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

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

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

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

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

*Effective July 1, 2022
Contact Information

Main Campus

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

Important Phone Numbers

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

Additional Locations

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

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

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

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

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

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

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

Unitec Career Center
7163 Raider Rd., Bonne Terre, MO 63628
(573) 358-2271
## Academic Calendar 2022-2024

### Fall 2022
- **Mon., Aug. 22**: Semester Begins
- **Sat., Sept. 3**: Labor Day Holiday-No classes, campus closed
- **Mon., Sept. 5**: Labor Day-No classes, campus closed
- **Thurs., Nov. 10**: Prof. Dev. Day-campus closed
- **Fri., Nov. 11**: Veterans Day-No classes, campus closed
- **Wed., Nov. 23**: Thanksgiving Break begins-No evening classes, campus closed after 4 pm
- **Thurs.-Sat., Nov. 24-26**: Thanksgiving Break-No classes, campus closed
- **Thurs., Dec. 8**: Last T/R class
- **Fri., Dec. 9**: Last MWF class
- **Mon., Dec. 12-Fri., Dec. 16**: Final Exams-Day classes
- **Mon., Dec. 12**: Mon. Evening-Final Exams
- **Tue., Dec. 13**: Tue. Evening-Final Exams
- **Wed., Dec. 14**: Wed. Evening-Final Exams
- **Thurs., Dec. 15**: Thurs. Evening-Final Exams
- **Fri., Dec. 16**: Fri. Evening-Final Exams
- **Sat., Dec. 17**: Sat.-Final Exams
- **Sat., Dec. 17**: Semester Ends
- **Mon., Dec. 19**: Grades Due

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

### Summer 2023
- **Mon., June 5**: Semester Begins
- **Mon., June 19**: Juneteenth-No classes, campus closed
- **Tues., July 4**: Independence Day-No classes, campus closed
- **Wed., July 26**: Wed. Evening-Final Exams
- **Thurs., July 27**: Thurs. Evening-Final Exams
- **Fri., July 28**: Fri. Evening-Final Exams
- **Sat., July 29**: Sat. Evening-Final Exams
- **Mon., July 31**: Mon. Evening-Final Exams
- **Tues., Aug. 1**: Tues.-Final Exams
- **Tues., Aug. 1**: Final Exam Day-Day Classes
- **Wed., Aug. 2**: Grades Due

### Fall 2023
- **Mon., Aug. 21**: Semester Begins
- **Sat., Sept. 2**: Labor Day Holiday-No Classes, campus closed
- **Mon., Sept. 4**: Labor Day-No classes, campus closed
- **Thurs., Nov. 9**: Prof. Dev. Day-No classes, campus closed
- **Fri., Nov. 10**: Veterans Day-No classes, campus closed
- **Wed., Nov. 22**: Thanksgiving Break begins-No evening classes, campus closed after 4 pm
- **Thurs.-Sat., Nov. 23-25**: Thanksgiving Break-No classes, campus closed
- **Thurs., Dec. 7**: Last T/R class
- **Fri., Dec. 8**: Last MWF class
- **Mon., Dec. 11- Fri., Dec. 15**: Final Exams-Day Classes
- **Mon., Dec. 11**: Mon. Evening-Final Exams
- ** Tue., Dec. 12**: Tue. Evening-Final Exams
- **Wed., Dec. 13**: Wed. Evening-Final Exams
- **Thurs., Dec. 14**: Thurs. Evening-Final Exams
- **Fri., Dec. 15**: Fri. Evening-Final Exams
- **Sat., Dec. 16**: Sat.-Final Exams
- **Sat., Dec. 16**: Semester Ends
- **Mon., Dec. 18**: Grades Due

