      |       |

Total Credit Hours 60-68

GPA: ___________
Advisor: ____________________________

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology

GRADUATION POLICIES: (Diplomas and Certificates)

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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 on line.

_________________________________________
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)

### Mathematics – 2 courses
- TEC1900 Technical Mathematics I ^ (3)
- TEC1910 Technical Mathematics II * ^ (3)
- MAT1180 Fundamentals of Algebra* (3)
- 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)

### Physical Science – 1 course
- TEC1070 Unified Technical Concepts I ^+ (4)
  OR any PHS Course

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs .......................... 16-24
Major Cr. Hrs. .......................... 44
Total Cr. Hrs. .......................... 60-68

---

### MINERAL AREA COLLEGE

**ASSOCIATE OF APPLIED SCIENCE**

**Engineering Technology - Design Drafting**

(Major Code: DB-AP) CIP15.0101

<table>
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<td>PAW1060</td>
<td>Prep for Employment</td>
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<td>TEC1040</td>
<td>Technical Writing** OR</td>
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<tr>
<td></td>
<td>ENG1330</td>
<td>English Composition I*+</td>
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<td></td>
<td>MAT1300</td>
<td>Computer Aided Design/Drafting</td>
<td>3</td>
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<td></td>
<td>MAT1320</td>
<td>Advanced CADD*</td>
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<td>TEC1340</td>
<td>CAD/D Special Application Programs*</td>
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<td>TEC1530</td>
<td>3-D Modeling *</td>
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<td>TEC1580</td>
<td>Quality Control &amp; Testing</td>
<td>3</td>
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<tr>
<td></td>
<td>TEC1610</td>
<td>Introduction to Engineering Design</td>
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<td></td>
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<td>Principles of Engineering</td>
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<td>Computer Integrated Mfg.</td>
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<td>Problem Analysis</td>
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<td>TEC1920</td>
<td>Teamwork/Workplace Communication</td>
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<td></td>
<td>TEC1930</td>
<td>General Industry Safety OR</td>
<td></td>
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<td></td>
<td>TEC1931</td>
<td>Construction Safety</td>
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<td>TEC2050</td>
<td>Engineering Design &amp; Development*</td>
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### Communications: (1 Courses)

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### Computer Literacy: (1 Course)

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<th>Course Title</th>
<th>Credit Hours</th>
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### History/Political Science: (1 Course)

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### Mathematics: (2 Courses)

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### Physical Science: 1 Course

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Total Credit Hours 60-68

GPA: _________________________

**NOTE:** See graduation policies on back.

Advisor: ____________________________
ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design and Drafting

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 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
# Associate of Applied Science - Engineering Technology Manufacturing

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**
Engineering Technology - Manufacturing  
(Major Code: EG AP) CIP15.0101

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<td>MFG1060 Mfg. Equipment &amp; Operations</td>
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<td>TEC1040 Technical Writing* OR ENG1330 English Composition I +</td>
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<td>TEC1300 Computer Aided Design/Drafting</td>
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<td>TEC1350 Introduction to Robotics</td>
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<td>TEC1560 Mfg. Process &amp; Estimating</td>
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<td>TEC1580 Quality Control &amp; Testing</td>
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<td>TEC1630 Principles of Engineering*</td>
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<td>TEC2030 Basic Fluid Power</td>
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<td>TEC2050 Engineering Design &amp; Devel.*</td>
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**Communications: (1 Course)**

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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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**Physical Science: (1 Course)**

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**Total Credit Hours**

| 60-68 |

**GPA:**

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**NOTE:** See graduation policies on back.

**Advisor:**

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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.
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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
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

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Graphic Arts/Printing Technology**

(Major Code: GR - AP) CIP 10.0305

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<td>GRA 1160</td>
<td>Graphic Design I (CC)</td>
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<td>Creative Suite I (CC)</td>
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<td>Creative Suite II (CC)</td>
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<td>GRA 1310</td>
<td>Digital Photography &amp; Studio (CC)</td>
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<td>GRA 1320</td>
<td>Image Assembly (CC)</td>
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<td>GRA 1350</td>
<td>Digital Platemaking (CC)</td>
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<td>Screen Printing (CC)</td>
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<td>Screen Printing II (CC)</td>
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<td>GRA 1500</td>
<td>Bindery and Finishing (CC)</td>
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**Optional Elective @ AVCTC & CapeCTC**

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<td>GRA 1510</td>
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**Required Internship Courses:**

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<td>GRA 1600</td>
<td>Graphic Arts/Print Tech Internship I</td>
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<tr>
<td>GRA 1620</td>
<td>Graphic Arts/Print Tech Internship II</td>
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**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)**

**Computer Literacy – 1 course**

<table>
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<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>
</tr>
<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications * (3)</td>
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</table>

+ 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:** __________________________

**Advisor:** ____________________________________________

---

**Total Credit Hours** 63 - 72
GRADUATION POLICIES: (Diplomas and Certificates)

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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
Associate of Applied Science - Heating, Air Conditioning, and Refrigeration Technology

**Effective Fall 2018**

**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 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 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.

< No longer offered.

(CC) These courses are available through participating Area Career Centers.

---

### Required Internship Courses:
- **AHR 1000** Safety for Heat/AC Prof. (CC) .......... 3
- **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

### 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:**

- **AHR 1700** H, A/C, R Tech Internship I .......... 3
- **AHR 1720** H, A/C, R 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)

- __________

---

**GPA:** __________

**Advisor:** __________

**Total Credit Hours:** 63 - 69

---

**NOTE:** See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Industrial Maintenance**

(Major Code: IM AP) CIP470303

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|        |       | Computer Literacy: (1 course) ........ 1-3 |

|        |       | Mathematics: (2 Courses) ........ 3-5 |

|        |       | Physical Science: (1 Course) ........ 3-5 |

|        |       | TSA0000 Technical Skills Assessment ........ 0 |

**Total Credits Hours** 60-68

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**NOTE:** See graduation policies on back.

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GPA: ______________________

Advisor: ______________________
ASSOCIATE OF APPLIED SCIENCE
Industrial Maintenance
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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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 1220 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 1400 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)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Cal: Algebraic Reasoning (3)
- MAT1300 - Pre-Cal: Trig & Geom Reasoning (3)
- MAT1500 - Calculus for Business/Soc Sciences (3)
- MAT2150 - 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 * (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.

---

### ASSOCIATE OF APPLIED SCIENCE

**Machine Tool Technology**

(Major Code: MO- AP) CIP 48.0501

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**Required Technical Courses:**

- TEC 1100 Technical Internship* ....................... 3
- TEC 1300 Computer Aided Design/Drafting .......... 3
- TEC 1530 Three-Dimensional Modeling-CAD/D * .3 .... 3
- TEC 1770 Computer Numerical Control * .......... 3
- TEC 1790 Basic Numerical Control Program .......... 3
- TEC 1800 Adv Computer Numerical Control * .. 3
- TEC 1810 Numerical Control Plan/Tooling *......... 2

**Communications:** (2 courses – 1 written & 1 oral)

- MAT1600 Fundamentals of Algebra (5) | 3
- MAT1270 Pre-Cal: Algebraic Reasoning (3) | 3

**Human Development:** (1 course)

- PSY 1130 General Psychology I + (3) | 3

**History/Political Science:** (1 course)

- HIS 1230 American History I+ (3) | 3

**Mathematics:** (2 courses)

- MAT1180 Fundamentals of Algebra (5) | 3-5
- MAT1260 Elementary Statistics (3) | 3-5

**Science:** (1 course)

- PHS 1200 Introductory Astronomy (3) | 3-5

**Computer Literacy:** (1 course)

- TSA0000 Technical Skills Assessment .......... 0

**Total Credit Hours**

68-74

---

**NOTE:** See graduation policies on back.

GPA: _________

Advisor: ____________________________

---

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Machine Tool Technology**

(Major Code: MO- AP) CIP 48.0501

---

**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 1220 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 1400 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)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Cal: Algebraic Reasoning (3)
- MAT1300 - Pre-Cal: Trig & Geom Reasoning (3)
- MAT1500 - 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 * (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.
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
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*+ (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 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 1250 General Botany* (5)
BIO 1330 Local Flora* (3)
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)
+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs ............................................ 18-22
Major Cr. Hrs............................................. 53
Total Cr. Hrs.............................................. 63-65

NOTE: See graduation policies on back.