### Spring 2024
- **Mon., Jan. 15**: MLK, Jr. Holiday-No classes, campus closed
- **Wed., Jan. 17**: Semester Begins
- **Mon., Feb. 19**: President’s Day-No classes, campus closed
- **Mon., Mar. 11 -Sat., Mar. 16**: Spring Break-No classes, campus closed
- **Thurs., Mar. 28**: Prof. Dev. Day-No classes, campus closed
- **Sat.-Sat., Mar. 29-30**: Spring Holiday-No classes, campus closed
- **Wed., May 15**: Last TR Class
- **Fri., May 10**: Last MWF Class
- **Fri., May 10**: Commencement
- **Mon., May 13-Fri., May 17**: Final Exams-Day Classes
- **Mon., May 13**: Mon. Evening-Final Exams
- **Tue., May 14**: Tue. Evening-Final Exams
- **Wed., May 15**: Wed. Evening-Final Exams
- **Thurs., May 16**: Thurs. Evening-Final Exams
- **Fri., May 17**: Fri. Evening-Final Exams
- **Sat., May 18**: Sat.-Final Exams
- **Sat., May 18**: Semester Ends
- **Mon., May 20**: Grades Due

### Summer 2024
- **Mon., June 3**: Semester Begins
- **Wed., June 19**: Juneteenth-No classes, campus closed
- **Thurs., July 4**: Independence Day-No classes, campus closed
- **Wed., July 24**: Wed. Evening-Final Exams
- **Thurs., July 25**: Thurs. Evening-Final Exams
- **Fri., July 26**: Fri. Evening-Final Exams
- **Sat., July 27**: Sat. Evening-Final Exams
- **Mon., July 29**: Mon. Evening-Final Exams
- **Tues., July 30**: Tues.-Final Exams
- **Tues., July 30**: Final Exam Day-Day Classes
- **Wed., July 31**: Grades Due
About Mineral Area College

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

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

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

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

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

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

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

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

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

Organizational Priorities

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

MAC adopts the following organizational priorities:

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

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

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

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

Flat River Junior College’s successor, Mineral Area College, was founded in April 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Jefferson, Perry, Ste. Genevieve, and Washington counties.

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

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

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

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

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

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

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

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

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

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

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

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Arts & Sciences Division
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Admissions & Records

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Confidentiality of Financial Records

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

Confidentiality of Student Records

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

(Continued on next page)
students the right to inspect official records directly relating to them.

**Directory Information/Public Information**

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

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

**Drug-Free Work Place**


**Policy of Non-Discrimination**

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

Mineral Area College’s compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act (ADA) of 1990 is directed to contact: employee contact Human Resources at 573-518-2378 and students contact the Dean of Students at 573-518-2262, or by mail at P.O. Box 1000, Park Hills, MO 63601-1000 who has been designated to coordinate the College’s efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, and the ADA Amendments Act.

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

**Admissions Policy for Convicted Felons**

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

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

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

**Immunization Against Communicable Diseases**

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

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

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

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

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

Service for Students with Disabilities

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

Sexual Harassment Policy

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

Tobacco-Free Buildings and Grounds

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

Consumption of all tobacco products will be prohibited on all properties owned or leased by the college including but not limited to facilities, buildings, parking lots, common areas, vehicles and athletic areas. Tobacco use is prohibited at all meetings, conferences, performances and athletic events. Smoking means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product. Tobacco products include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless pouches, any form of loose-leaf, smokeless tobacco and the use of electronic cigarettes, vaping, or any device intended to simulate smoking (unless the simulated-smoking device is used as part of a college-sanctioned, theatrical performance).

Student Responsibility for Catalog Information

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

Requirements

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

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

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

Any person having inquiries concerning Mineral Area College’s compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975 and Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2378 who has been designated to coordinate the college’s efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act and the ADA Amendments Act.

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

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

Selective Admission Programs

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

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

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

Campus Visits

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

Admissions & Records

Admissions Checklist

1. Application for Admission

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

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

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

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

Students needing help should contact the
2. Financial Aid Application

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

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

3. Transcripts

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

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

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

4. Placement Tests

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

5. Confirmation of Admission

The Admissions Office makes every effort to inform applicants of incomplete files. However, applications received close to final registration usually do not allow sufficient time to inform the applicant of an incomplete admission file. Applicants are responsible for ensuring all required documentation is on file in the Admissions Office. The most recent information regarding admission, financial aid, billing and other student-related topics is available on MyMAC.