<table>
<thead>
<tr>
<th>MINERAL AREA COLLEGE</th>
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<tbody>
<tr>
<td>ASSOCIATE OF APPLIED SCIENCE</td>
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<tr>
<td>Office Systems Technology - Administrative Assistant</td>
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<tr>
<td>(Major Code: OA - AP) CIP 52.0401</td>
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<td>CIS 1650 Accounting on Microcomputers* .......... 3</td>
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<td>CIS 2200 Micro Spreadsheet Applications .......... 3</td>
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<td>OST 1100 Filing Systems/Records Mgt. ............. 2</td>
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<td>OST 2200 Intro to Business* ........................ 3</td>
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<td>OST 2400 Business Internship* ..................... 3</td>
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<td>OST 2980 Capstone – Office Sys. Technology* ...... 1</td>
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Communications: (1 written and 1 oral)
ENG 1330 English Composition I* ...................... 3

Human Development:

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Mathematics:

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Total Credit Hours 63-65

GPA:_________________________ Advisor:__________________________
ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant

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 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
Communications – 1 written & 1 oral
ENG1330 English Composition I *+ (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)
SOC1540 Intro to Cultural Anthropology* (3)
SOC1600 Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
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)

Gen Ed Cr. Hrs........................................... 21-23
Major Cr. Hrs.......................................... 50
Total Cr. Hrs.......................................... 66

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding

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 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
Mineral Area College
Associate of Applied Science
PARAMEDIC TECHNOLOGY
(Major Code: PD - AP) CIP 51.0904

Student Name: ___________________________________________  ID#: ___________________

### Program Pre-Requisites

Must hold EMT Certification: # ____________________________

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<th>Course Title</th>
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<td>HLT2350</td>
<td>Medical Terminology</td>
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<tr>
<td>PAR2100</td>
<td>Paramedic Anatomy &amp; Physiology</td>
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#### Semester 1

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<td>PAR2082</td>
<td>Pharmacology for Paramedics</td>
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<td>PAR2152</td>
<td>Paramedic Laboratory I</td>
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<td>PAR2200</td>
<td>Paramedic Clinical I</td>
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<td>PAR2400</td>
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Total Sem Cr Hrs. ............... 18

#### Semester 2

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<td>PAR2042</td>
<td>Principles of Paramedic Tech III</td>
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<td>PAR2172</td>
<td>Paramedic Laboratory II</td>
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Total Sem Cr Hrs. ............... 18

#### Semester 3

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<td>Principles of Paramedic Tech IV</td>
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<td>PAR2350</td>
<td>Paramedic Laboratory III</td>
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<td>PAR2260</td>
<td>Paramedic Clinical III</td>
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<td>PAR2440</td>
<td>Paramedic Field Exp. III</td>
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Total Sem Cr Hrs. ............... 8

#### Semester 4

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<td>Principles of Paramedic Tech IV</td>
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<td>PAR2372</td>
<td>Paramedic Intern. Capstone</td>
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<td>TSA0000</td>
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Total Sem Cr Hrs. ............... 9

### Required General Education Courses

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<tr>
<td>ENG1330</td>
<td>English Composition I*</td>
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<td>ENG1340</td>
<td>English Composition II*</td>
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<td>MAT1205</td>
<td>Applications of Coll. Math*</td>
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<td>PHS1250</td>
<td>Introductory Chemistry*</td>
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<td>BIO2600</td>
<td>Human Anatomy*</td>
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<td>BIO2620</td>
<td>Human Physiology*+</td>
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<tr>
<td>BIO2720</td>
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<td>BIO2722</td>
<td>Microbiology Lab*+</td>
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<td>POS1180</td>
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<tr>
<td>HIS1230</td>
<td>American History I</td>
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<td>PSY1130</td>
<td>General Psychology</td>
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Total Gen Ed Cr Hrs. .................. 34

Paramedic Tech Core Cr Hrs. ........ 53

TOTAL AAS CR HRS ...................... 87

* 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.
ASSOCIATE OF APPLIED SCIENCE
Paramedic Technology
Page -2

GPA: _______________

NREMT Registration completed: 
________/________/______________

______________________________________________________________________________
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. Applicant must make NREMT account.

______________________________________________________________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________________________________________________________
Date
### Associate of Applied Science - Physical Therapist Assistant

**MINERAL AREA COLLEGE**  
ASSOCIATE OF APPLIED SCIENCE  
Physical Therapist Assistant  
(Major Code: PT-AP) CIP 51.0806

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<tr>
<td>______</td>
<td>PTA 1000</td>
<td>Anatomy and Physiology for PTA* (CC)</td>
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<td>PTA 1002</td>
<td>Introduction to PTA (CC)</td>
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<td>PTA 1062</td>
<td>Basic Patient Care &amp; Lab* (CC)</td>
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<td>PTA 1080</td>
<td>Physical Agents and Modalities &amp; Lab* (CC)</td>
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<td>PTA 1100</td>
<td>Clinical Practice I* (CC)</td>
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<td>PTA 2210</td>
<td>Health and Disease * (CC)</td>
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<td>PTA 2260</td>
<td>Trends and Issues in Phys. Ther.* (CC)</td>
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19 Cr. Hrs.

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17 Cr. Hrs.

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<td>PTA 2400</td>
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14 Cr. Hrs.

**Total Credit Hours**  74 – 78

**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 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

---

# GPA:

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**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 cumulative 2.0 grade point average is required for graduation.

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

7. No more than 50% of total hours required for this degree may be completed on line.

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
### Associate of Applied Science - Skilled Trades Technology

#### 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)
- 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 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

(Blend) These courses are available through participating Area Career Centers.

#### NOTE: See graduation policies on back

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### 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

<table>
<thead>
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<th>Credit Hours</th>
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<td>Technical Math I</td>
<td>3</td>
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<td>MAT1180</td>
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<tr>
<td>MAT1205</td>
<td>Applications of College Math</td>
<td>3</td>
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<tr>
<td>MAT1240</td>
<td>Quantitative Reasoning</td>
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<tr>
<td>MAT1260</td>
<td>Elementary Statistics</td>
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<td>MAT1270</td>
<td>Pre-Calc: Algebraic Reasoning</td>
<td>3</td>
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<tr>
<td>MAT1370</td>
<td>Pre-Calc: Trig &amp; Geom Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MAT1600</td>
<td>Calculus for Business/Soc Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MAT1650</td>
<td>Analytical Geometry &amp; Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAT2150</td>
<td>Analytical Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 1100</td>
<td>Introduction to Biological Science</td>
<td>3</td>
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<tr>
<td>BIO 1150</td>
<td>General Biology</td>
<td>5</td>
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<tr>
<td>BIO 1250</td>
<td>General Botany</td>
<td>5</td>
</tr>
<tr>
<td>BIO 1350</td>
<td>General Zoology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 1430</td>
<td>Environmental Science</td>
<td>3</td>
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<tr>
<td>PHS 1130</td>
<td>Physical Science</td>
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<tr>
<td>PHS 1200</td>
<td>Introductory Astronomy</td>
<td>3</td>
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<td>PHS 1230</td>
<td>Oceanography</td>
<td>3</td>
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<tr>
<td>PHS 1250</td>
<td>Introductory Chemistry</td>
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<td>PHS 1350</td>
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<td>PHS 2430</td>
<td>Earth Science II</td>
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<td>TEC 1070</td>
<td>Unified Technical Concepts I</td>
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<td>TEC 1080</td>
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<tr>
<td>CIS 1050</td>
<td>Introduction to Computers</td>
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<tr>
<td>CIS 1730</td>
<td>Computer Applications</td>
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<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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<thead>
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<td>5</td>
</tr>
<tr>
<td>MAT2150</td>
<td>Analytical Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 60 - 67