Campus Housing

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

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

Student Classification

Students are classified as follows:

Full-Time

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

Part-Time

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

Freshman

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

Sophomore

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

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

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

Returning Student
A returning student is an applicant who has previously earned at least one hour of credit at MAC. Returning students who have not been enrolled at MAC for a semester or more, excluding summer, may 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, math and reading courses and must meet all course prerequisites.

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

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

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

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

Dual Credit
Admission is granted to students attending accredited high schools who qualify to participate in the dual credit program. Dual credit is defined as college courses taught on the high school campus by academically qualified, high school instructors. Students who complete these courses are awarded both high school and college credit. This program is open to students who qualify under the state guidelines, meeting both GPA and test score requirements. In addition, placement scores may be required in order to enroll in some of the 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 enrollment classes receive college credit which may or may not be transcribed back as equivalent high school credit, depending upon the policies of the individual high school.
Students who enroll must follow the same procedures and have the same enrollment qualifications as regular MAC students. Placement scores may be required to enroll in some classes. Qualified high school students may take both dual credit and dual enrollment classes during the same semester. Students who are interested in the dual enrollment option should check with the dual credit coordinator and with their high school counselors.

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

### Collaborative Career Center Programs

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

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

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

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

### Concurrently Enrolled Student

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

### Visiting Student

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

### International Students

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

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

1. Complete (in English) an Application for Admission
2. Provide proof of English proficiency. First-time students must send an official TOEFL (Test of English as a Foreign Language) score report to the Admissions Office. Results are considered official only when sent directly from the testing agency. The test should have been taken within the last two years. Students who meet or exceed a minimum score of:
   - 500 paper-based
   - 173 computer-based
   - 61 internet-based

And provide all requested Admissions Documents will be Final Accepted and may enroll without restrictions.

5. Finance documentation from a banking institution or sponsor.
6. Proof of medical insurance. The plan must include repatriation and medical evacuation.

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

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

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

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

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

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

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

Finances and Work

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

Resident Alien Admissions

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

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

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

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

Records & Registration

Advanced Placement

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

Advanced Placement Examinations

<table>
<thead>
<tr>
<th>Test &amp; Courses Satisfied</th>
<th>Score Required</th>
<th>Hours Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS1230 American History I</td>
<td>3 or 5</td>
<td></td>
</tr>
<tr>
<td>HIS1230 American History II</td>
<td>4 or 5</td>
<td></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></td>
</tr>
<tr>
<td>Calculus AB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT1650 Analytic Geometry &amp; Calculus</td>
<td>3, 4, or 5</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS1250 Introductory Chemistry</td>
<td>3 or 5</td>
<td></td>
</tr>
<tr>
<td>PHS1350 General Chemistry I</td>
<td>4 or 5</td>
<td></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></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></td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS1420 College Physics I</td>
<td>3, 4, or 5</td>
<td></td>
</tr>
<tr>
<td>Physics C - Electricity/Magnetism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS1440 College Physics II</td>
<td>3, 4, or 5</td>
<td></td>
</tr>
<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></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></td>
</tr>
<tr>
<td>MFL1470 Elementary Spanish II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Changing a Field of Study, Major and/or Advisor

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

College Level Examination Program (CLEP)

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

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

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

**CLEP Exams for which MAC Grants Credit**

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

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

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

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

**Credit Transfer from Other Colleges**

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

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

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

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

The designated transfer articulation officer at MAC is
the Provost. Articulation appeals should be directed to the college registrar.

**Grades**

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

**Degrees and Certificates**

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

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

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

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

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

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

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

**Degree and Certificate Time Limits**

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

**Core 42 Block**

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

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

Records on Hold/ Release of Transcripts and Diplomas

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

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

Registration

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

A student who registers early but cannot attend must complete the Withdrawal/Exit form in the Student Services Office or the student will be liable for tuition and fees and a punitive grade could be placed on the student’s permanent record.

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

Right to Privacy and Review of Records

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

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

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

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

Student Portal — MyMAC

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

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

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

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

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

Transfer Library/Crosswalk

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

Transferring to Other Colleges

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

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

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

Verification of Enrollment

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

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

Access Office

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

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

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

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

Advisement System

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

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

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

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

Placement Tests

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

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

HiSET (High School Equivalency Test)

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

MoGEA

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

Certification Testing

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

The MAC Store

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

Cardinals Nest

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

Career Services

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

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

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

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

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

C.H. Cozean Library

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

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

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

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

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

Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills and unreturned items are blocked from further 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

Academic Resource Center (ARC)

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

EXCEL/Student Support Services (SSS)

EXCEL/SSS is an academic support program that serves low-income, first-generation students and students with disabilities who are enrolled at Mineral Area College and who have the potential to earn an associate’s degree. The primary goals of EXCEL/SSS are to retain students until they graduate from Mineral Area College and to assist students in the transfer process. In order to achieve these goals, EXCEL/SSS provides individual and group tutoring in all general education courses and many electives; advising services including assistance with course selection, degree planning, registration, and applying
for financial aid; economic literacy information; assisting students in identifying, researching and applying to four-year universities; and accompanying students on visits to college campuses. Scholarships and SSS Supplemental Grant Aid are provided, subject to availability of funding.

**Parking**

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

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

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

**TRIO Programs**

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

Four TRIO programs are on MAC’s campus:

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

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

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

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

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

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

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

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

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

Tuition for Credit Classes

<table>
<thead>
<tr>
<th>Per credit hour rates</th>
<th>Base Tuition</th>
<th>Tier 1 Tuition†</th>
<th>Tier 2 Tuition‡</th>
</tr>
</thead>
<tbody>
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<td>In-District</td>
<td>$126</td>
<td>$151</td>
<td>$181</td>
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<tr>
<td>Out-of-District</td>
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<tr>
<td>International</td>
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<td>$260</td>
<td>$290</td>
</tr>
</tbody>
</table>

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

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

Fees

- **Safety & Security Fee**
  - $25 per semester
- **Student Support Fee**
  - $9 per credit hour and is based on the number of hours enrolled each semester
- **Additional Laboratory and Course Fees**
  - Available online.

* Subject to change with notice.

Mineral Area College Taxing District & Service Region

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* Tuition & Financial Assistance > Tuition & Fees*
Classification for Tuition

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

Resident of the Taxing District

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

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

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

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

Students from Outside the Taxing District

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

Out-of-State Student

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

International Student

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

65 Years of Age or Older (Senior Scholar Program)

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

To qualify for the Senior Scholar program, students must provide proof of age and residency, meet all entrance requirements and course prerequisites, and declare their intent to audit as a senior scholar at the time of enrollment. Contact the Admissions Office for more information.

Penalty for False Information

If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address that alters their residency classification, the student will be subject to the following penalties:

1. Disciplinary action.
2. A financial hold which will result in academic records not being released to any agency or institution until the student has paid MAC the difference between the tuition and fees already paid and the amount owed once the residency classification is corrected.

Tuition and Course Fees Set by the Board of Trustees

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

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

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

Books and Materials

The student is expected to obtain the books, supplies and consumable materials needed for studies. In addition, some programs require the purchase of special items, such as tools or
specialized equipment. A complete listing of special costs is available from the MAC store, program coordinator or instructor.

**Fees for Non-Credit Classes**

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

**Payment of Tuition and Fees**

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

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

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

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

**Payment Deadlines**

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

**Current Address**

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

**Account Balances**

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

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

**Third-Party Billing**

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

**Delinquent Accounts**

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

**Refunding Tuition and Fees**

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

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

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

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

Student Liability Insurance Program

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

Financial Assistance

General Information

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must:

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

Return of Title IV Funds Policy

Students who receive Federal Student Aid (i.e., Pell Grant, Student Loans, SEOG Grants, EXCEL SSS Grant) AND who officially or unofficially withdraw from classes by failing to attend and/or regularly/actively participate, prior to the 60% point of any semester (see Administrative Withdrawal Policy on MyMAC under the My Financial Aid tab or the Financial Aid Section of the MAC Webpage):

- will have a recalculation of their Federal Student Aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals;
- may owe funds back to MAC and/or Federal Student Aid Programs based upon this recalculation.