---

**GPA:**

**Advisor:**

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**Back to Appendix Main**

**Degree**

**Effective Fall 2018**

**Revised Core 02-22-2018clm**
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
## Associate of Applied Science - Welding Technology

**Catalog**: 03-22-2018

**Effective Fall 2018**

### Communications – 2 courses
- ENG 1330 English Composition I +* (3)
- ENG 1440 Public Speaking + (3)
- ENG 1670 Interpersonal Communications I (3)
- TEC 1040 Technical Writing * (3)

### 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 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT 1270 - 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 I * (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.

### Required Internship Courses:
- WLD 1700 Welding Tech Internship I ................................. 3
- WLD 1720 Welding Tech Internship II ................................. 3

### Communications: (2 courses – 1 written & 1 oral)
- ENG 1330 English Composition I +* (3)
- ENG 1440 Public Speaking + (3)

### Human Development: (1 course)
- PSY 1130 General Psychology I + (3)

### History/Political Science: (1 course)
- HIS 1230 American History I (3)

### Mathematics: (2 courses)
- MAT 1180 - Fundamentals of Algebra (5)
- MAT 1240 - Quantitative Reasoning (3)

### Science: (1 course)
- BIO 1100 Introduction to Biological Science (3)

### Computer Literacy: (1 course)
- CIS 1050 Introduction to Computers (3)

### Total Credit Hours
- 63-70

**GPA:**

**Advisor:**

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**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

Welding Technology

(Major Code: WE - AP) CIP 48.0508

<table>
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<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Grade</th>
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<td>WLD 1020</td>
<td>Orientation to Welding (CC)</td>
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<tr>
<td>WLD 1100</td>
<td>Welding Print Read/Layout/Fabr (CC)</td>
<td>3</td>
</tr>
<tr>
<td>WLD 1160</td>
<td>Shielded Metal Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>WLD 1180</td>
<td>Adv. Shielded Metal Arc Welding (CC)</td>
<td>3</td>
</tr>
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<td>WLD 1200</td>
<td>Gas Metal Arc Welding (CC)</td>
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<tr>
<td>WLD 1220</td>
<td>Flux Cored Arc Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td>WLD 1240</td>
<td>Gas Tungsten Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>WLD 1310</td>
<td>Plasma Arc Cut &amp; Carbon Arc Gouging (CC)</td>
<td>3</td>
</tr>
<tr>
<td>WLD 1400</td>
<td>Metallurgy and Heat Treating (CC)</td>
<td>3</td>
</tr>
<tr>
<td>WLD 1510</td>
<td>Other Cutting Processes (CC)</td>
<td>3</td>
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<td>WLD 1610</td>
<td>AWS Sense Program (CC)</td>
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<tr>
<td>PAW 1060</td>
<td>Preparation for Employment (CC)</td>
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</table>

**Required Internship Courses:**

- WLD 1700 Welding Tech Internship I ................................. 3
- WLD 1720 Welding Tech Internship II ................................. 3

### Communications: (2 courses – 1 written & 1 oral)
- ENG 1330 English Composition I +* (3)
- ENG 1440 Public Speaking + (3)

### Human Development: (1 course)
- PSY 1130 General Psychology I + (3)

### History/Political Science: (1 course)
- HIS 1230 American History I (3)

### Mathematics: (2 courses)
- MAT 1180 - Fundamentals of Algebra (5)
- MAT 1240 - Quantitative Reasoning (3)

### Science: (1 course)
- BIO 1100 Introduction to Biological Science (3)

### Computer Literacy: (1 course)
- CIS 1050 Introduction to Computers (3)

### Total Credit Hours
- 63-70
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
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**

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<thead>
<tr>
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<th>Course</th>
<th>Grade</th>
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<tr>
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<tr>
<td>_______</td>
<td>ACT 1030 Safety with Automotive Collision (CC) ..... 3</td>
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<tr>
<td>_______</td>
<td>ACT 1130 Blueprinting for Auto Repair (CC) .................................</td>
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<tr>
<td>_______</td>
<td>ACT 1210 Detailing, Buffing and Sanding (CC) ................................</td>
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<tr>
<td>_______</td>
<td>ACT 1220 Non-Structural Damage Repair (CC) ................................</td>
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<td>_______</td>
<td>ACT 1300 Refinish – Undercoats (CC) ...........................................</td>
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<td>_______</td>
<td>ACT 1410 New Technology &amp; Auto Materials (CC) ...............................</td>
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<tr>
<td>_______</td>
<td>ACT 1430 Intro to Collision Repair I (CC) ..................................</td>
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<td>ACT 1450 Intro to Collision Repair II (CC) ..................................</td>
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<td>_______</td>
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<td>ACT 1520 Refinishing and Painting II (CC) ..................................</td>
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<td>_______</td>
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**Total Career Center Credits**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Communications: (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Human Development: (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: (1 course)</td>
<td>3-5</td>
</tr>
<tr>
<td>Physical: (1 course)</td>
<td>3-5</td>
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<tr>
<td>Computer Literacy: (1 course)</td>
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<tr>
<td>TSA0000 Technical Skills Assessment</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**

35-40

**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**

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1205 - Applications of College Math (3)
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**Physical Science – 1 course**

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
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- PHS 2420 Earth Science I (3)
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- 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.

(1) Designates courses with prerequisites.

(CC) These courses are available through Participating Area Career Centers.

**NOTE:** See graduation policies on back

**GPA:** __________________________

**Advisor:** ________________________________

---

**Communications – 1 course**

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
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* Designates recommended courses for students planning to transfer to another institution or another program in the future.

(1) Designates courses with prerequisites.

(CC) These courses are available through Participating Area Career Centers.

**NOTE:** See graduation policies on back

**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 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
### 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 1180: 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)

### Physical 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.

* (CC) These courses are available through Participating Area Career Centers.