Students who receive Federal Student Aid AND who receive all F’s or a combination of F’s and W’s at the end of the semester and the instructor(s) reports last day of attendance/lack of participation prior to the last day of the semester:

- will have a recalculation of their Federal Student Aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals;
- may owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

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

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

Minimum Academic Standards for Financial Aid Eligibility

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

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

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

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

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

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

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

Federally-Funded Financial Aid Programs

Federal Pell Grant

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

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

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

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

Federal Supplemental Educational Opportunity Grant

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

Federal College Work-Study Program

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

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

3. Employment is on campus.

Federal Direct Loan

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

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

State-Funded Financial Aid Programs

A+ Schools Program

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

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

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

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

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

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

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

**Access Missouri Financial Assistance Program**

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

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

**Special Loan Funds, Emergency Loan Fund**

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

**Veterans**

MAC programs of study are approved for veterans’ educational benefits. The Financial Aid Office serves as the college’s veterans’ representative and provides services to persons who are eligible to receive educational assistance (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>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td>100</td>
</tr>
<tr>
<td>8-14</td>
<td>100</td>
</tr>
<tr>
<td>15-21</td>
<td>75</td>
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<td>22-28</td>
<td>75</td>
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<td>29-35</td>
<td>50</td>
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<td>36-41</td>
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<tr>
<td>42-48</td>
<td>25</td>
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<tr>
<td>49-55</td>
<td>25</td>
</tr>
<tr>
<td>56-61</td>
<td>25</td>
</tr>
</tbody>
</table>

Veterans Benefits and Transition Act of 2018

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

Servicemembers Opportunity Colleges

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

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

Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

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

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

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

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

Military Withdrawal Due to Deployment

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

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

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

Military Experience Evaluation

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

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

College-Funded Scholarships and Awards

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

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

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

Verification

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

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

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

Financial Aid Confidentiality Policy

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

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

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

Student Consumer Rights Information

Student Rights and Responsibilities

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

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

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

**Special Condition Procedures**

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

**Amounts of Awards**

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

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

**Payment of Awards**

All college administered student loan and grant disbursements are made by either direct deposit into a bank account or by check. Students can sign up for direct deposit electronically on MyMAC or by completing a paper request at the Business Office. Payments are usually made during the sixth week of each semester. Federal College Work Study students are paid the tenth of each month.
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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MAC Singers**

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

**Athletics Department**

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

**Cheerleaders**

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

**Esports**

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

**Kirby The Cardinal (Mascot)**

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

**Men’s Baseball**

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

**Men’s Basketball**

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

**Men’s Golf**

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

**Women’s Basketball**

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

**Women’s Softball**

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

**Women's Volleyball**

The women’s volleyball program is building a strong winning tradition. The team plays an competitive schedule and concentrates its recruiting on local athletes. The 2013 team won the first MCCAC Conference Championship in the program's history. The Cardinals won a Region 16 title and ended the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. In 2016, the team won the Region 16 and District K Championships and finished 10th at the National tournament. In 2017, the team won the Region 16, MCCAC, and District K Championships, and finished 6th in the National tournament. In 2018, the team won MCCAC Conference, Region 16 and District K Championships and placed 10th at the National Tournament. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members’ GPAs traditionally rank high among scholarship students. Since 2011, the team has produced 5 NJCAA All-Americans and 40 Academic All-Americans. Scholarships are awarded on a merit basis.

**Men's and Women's Cross Country**

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

**Men's and Women's Track**

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

**Men's and Women's Soccer**

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

In fall 2021 the women’s team won the MCACC Conference, won the Region 16 regular season, received the #1 seed in Region 16 Tournament, ranked as low as #12 in the country, named 7 players to the All-Conference Team, 5 players to the All-Region Team and finished with a 9-2 overall record! The men’s team in fall 2021 were ranked as low as #11 in the country, received the #2 seed in the Region tournament, third place in the MCACC Conference, named 5 players to the All-Conference Team, 4 players to the All-Region Team, runners up in the Region 16 Tournament and finished with an 8-4-2 overall record.
Greetings

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Support Services

Tuition, Financial Assistance

Student Life

Academic and General College Policies

Arts & Sciences Division

Career & Technical Ed. Division

Course Descriptions

Administration, Faculty

Appendix

Academic and General College Policies

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

Academic Integrity

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

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

Level I Violation

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

Consequences

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

Level II Violation

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

Consequences

1. The student receives a failing grade for the course.
2. The instructor completes an Academic Integrity report which is forwarded to the dean of
students, who disseminates the form to the appropriate individuals and logs the conduct.
3. The respective dean will be notified and a meeting with be scheduled with the student.

Student Conduct and Due Process

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

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

College Email

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

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

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

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

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

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

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

Classroom Electronic Use Policy

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

The following devices should not be in view or used inside the classroom without instructor approval:
- Cell phones;
- Tablets;
- Laptop computers;
- Any other electronic device deemed unnecessary by the instructor.

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

Instructors may, but are in no way obligated to, make exceptions at their own discretion when:
- Health-related or family circumstances exist and
Auditing a Course

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

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

Change in Class Schedule

Adding a Class

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

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

Dropping a Class

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

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

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

**Class Cancellations**

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

**Distance Education**

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

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

**Dual Credit**

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

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

**English as a Second Language**

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

**Final Examinations**

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

**Prerequisites and Corequisites**

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

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

**Repeating a Course**

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

The original grade and all grades for each repeat attempt are recorded on the transcript. MAC will use the latter grade to calculate the cumulative GPA and fulfill degree requirements. All previous attempts of the repeated course are ignored or “forgiven” when the semester and cumulative statistics are calculated. Repeats are not reversible. For example, if a student receives a “D” in a course, retakes the course and receives an “F,” the “F” stands and the student will have to repeat the course until a passing grade is earned in order to receive credit. Once a grade is forgiven, the course with the forgiven grade no longer can be used to satisfy degree requirements. Repeat indicators are transferred in from other schools as they are noted on the incoming school's transcript.

Students may not repeat a lower-level course that serves as a prerequisite for a course already completed with a “C” or above. For example, if a student receives a grade of “C” in MAT1185 and subsequently completes MAT1270 in a following
term with a grade of "C," the student is not allowed to repeat MAT1185 in a future semester.

Students may not repeat courses that are no longer offered at MAC. For financial assistance eligibility, all course attempts will count towards maximum hour limits and completion ratio.

**Unit of Credit and Courseload**

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

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

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

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

**Withdrawal from College**

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

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

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

**Withdrawal for Students Mobilized for Military Duty**

The standard withdrawal process above should be followed whenever possible. However, if a student is unable to submit the necessary paperwork to the Registrar’s Office or is not able to write a letter of withdrawal, the college shall accept notification from the student or a family member. The Registrar’s Office will verify all notifications.

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

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

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

**Grading**

**Dean’s List**

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

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
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, department coordinator, or division chair. Individual departments may establish their own internal procedures for handling student concerns.

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

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

Grade Point Average
The semester GPA is calculated by:
1. Multiplying the credit hours of a course by the grade points earned for the course grade;
2. Adding the grade points earned for each course;
3. Dividing the total grade points by the number of credit hours attempted.
Courses with grades of a “AU”, “I”, “NP”, “P”, “W”, and “WC” are excluded from the GPA.

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 minimal 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 course work satisfactorily.
• P - Passing. This mark indicates the student has completed the coursework satisfactorily.
• W - Withdrew from course.
• WC - Withdrawn in crisis.

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

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

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 Provost. 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 Provost. 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. Candidates seeking a degree or certificate in the Career & Technical Education Division must complete a graduation interview in the Career Services office or on MyMAC.
6. Resolve all financial obligations to the college and return all library and college materials.