### 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 Description</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>
<td>Auto Braking Systems Drum (CC)</td>
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<td>AUT 1220</td>
<td>Auto Electrical Systems II (CC)</td>
<td>3</td>
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<td></td>
<td>AUT 1240</td>
<td>Auto Electrical Systems III (CC)</td>
<td>3</td>
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<td></td>
<td>AUT 1320</td>
<td>Auto Braking Systems Disc (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>AUT 1400</td>
<td>Auto Steering &amp; Suspension (CC)</td>
<td>3</td>
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<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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</tr>
<tr>
<td></td>
<td>AUT 1700</td>
<td>Auto Tire &amp; Wheel Alignment (CC)</td>
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</tr>
<tr>
<td></td>
<td>AUT 1800</td>
<td>Auto Electronic Test Equipment (CC)</td>
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</table>

**Total Career Center Credits**: 3

### Communications: (1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AUT 1080</td>
<td>Introduction to Auto Tech (CC)</td>
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</table>

### Human Development: (1 course)

<table>
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<tr>
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</table>

### Mathematics: (1 course)

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<tbody>
<tr>
<td>AUT 1080</td>
<td>Introduction to Auto Tech (CC)</td>
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</table>

### Physical Science: (1 course)

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</thead>
<tbody>
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</tbody>
</table>

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</tr>
</thead>
<tbody>
<tr>
<td>AUT 1080</td>
<td>Introduction to Auto Tech (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credit Hours: 35-40

**NOTE**: See graduation policies on back
Automotive Technology
Certificate
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
Management Elective – 1 course
CIS1650  Accounting on the Microcomputer * (3)
MGT1300  Organization Analysis/MGT (3)
MGT1320  Entrepreneurship (3)
MGT1840  Finance * (3)
MGT2030  Advertising and Sales Promotion* (3)
MGT2064  Cost Accounting *(3)
MGT2210  Salesmanship * (3)
MGT2540  Principles of Banking* (3)
MGT2610  Marketing Research * (3)
MGT2650  Small Business Mgt *(3)
MGT2900  E-Commerce * (3)
OST2300  Business Communications II* (3)

MINERAL AREA COLLEGE

CERTIFICATE
Business Management
(Major Code: MG - CE) CIP 52.0101

<table>
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<th>Course</th>
<th>Grade</th>
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<tr>
<td></td>
<td>CIS1730  Office Applications</td>
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<tr>
<td></td>
<td>CIS2200  Micro Spreadsheet Applications</td>
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<tr>
<td></td>
<td>ENG1330  English Composition I*</td>
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</tr>
<tr>
<td></td>
<td>MGT1590  Personal Finance*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT1710  Human Resource Management</td>
<td>3</td>
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<tr>
<td></td>
<td>MGT1800  Business Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGT2660  Supervision/Mid-Mgt.*</td>
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<td></td>
<td>MGT2980  Capstone – Business Management*</td>
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<td></td>
<td>OST1400  Business Communications I*</td>
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<td></td>
<td>OST1500  Applied Accounting I</td>
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<td>OST1520  Applied Accounting II*</td>
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<td>OST2200  Intro to Business*</td>
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<td>Management Elective</td>
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<tr>
<td></td>
<td>TSA0000  Technical Skills Assessment</td>
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</table>

Total Credit Hours ......36

* 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 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 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 - Child Development

**MINERAL AREA COLLEGE**

**ONE-YEAR CERTIFICATE**

Child Development  
(Major Code: CD-CE) CIP190708

<table>
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<tr>
<th>Sem/Year</th>
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<tr>
<td>ECE1000</td>
<td>Intro to Early Childhood Educ ...3</td>
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<tr>
<td>ECE1020</td>
<td>Guiding Alternatives/Yng Child ..3</td>
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<tr>
<td>ECE1040</td>
<td>Early Child Hlth/Safety/Nutr ....3</td>
</tr>
<tr>
<td>ECE2002</td>
<td>Practicum Classroom Exper * ....4</td>
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<tr>
<td>EDU1300</td>
<td>Child Development ................3</td>
</tr>
<tr>
<td>EDU2400</td>
<td>Infant/Toddler Curr Meth/Mtls * .3</td>
</tr>
<tr>
<td>EDU2420</td>
<td>Org/Mgt Early Chldhd Prog * ......3</td>
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<td>MGT1710</td>
<td>Human Resource Mgt................3</td>
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<tr>
<td>PAW1060</td>
<td>Preparation for Employment......1</td>
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</table>

**Communications:**

- 3

**Human Development:**

- 3

**Computer:**

- 3

TSA0000 Technical Skills Assessment ......0

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

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 cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

________________________
Signature Required
Acknowledgement of Graduation Policies

________________________
Date
Certificate - Child Development Associate

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 Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>ECE1000 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>ECE1020 Guiding Alternatives for Young Children</td>
<td>3</td>
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<tr>
<td>______</td>
<td>ECE1040 Early Childhood Health, Safety, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>ECE1060 CDA Credential Prep</td>
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<tr>
<td>______</td>
<td>TSA0000 Technical Skills Assessment</td>
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<tr>
<td>______</td>
<td>Total Web Hrs.</td>
<td></td>
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</table>

TOTAL CREDIT HOURS: 12

NOTES:

GPA: ___________   ADVISOR SIGNATURE___________________________________   DATE___________________

GRADUATION POLICIES: (Diplomas and Certificates)

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4. A cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Human Development – 1 course
PSY1130  General Psychology 1* + (3)
PSY1160  Applied Psychology* (3)
PSY1250  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)
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.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS1610</td>
<td>IT Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS1620</td>
<td>A+ Computer Repair &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CIS1670</td>
<td>Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS1680</td>
<td>Fundamentals of Network Security*</td>
<td>3</td>
</tr>
<tr>
<td>CIS1840</td>
<td>Microsoft Networking Admin *</td>
<td>3</td>
</tr>
<tr>
<td>CIS1870</td>
<td>Internetworking I</td>
<td>3</td>
</tr>
<tr>
<td>CIS1890</td>
<td>Internetworking II *</td>
<td>3</td>
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<tr>
<td>CIS1930</td>
<td>Computer Ethics</td>
<td>3</td>
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<tr>
<td>CIS 2980</td>
<td>Capstone – Computer Networking*</td>
<td>1</td>
</tr>
</tbody>
</table>

Communications:
ENG1330  English Composition I * | 3 |

Human Development:

Mathematics:

TOTAL WEB HRS: 34-36

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 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
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>
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<tbody>
<tr>
<td>_____</td>
<td>TEC2030 Basic Fluid Power</td>
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<tr>
<td>_____</td>
<td>Total Hrs.*</td>
<td>_____</td>
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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 ___________________________
**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 *+ (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 1180 - Fundamentals of Algebra (5)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calcl: Algebraic Reasoning (3)
- MAT 1370 - Pre-Calcl: 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)

**Physical 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.

---

**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>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CBT 1020</td>
<td>Construction Carpentry Skills I (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CBT 1100</td>
<td>Blueprint Reading &amp; Layout (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>CBT 1160</td>
<td>Materials &amp; Cost Estimation (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>CBT 1200</td>
<td>Construction Carpentry Skills II (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CBT 1300</td>
<td>Concrete and Forms (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>CBT 1400</td>
<td>Floor/Wall Layout &amp; Framing (CC)</td>
<td>3</td>
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<tr>
<td>CBT 1500</td>
<td>Roofing Skills (CC)</td>
<td>3</td>
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<tr>
<td>CBT 1600</td>
<td>Exterior Finishes (CC)</td>
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<tr>
<td>CBT 1700</td>
<td>Interior Finishes (CC)</td>
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<tr>
<td>CBT 1800</td>
<td>Plumbing (CC)</td>
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<tr>
<td>CBT 1900</td>
<td>Fundamental Aspects of Industry (CC)</td>
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**Total Career Center Credits**

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<tr>
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**Total Credit Hours** 35-40

Communications: (1 course)

<table>
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<tbody>
<tr>
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</table>

Human Development: (1 course)

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<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CBT 1100</td>
<td>Blueprint Reading &amp; Layout (CC)</td>
<td>3</td>
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Mathematics: (1 course)

<table>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT 1160</td>
<td>Materials &amp; Cost Estimation (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Physical Science: (1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBT 1200</td>
<td>Construction Carpentry Skills II (CC)</td>
<td>3</td>
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</tbody>
</table>

Computer Literacy: (1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CBT 1300</td>
<td>Concrete and Forms (CC)</td>
<td>3</td>
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</tbody>
</table>