Applying for More Than One Degree

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

Commencement Information

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

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

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

Reverse Transfer

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

Video and Photography

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

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

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

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

Degrees & Certificates

Associate of Arts (AA)
Associate of Arts in Teaching (AAT)
Associate of General Studies (AGS)
Certificate

Degree Plans
Associate of Arts Degree (62 hours)
Associate of Arts in Teaching (62 hours)
Associate of General Studies Degree (62 hours)

Arts & Sciences Division

General Education Philosophy

General Degree Requirements
Associate of Arts (AA)
Associate of Arts in Teaching (AAT)
Associate of General Studies (AGS)
Global Studies Certificate

Associate of Arts

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

Associate of Arts in Teaching

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

Associate of General Studies
General Studies

Certificate
Global Studies
Degree Plans

Program Career and Salary Information

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

Associate of Arts Degree (62 hours)
A Transferable Degree

▶ See Appendix A for Degree Plans

Associate of Arts in Teaching (62 hours)
A Transferable Degree

▶ See Appendix A for Degree Plans

Associate of General Studies Degree (62 hours)
A Course-by-Course Transferable Degree

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

The Arts & Sciences Division is dedicated to providing learners an opportunity to design a degree program. Because the AGS may not be accepted in its entirety by four-year colleges and universities, students are subject to a course-by-course evaluation by transfer institutions.

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

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

General Education Philosophy

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

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

2. **Managing Information** - Students will be able to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

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

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

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

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

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

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

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

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

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

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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 an advisor for assistance.

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

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

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

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

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

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

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

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

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

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

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

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

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**AAT Graduation Requirements**

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

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

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

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

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

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

7. Pass the mandatory state proficiency exam or have an equivalent passing ACT score in order for the AAT Degree to be conferred.
4. All degree-applicable courses, including electives must be 1000 level or higher.
5. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Global Studies Certificate Requirements

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

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

- General Requirements
  - Degrees and Certificates
  - Degrees for Allied Health

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

- Career & Technical Education Division

- Career Center Partnerships
  - Associate of Applied Science Degrees & Certificates

- Career & Technical Dual Credit

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

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

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

- Child Development

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

- Electrical/Electronics Technology

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

- Industrial Maintenance

- Skilled Trades
Degrees & Certificates

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

Associate of Applied Science

Associate of Science

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

General Requirements

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

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

### Career & Technical Education Main Campus Degree Plans

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<tr>
<th>Program Titles</th>
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<th>Associate of Science (AS)</th>
<th>Certificate 1 Year</th>
<th>Certificate Less Than 1 Year</th>
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<td>Business Management</td>
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### Dual Credit or Adult Associate Degree Programs
Articulated with Career and Technology Centers

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<th>Perryville</th>
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<td>Welding Technology (WE)</td>
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**Career & Technology Centers**

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

*Only select courses that apply to these degrees are available. Please check with the Mineral Area College advisor at this location.*
Career & Technical Education Division

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

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

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

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

An integral part of most Career and Technical programs is the inclusion of related work or clinical experience specifically selected to correspond with classroom experiences. This division is also committed to general education. In addition to the specialized and specialized-related courses, from one-fifth to one-fourth of the credits in the two-year Career and Technical curricula are in the area of general education.

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

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

Allied Health Related

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

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

Practical Nursing Certificate

See Certificate Plan (In Appendix)

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

OPTION A - Generic Track

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

OPTION B - Fast Track

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

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of “C” or above:
   a. Applications of College Math or Quantitative Reasoning
   b. English Composition I
   c. Introductory Chemistry
4. Accuplacer Test: Applicants must be scheduled to take the Accuplacer Next Generation test on or before the December test date and have the following minimum scores:
   a. Accuplacer Next Generation
      (must be taken by application deadline):
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
   b. Accuplacer scores.
   c. Official college or university transcripts.

NOTE: Course substitutions must be approved.