TSA0000 | Technical Skills Assessment | 0 |

**Total Credit Hours** 35-40

---

GPA: _______________________ 

Advisor: _______________________
Certificate - Construction/Building 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 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
ID#: ______________________  Student: ______________________

**Communications – 1 course**
- ENG1330 English Composition I * + (3)
- ENG1440 Public Speaking + (3)
- ENG1670 Interpersonal Communications I (3)

**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 course**
- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1130 American Nat’l Government < (3)
- POS1140 American State & Local Government < (3)
- POS1180 American Political Systems + (3)

**Program – 1 course**
- Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC
- HLT1762 Emergency Medical Services* (12)
- HLT2350 Medical Terminology/Intro Pathology (3)

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs ......................................... 9
Major Cr. Hrs. ........................................ 22
Total Cr. Hrs. ......................................... 31

---

**MINERAL AREA COLLEGE**

**ONE-YEAR CERTIFICATE**

**Criminal Justice**
(Major Code: LE-CE) CIP43.0107

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
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<tbody>
<tr>
<td>______</td>
<td>CRJ1100 Intro to Criminal Justice</td>
<td>3</td>
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<tr>
<td>______</td>
<td>CRJ1200 Criminal Investigations I</td>
<td>3</td>
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<tr>
<td>______</td>
<td>CRJ1400 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>CRJ1600 Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>CRJ1710 Community Policing</td>
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</tr>
<tr>
<td>______</td>
<td>CRJ1800 Intro to Corrections</td>
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<tr>
<td>______</td>
<td>CRJ2300 Criminal Justice Career Prep OR</td>
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<tr>
<td>______</td>
<td>PAW1060 Prep for Employment Program</td>
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Communications:

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Human Development:

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<th>Grade</th>
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<tbody>
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History/Political Science:

<table>
<thead>
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<th>Course</th>
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<tbody>
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TSA0000 Technical Skills Assessment

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<tr>
<th>Grade</th>
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</table>

**Total Credit Hours:**

31

---

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 cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

---

Signature Required

Acknowledgement of Graduation Policies

---

Date
# Certificate - Digital Media Technology

**Communication – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>ENG 1330</td>
<td>English Composition I +* (3) (written)</td>
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<tr>
<td>ENG 1440</td>
<td>Public Speaking + (3) (oral)</td>
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</tr>
<tr>
<td>TEC 1040</td>
<td>Technical Writing * (3) (written)</td>
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</table>

**Human Development – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>PSY 1130</td>
<td>General Psychology I+ (3)</td>
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<tr>
<td>PSY 1160</td>
<td>Applied Psychology</td>
<td></td>
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</tr>
<tr>
<td>PSY 1250</td>
<td>Human Growth and Development (3)</td>
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<td></td>
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<tr>
<td>SOC 1130</td>
<td>General Sociology</td>
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<td></td>
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<tr>
<td>SOC 1230</td>
<td>Social Problems</td>
<td></td>
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</tr>
<tr>
<td>SOC 1540</td>
<td>Introduction to Cultural Anthropology (3)</td>
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<td>SOC 1600</td>
<td>Ethnicity and Cultural Differences In America (3)</td>
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**Mathematics – 1 course**

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<tbody>
<tr>
<td>TEC1900</td>
<td>Technical Math I (3)</td>
<td></td>
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<tr>
<td>TEC1910</td>
<td>Technical Math II (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT1180</td>
<td>Fundamentals of Algebra (5)</td>
<td></td>
<td></td>
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<tr>
<td>MAT1325</td>
<td>Applications of College Math (3)</td>
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<tr>
<td>MAT1100</td>
<td>Quantitative Reasoning (3)</td>
<td></td>
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<tr>
<td>MAT1260</td>
<td>Elementary Statistics (3)</td>
<td></td>
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</tr>
<tr>
<td>MAT1270</td>
<td>Pre-Cal: Algebraic Reasoning (3)</td>
<td></td>
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<tr>
<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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<tr>
<td>MAT1650</td>
<td>Analytical Geometry &amp; Calculus I (5)</td>
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</tr>
<tr>
<td>MAT2150</td>
<td>Analytical Geometry &amp; Calculus II (5)</td>
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</table>

**Physical Science – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1100</td>
<td>Introduction to Biological Science (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1150</td>
<td>General Biology (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1250</td>
<td>General Botany (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 1350</td>
<td>General Zoology (5)</td>
<td></td>
<td></td>
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<tr>
<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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<tr>
<td>PHS 1200</td>
<td>Introductory Astronomy (3)</td>
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<td>PHS 1250</td>
<td>Oceanography (3)</td>
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<tr>
<td>PHS 1350</td>
<td>General Chemistry I + (5)</td>
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<tr>
<td>PHS 1420</td>
<td>College Physics I + (4)</td>
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<tr>
<td>PHS 2250</td>
<td>General Physics I + (4)</td>
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<tr>
<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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<tr>
<td>PHS 2430</td>
<td>Earth Science II (3)</td>
<td></td>
<td></td>
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<tr>
<td>TEC 1070</td>
<td>Unified Technical Concepts I * (4)</td>
<td></td>
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</tr>
<tr>
<td>TEC 1080</td>
<td>Unified Technical Concepts II * (4)</td>
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</table>

**Computer Literacy – 1 course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<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>
<td></td>
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<tr>
<td>CIS 1750</td>
<td>Microcomputer Applications * (3)</td>
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<td></td>
</tr>
</tbody>
</table>

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

**Catalog 2018-2020**

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**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>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>RTV 1000</td>
<td>Introduction to Video Systems (CC)................. 3</td>
<td></td>
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<tr>
<td>RTV 1020</td>
<td>Field Production I (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1040</td>
<td>Studio Production I (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1060</td>
<td>Scripting/Storyboarding (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1080</td>
<td>Audio Systems (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1100</td>
<td>Lighting (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1120</td>
<td>Post Production I (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 1140</td>
<td>Directing (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 2000</td>
<td>Field Production II * (CC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTV 2020</td>
<td>Studio Production II * (CC)</td>
<td></td>
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</tr>
<tr>
<td>RTV 2040</td>
<td>Post Production II * (CC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Total Career Center Credits

Communications: (1 course) ........................................ 3

Human Development: (1 course) .................................... 3

Mathematics: (1 course) ........................................... 3-5

Physical Science: (1 course) ..................................... 3-5

Computer Literacy: (1 course) ................................... 2-3

TSA0000 Technical Skills Assessment .......................... 0

Total Credit Hours .................................................. 35-40

---

**NOTE:** See graduation policies on back.
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 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.
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 + (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)
- SOCE 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)
- 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 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

---

**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>
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<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>ETT 1030</td>
<td>Intro to Elec Tech, Materials &amp; Supplies (CC)</td>
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</tr>
<tr>
<td>ETT 1200</td>
<td>Residential Circuits (CC)</td>
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<tr>
<td>ETT 1300</td>
<td>Commercial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td>ETT 1400</td>
<td>Industrial Circuits (CC)</td>
<td>3</td>
</tr>
<tr>
<td>ETT 1420</td>
<td>Electrical Construction (CC)</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1500</td>
<td>Basic Electronics (CC)</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1550</td>
<td>Electrical Systems (CC)</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1580</td>
<td>Practical Electronics I (CC)</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1710</td>
<td>National Electrical Code (CC)</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1970</td>
<td>Programmable Logic Controls (CC)</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1780</td>
<td>Blueprint Reading (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Career Center Credits**

**Communications:** (1 course)

**Human Development:** (1 course)

**Mathematics:** (1 course)

**Science:** (1 course)

**Computer Literacy:** (1 course)

---

**Total Credit Hours**: 35-40

---

GPA: ____________________

Advisor: ____________________

---
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
MINERAL AREA COLLEGE

Certificate
Electrical/Electronics Technology
(Major Code: AL CE) CIP 15.0303

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Grade</th>
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<tbody>
<tr>
<td>______</td>
<td>TEC/EEE/MFG Elective</td>
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<tr>
<td>______</td>
<td>EEE1500 Electrical Systems*</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>EEE1580 Practical Electronics I*</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>TEC1350 Intro to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>EEE1710 National Electric Code*</td>
<td>3</td>
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<tr>
<td>______</td>
<td>EEE1970 Programmable Logic Controllers</td>
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<tr>
<td>______</td>
<td>TEC1300 Computer Aided Design</td>
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<td>______</td>
<td>TEC1730 Problem Analysis</td>
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<td>______</td>
<td>TEC1780 Blueprint Reading</td>
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<tr>
<td>______</td>
<td>TEC1931 Construction Safety OR</td>
<td></td>
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<tr>
<td>______</td>
<td>TEC1930 General Industry Safety</td>
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<tr>
<td>______</td>
<td>TSA0000 Technical Skills Assessment</td>
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Total Credit Hours: 28

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 cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in degree.
6. No more than 50% of the course work for this degree may be completed online.

________________________________________
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)___________
___________ | TSA0000 Technical Skills Assessment      (0)    ____________

NREMT Registration completed: __________________
Semester/Year

ADVISOR: _______________________________     DATE: ______________________
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)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Cal: Algebraic Reasoning (3)
MAT1370 - Pre-Cal: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT1750 - Microcomputer Applications * (3)

PHYSICAL 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)
PAS 1330 Physical Science * (5)
PAS 1200 Introductory Astronomy (3)
PAS 1230 Oceanography (3)
PAS 1250 Introductory Chemistry * (5)
PAS 1350 General Chemistry I * (5)
PAS 1420 College Physics I * (4)
PAS 2230 General Physics I * (4)
PAS 2400 Earth Science (5)
PAS 2420 Earth Science I (3)
PAS 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.

---

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>Sem/Yr</th>
<th>GRA 1100 Introduction to Graphic Arts/Print (CC)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VGA 1160 Graphic Design I (CC)..........................3</td>
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<tr>
<td></td>
<td>GRA 1180 Graphic Design II (CC).......................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1230 Creative Suite I (CC).........................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1240 Creative Suite II (CC).......................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1310 Digital Photography &amp; Studio (CC).........3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1320 Image Assembly (CC).........................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1350 Digital Platemaking (CC).....................3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRA 1410 Screen Printing I (CC).......................3</td>
<td></td>
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<tr>
<td></td>
<td>GRA 1430 Screen Printing II (CC)......................3</td>
<td></td>
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<tr>
<td></td>
<td>GRA 1500 Bindery and Finishing (CC)..................3</td>
<td></td>
</tr>
</tbody>
</table>

Communications: (1 course) .........................................3
Human Development: (1 course) ......................................3
Mathematics: (1 course) ..............................................3-5
Physical Science: (1 course) .........................................3-5
Computer Literacy: (1 course) ....................................2-3
TSA0000 Technical Skills Assessment ............................0

Total Credit Hours 35-40

GPA: ______________________

Advisor: ______________________________________________________________________

__________________________________________________________

CATALOG 2018-2020  Page 202
NOTE: See graduation policies on back

Certificate
Graphic Arts/Printing 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
### 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 + (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
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- 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)

### Physical 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

---

### MINERAL AREA COLLEGE

**CERTIFICATE**

**Heating, Air Conditioning, and Refrigeration Technology**

*(Major Code: HE - CE) CIP 47.0201*

Choose seven (7) courses from the following Heating, AC, and Refrigeration Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR 1000</td>
<td>Safety for Heat/AC Ref. Prof. (CC)</td>
<td>3</td>
<td></td>
</tr>
<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>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1100</td>
<td>Basic Braising Heat/Ref/AC (CC)</td>
<td>3</td>
<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>
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<tr>
<td>AHR 1300</td>
<td>Refrigeration Controls (CC)</td>
<td>3</td>
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<tr>
<td>AHR 1400</td>
<td>Residential Cooling/Heating (CC)</td>
<td>3</td>
<td></td>
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<tr>
<td>AHR 1500</td>
<td>Commercial Cooling/Heating (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1520</td>
<td>Commercial Refrigeration (CC)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AHR 1600</td>
<td>Troubleshoot Heat/Cool Systems (CC)</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Total Career Center Credits**: 35-40

| Communications: (1 courses) | 3 |
| Human Development: (1 course) | 3 |
| Mathematics: (1 course) | 3-5 |
| Physical Science: (1 course) | 3-5 |
| Computer Literacy: (1 course) | 2-3 |
| TSA0000 Technical Skills Assessment | 0 |

**Total Credit Hours**: 35-40

---

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 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
MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:__________________________

Industrial Hydraulic Mechanic Certificate Program
Less Than One Year Certificate
(IH-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Industrial Hydraulic Mechanic IFPS (International Fluid Power Society) Assessment.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>_____</td>
<td>TEC2030 Basic Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>TEC2060 Fluid Power Math</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>TEC2130 Hydraulic Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

_____ Total Hrs.*   TOTAL CREDIT HOURS: 9

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
## MINERAL AREA COLLEGE

### CERTIFICATE

### Industrial Maintenance

(Major Code: IM-CE) CIP 470303

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td><strong>Mechanical:</strong> (9 Cr Hrs)</td>
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<tr>
<td>TEC1300 Computer Aided Design/Drafting</td>
<td>3</td>
</tr>
<tr>
<td>TEC1720 Mechanisms</td>
<td>3</td>
</tr>
<tr>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electrical:</strong> (6 Cr Hrs)</td>
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</tr>
<tr>
<td>EEE1550 Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>EEE1580 Practical Electronics I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Automation:</strong> (6 Cr Hrs)</td>
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<tr>
<td>TEC1350 Introduction to Robotics</td>
<td>3</td>
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<tr>
<td>EEE1970 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td><strong>Power:</strong> (3 Cr Hrs)</td>
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</tr>
<tr>
<td>TEC2030 Basic Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td><strong>Manufacturing:</strong> (6 Cr Hrs)</td>
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<tr>
<td>MFG1060 Mfg. Equipment &amp; Operations</td>
<td>3</td>
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<tr>
<td>TEC1560 Manufacturing Processes and Estimating</td>
<td>3</td>
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<tr>
<td><strong>Additional:</strong> (3 Cr Hrs)</td>
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<tr>
<td>TEC1930 General Industry Safety OR</td>
<td>3</td>
</tr>
<tr>
<td>TEC1931 Construction Safety</td>
<td>3</td>
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<tr>
<td><strong>TSA0000 Technical Skills Assessment</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credits Hours** 33

---

**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 cumulative 2.0 grade point average is required for graduation. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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#:____________________

ADVANCED LAW ENFORCEMENT ACADEMY
1000 HOURS

1ST HALF

<table>
<thead>
<tr>
<th>Sem</th>
<th>Comp</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CRJ1000 Basic Police Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRJ1050 Basic Police Science II</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ1100 Intro to Criminal Justice</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ1200 Criminal Investigations I</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ1400 Criminal Law</td>
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<tr>
<td></td>
<td>CRJ1500 Criminal Evidence</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ1700 Patrol &amp; Traffic Law</td>
<td>3</td>
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<tr>
<td></td>
<td>PED2000 Basic Physical Fitness</td>
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2ND HALF

<table>
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<th>Sem</th>
<th>Comp</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>CRJ1200 Basic Police Science III</td>
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<td></td>
<td>CRJ1250 Basic Police Science IV</td>
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<td></td>
<td>CRJ1300 Criminal Investigation II</td>
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<td></td>
<td>CRJ1600 Juvenile Justice System</td>
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<td>CRJ1750 Adv Patrol &amp; Traffic</td>
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<td></td>
<td>CRJ1800 Intro to Corrections</td>
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<tr>
<td></td>
<td>CRJ1900 Police Administration</td>
<td>3</td>
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<tr>
<td></td>
<td>CRJ2000 Crim Just Report Writing</td>
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TOTAL CR HRS: 46

Advisor:_________________________________________ GPA:_________
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.

<table>
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<th>Course</th>
<th>Grade</th>
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<tr>
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<td>CIS1610 IT Fundamentals</td>
<td>3</td>
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<tr>
<td></td>
<td>TEC1920 Teamwork/Work Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1930 Manufacturing Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1950 CLA/CLT Assessment Prep</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>Total Hrs.</strong></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

ID #: ______________________ Student: ______________________________

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<thead>
<tr>
<th>Communications – 1 course</th>
<th></th>
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<tbody>
<tr>
<td>ENG 1330 English Composition I * + (3)</td>
<td>(written)</td>
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<tr>
<td>ENG 1440 Public Speaking + (3)</td>
<td>(oral)</td>
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</tr>
<tr>
<td>ENG 1670 Interpersonal Communications I</td>
<td>(3)</td>
<td>(oral)</td>
</tr>
<tr>
<td>TEC 1040 Technical Writing * (3)</td>
<td>(written)</td>
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</table>

<table>
<thead>
<tr>
<th>Human Development – 1 course</th>
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</thead>
<tbody>
<tr>
<td>PSY 1130 General Psychology I + (3)</td>
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<tr>
<td>PSY 1160 Applied Psychology</td>
<td>(3)</td>
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<tr>
<td>PSY 1250 Human Growth and Development</td>
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<tr>
<td>SOC 1130 General Sociology</td>
<td>(3)</td>
<td></td>
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<tr>
<td>SOC 1250 Social Problems</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>SOC 1540 Introduction to Cultural Anthropology</td>
<td>(3)</td>
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<tr>
<td>SOC 1600 Ethnicity and Cultural Differences</td>
<td>In America</td>
<td>(3)</td>
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<table>
<thead>
<tr>
<th>Mathematics – 1 course</th>
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<tbody>
<tr>
<td>TEC1900 - Technical Math I</td>
<td>(3)</td>
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<tr>
<td>TEC1910 - Technical Math II</td>
<td>(3)</td>
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<tr>
<td>MAT1180 - Fundamentals of Algebra</td>
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<tr>
<td>MAT1205 - Applications of College Math</td>
<td>(3)</td>
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<tr>
<td>MAT1240 - Quantitative Reasoning</td>
<td>(3)</td>
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<td>MAT1260 - Elementary Statistics</td>
<td>(3)</td>
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<td>MAT1270 - Pre-Cal: Algebraic Reasoning</td>
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<td>MAT1650 - Analytical Geometry &amp; Calculus I</td>
<td>(5)</td>
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<tr>
<td>MAT2150 - Analytical Geometry &amp; Calculus II</td>
<td>(5)</td>
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<table>
<thead>
<tr>
<th>Physical Science – 1 course</th>
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</thead>
<tbody>
<tr>
<td>BIO 1100 Introduction to Biological Science</td>
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<tr>
<td>BIO 1150 General Biology</td>
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<td>BIO 1250 General Botany</td>
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<td>BIO 1350 General Zoology</td>
<td>(5)</td>
<td></td>
</tr>
<tr>
<td>BIO 1430 Environmental Science</td>
<td>(3)</td>
<td></td>
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<tr>
<td>PHS 1130 Physical Science * (5)</td>
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<tr>
<td>PHS 1200 Introductory Astronomy</td>
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<td>PHS 1230 Oceanography</td>
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<tr>
<td>PHS 1250 Introductory Chemistry * (5)</td>
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<tr>
<td>PHS 1350 General Chemistry I * (5)</td>
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<tr>
<td>PHS 1420 College Physics I * (4)</td>
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<tr>
<td>PHS 2230 General Physics I * (4)</td>
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<tr>
<td>PHS 2400 Earth Science</td>
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<td>(3)</td>
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<td>PHS 2430 Earth Science II</td>
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<tr>
<td>TEC 1070 Unified Technical Concepts I * (4)</td>
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<td>TEC 1080 Unified Technical Concepts II * (4)</td>
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<thead>
<tr>
<th>Computer Literacy – 1 course</th>
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<tbody>
<tr>
<td>CIS 1050 Introduction to Computers</td>
<td>(3)</td>
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<tr>
<td>CIS 1730 Computer Applications</td>
<td>(2)</td>
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<tr>
<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.

(CC) These courses are available through Participating Area Career Centers.

NOTE: See graduation policies on back.
Certificate
Machine Tool 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
MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:__________________________

Mobile Hydraulic Mechanic Certificate Program
Less Than One Year Certificate
(MH-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Mobile Hydraulic Mechanic IFPS (International Fluid Power Society) Assessment.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Required Courses</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>TEC2030 Basic Fluid Power ..........................3</td>
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<tr>
<td>______</td>
<td>TEC2060 Fluid Power Math ............................3</td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>TEC2070 Mobile Hydraulic Troubleshooting ........3</td>
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<td>______</td>
<td>Total Hrs.*</td>
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</tr>
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</table>

TOTAL CREDIT HOURS: 9

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.
**Communications – 1 course**

- ENG1330 English Composition I* (3)
- ENG1440 Public Speaking* (3)
- ENG1670 Interpersonal Communications I* (3)

* Course has prerequisite. See MAC Catalog.

---

**MINERAL AREA COLLEGE**

**CERTIFICATE**

Office Systems Technology - Administrative Assistant

(Major Code: OA - CE) CIP 52.0401

<table>
<thead>
<tr>
<th>Sem/Year</th>
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<td>MGT1160</td>
<td>Customer Relations ..........................3</td>
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<tr>
<td>OST1020</td>
<td>Keyboarding II* .............................3</td>
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<td>OST1080</td>
<td>10 Key Numeric Skills .........................1</td>
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<td>OST1100</td>
<td>Filing Systems/Records Mgt .................2</td>
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<td>OST1350</td>
<td>Administrative Office Proc ..................3</td>
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<td>OST1400</td>
<td>Business Communications I* .....................3</td>
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<td>OST1500</td>
<td>Applied Accounting I .........................3</td>
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<td>OST2200</td>
<td>Intro to Business* ..........................3</td>
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<td>OST2980</td>
<td>Capstone – Off. Sys. Tech* ..................1</td>
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</table>

**Communications:**

- English Composition I* (3)
- Public Speaking* (3)
- Interpersonal Communications I* (3)

**Computer Literacy:**

- CIS1730 Office Applications......................2
- TSA0000 Technical Skills Assessment ............0

**Total Credit Hours**

- 30

**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 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**

---
SS#: __________________________  Student: ____________________________

Communications – 1 course

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
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<td>English Composition I * (3)</td>
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<tr>
<td>ENG1440</td>
<td>Public Speaking* (3)</td>
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</tr>
<tr>
<td>ENG1670</td>
<td>Interpersonal Communications I* (oral)</td>
<td></td>
</tr>
</tbody>
</table>

+ Recommended course 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 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
MINERAL AREA COLLEGE

NAME: _____________________________________________   ID#:__________________________

Certificate - Paramedic Technology

Graduation Policies
Professions (CoAEMSP)

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (wwwcaahepon) 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. Applicant must make NREMT account.

STUDENT SIGNATURE: _______________________________________________________   DATE_______/________/________

STUDENT SIGNATURE: _______________________________________________________   DATE_______/________/________

STUDENT SIGNATURE Required—Acknowledgement of Graduation Policies

<table>
<thead>
<tr>
<th>Program Pre-Requisites</th>
<th>Required Courses</th>
</tr>
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<tbody>
<tr>
<td>Must hold EMT Certification: #____________________</td>
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<tr>
<td><strong>Sem/Yr</strong></td>
<td><strong>Grade</strong></td>
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<tr>
<td>HLT2350 Medical Terminology</td>
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<tr>
<td>PAR2350 Paramedic Laboratory III</td>
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</tr>
<tr>
<td>PAR2200 Paramedic Clinical I</td>
<td></td>
</tr>
<tr>
<td>PAR2400 Paramedic Field Exp. I</td>
<td></td>
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<tr>
<td></td>
<td>Total Sem Cr Hrs.</td>
</tr>
<tr>
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<td>18</td>
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<tr>
<td><strong>Semester 1</strong></td>
<td><strong>Semester 3</strong></td>
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<tr>
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<tr>
<td>PAR2082 Pharmacology for Paramedic</td>
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<td>PAR2152 Paramedic Laboratory I</td>
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<td>PAR2400 Paramedic Field Exp. I</td>
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<td>Total Sem Cr Hrs.</td>
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<td><strong>Semester 2</strong></td>
<td><strong>Semester 4</strong></td>
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</table>

TOTAL CREDIT HOURS: 60

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahepon) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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6. Applicant must make NREMT account.

STUDENT SIGNATURE: _______________________________________________________   DATE_______/________/________

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<th>Program Pre-Requisites</th>
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<tbody>
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TOTAL CREDIT HOURS: 60

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<td>18</td>
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<td></td>
<td>Total Sem Cr Hrs.</td>
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<tr>
<td><strong>Semester 2</strong></td>
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<td>PAR2172 Paramedic Laboratory II</td>
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</table>

TOTAL CREDIT HOURS: 60

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahepon) 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. Applicant must make NREMT account.

STUDENT SIGNATURE: _______________________________________________________   DATE_______/________/________

STUDENT SIGNATURE Required—Acknowledgement of Graduation Policies
MINERAL AREA COLLEGE

NAME:_________________________________________   ID#:__________________________

Pneumatic Technician Certificate Program
Less Than One Year Certificate
(NT-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Pneumatic Technician IFPS (International Fluid Power Society) Assessment.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
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<tbody>
<tr>
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<td>TEC2060 Fluid Power Math</td>
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<td>______</td>
<td>TEC2140 Pneumatic Systems</td>
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</table>

_______ Total Hrs.*       TOTAL CREDIT HOURS:  9

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.
One-Year Certificate - Practical Nursing
(Major Code: PNA-CE or PNB-CE) CIP51.3901

OPTION A (Major Code: PNA-CE)

<table>
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<td>ENG1330 English Comp I*.........3</td>
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<tr>
<td>PHS1250 Intro Chemistry*..........5</td>
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1st Trimester

<table>
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<tr>
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<tbody>
<tr>
<td>NUR1290 Fund of Nursing*..........6</td>
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<tr>
<td>NUR1300 Therapeutic Nutrition*....3</td>
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<tr>
<td>NUR1310 Personal/Voc Concepts*....1</td>
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<td>NUR1370 Basic Pharmacology*......2</td>
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<td>BIO2600 Human Anatomy*............5</td>
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<td>PSY1250 Human Growth &amp; Dev........3</td>
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2nd Trimester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>NUR1420 Pediatric Nursing*.......3</td>
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<td>NUR1430 Mental Health Nursing*....4</td>
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<td>PSY1130 General Psychology.......3</td>
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3rd Trimester

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<td>NUR1380 Med-Surg Nursing*........12</td>
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<td>NUR1410 Applied Pharmacology*.....1</td>
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<tr>
<td>HLT2400 Intravenous Therapy*.....3</td>
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<tr>
<td>TSA0000 Technical Skills Assess...0</td>
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</table>

Total hrs (not including program pre-req’s): 54

OPTION B (Major Code: PNB-CE)

<table>
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<th>Program Pre-requisites</th>
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<td>ENG1330 English Comp I*.........3</td>
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<tr>
<td>PHS1250 Intro Chemistry*.........5</td>
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1st Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>NUR1290 Fund of Nursing*..........6</td>
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</tr>
<tr>
<td>NUR1300 Therapeutic Nutrition*....3</td>
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<tr>
<td>NUR1310 Personal/Voc Concepts*....1</td>
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<tr>
<td>NUR1370 Basic Pharmacology*......2</td>
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<td>BIO2600 Human Anatomy*............5</td>
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2nd Trimester

<table>
<thead>
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<th>Grade</th>
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<td>NUR1350 Maternity Nursing*.......4</td>
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<tr>
<td>NUR1420 Pediatric Nursing*.......3</td>
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<tr>
<td>NUR1430 Mental Health Nursing*....4</td>
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<td>BIO2620 Human Physiology*........5</td>
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<td>PSY1130 General Psychology.......3</td>
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3rd Trimester

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<td>NUR1410 Applied Pharmacology*.....1</td>
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<td>ENG1340 English Comp II*.........3</td>
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<td>HLT2400 Intravenous Therapy*.....3</td>
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<tr>
<td>TSA0000 Technical Skills Assess...0</td>
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</tbody>
</table>

Total hrs (not including program pre-req’s): 60

NCLEX-PN Application Submitted: _____________________________ Semester/Year

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>Course Title</th>
<th>Grade</th>
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<tbody>
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<td>______</td>
<td>MFG1060 Manufacturing Equipment and Operations ............</td>
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</tr>
<tr>
<td>______</td>
<td>TEC1560 Manufacturing Process</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>TEC1580 Quality Control Testing</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>TEC1930 Manufacturing Safety</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>Total Hrs.*</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 12

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

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 1150 General Sociology (3)
SOC 1220 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 1180 - Fundamentals of Algebra (5)
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 Zoology (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHT 1130 Physical Science * (5)
PHT 1200 Introductory Astronomy (3)
PHT 1230 Oceanography (3)
PHT 1250 Introductory Chemistry * (5)
PHT 1350 General Chemistry I * (5)
PHT 1420 College Physics I * (4)
PHT 2230 General Physics I * (4)
PHT 2400 Earth Science (5)
PHT 2420 Earth Science I (3)
PHT 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.

(C) These courses are available through Participating Area Career Centers.

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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

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>WLD 1020 Orientation to Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>WLD 1100 Welding Print Read/Layout/Fabr. (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>WLD 1160 Shielded Metal Arc Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>WLD 1180 Adv. Shielded Metal Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1200 Gas Metal Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1220 Flux Cored Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1240 Gas Tungsten Arc Welding (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1310 Plasma Arc Cut &amp; Carbon Arc Gouging (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1400 Metallurgy and Heat Treating (CC)</td>
<td>3</td>
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<tr>
<td>______</td>
<td>WLD 1510 Other Cutting Processes (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>WLD 1610 AWS Sense Program (CC)</td>
<td>3</td>
</tr>
<tr>
<td>______</td>
<td>Total Career Center Credits</td>
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</tr>
</tbody>
</table>

Communications: (1 course)

Human Development: (1 course)

Mathematics: (1 course)

Science: (1 course)

Computer Literacy: (1 course)

TSA0000 Technical Skills Assessment

Total Credit Hours 35-40

GPA: __________

Advisor: ____________________

NOTE: See graduation policies on back
Certificate
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 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