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

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

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

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

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

Entrance Requirements For Advanced Placement

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges and/or Career and Technical schools attended, with proof of graduation from high school or GED/HISET.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.
5. Complete a personal interview as requested.
6. Entrance requirements must be met by the end of spring semester with a grade of “C” or above.
7. Pass the dosage calculation and practicum exams.
8. Accuplacer
   a. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitative Reasoning, Algebra, and Statistics — 250
      3) Math Advanced Algebra and Functions — 237
      4) Reading — 250
9. Have a GPA of 2.5 or above.
10. Complete a high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student’s grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
   a. Students articulating from the PN Program must have a grade of “B” or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate.
   b. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

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

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites* Credit Hours
MAT1240 Quantitative Reasoning ................................ 3
PHS1250 Introductory Chemistry .................................. 5
ENG1330 English Composition I .................................. 3

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

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

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

Career Opportunities

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

Entrance Requirements

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

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

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

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

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

**Emergency Medical Technician (EMT) Certificate - 12 credit hours**

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

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

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

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

**Medical Lab Technician**

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

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

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

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

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

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

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

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

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

Entrance Requirements

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

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

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

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

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

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

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

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

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

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

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

**Associate of Applied Science**

**Degrees & Certificate Programs**

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

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

**Business Related**

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

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

**Business Management**

Whether managing a small business or admin-

**One-Year Certificate in Business Management**

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

**Business Management — Administrative Office Specialist**

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

**Business Management — IT Specialist**

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

**Computer Networking**

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

**Computer Networking - Cyber Security**

- **Degree Plan**: (In Appendix)
- **Certificate Plan**: (In Appendix)

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

**Child Development**

- **Degree Plan**: (In Appendix)
- **Certificate Plan**: (In Appendix)

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.

**Child Development Associate**

- **Certificate Plan**: (In Appendix)

**Criminal Justice**

**Criminal Justice — Law Enforcement**

- **Degree Plan**: (In Appendix)
- **Certificate Plan**: (In Appendix)

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

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

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

**Criminal Justice — 1000 Hr Law Academy**

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

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

**Criminal Justice — Judicial Administration**

- **Degree Plan**: (In Appendix)

This program is designed for students who plan to complete an Associate of Applied Science
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**

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

**Electrical/Electronics Technology**

**Criminal Justice — Correctional Administration**

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

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

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

**Criminal Justice — Missouri Department of Corrections**

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

See Degree Plan (In Appendix)
See Certificate Plan (In Appendix)

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

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

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

Industrial Maintenance

See Degree Plan (In Appendix)
See Certificate Plan (In Appendix)

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

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

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

Machine Tool Technology

See Degree Plan (In Appendix)
See Certificate Plan (In Appendix)

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

2155.

Skilled Trades

See Degree Plan (In Appendix)

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

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

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

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17 college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 37 hours of credit at the college level. MAC agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant MAC credit for other DOL approved trade apprenticeship programs. Students need to earn a minimum of 25 additional semester hours of general education courses and/or electives to complete the associate degree, with a minimum of 15 semester institutional semester credit hours earned at MAC.
The letters in the course abbreviations indicate subject areas. The courses are listed in alphabetical order by subject area prefix.

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

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

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

ADN101 _____________ 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 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.

ADN102 _____________ 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 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.

ADN140 _____________ Arranged 6 cr. hrs. Fundamentals of Nursing
Prerequisite: Acceptance into the ADN Program.

This course allows 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.

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

This course allows 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. The course evaluation will be pass/fail, based on the nursing program grading scale.
fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client's family are emphasized to give the student a better understanding of behavior and provide use of the framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ACADEMIC PROGRAMS

AGRICULTURE

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

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

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

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

AGR1320 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 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 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 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 emu and poultry facilities and operations is included.

AGR1650 Agriculture Credit & Finance (Spring)
Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading or 250 on the Accuplacer Next Generation reading 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 of C in RDG0900, ENG0990, or ENG0990, or (4) have earned 24 college-level semester credit hours, or (5) instructor consent. Recommended AGR2320, BUS2430. A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR1700 Farm Management (Spring)
Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading 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 RDG0900, or (5) have earned 24 college-level semester credit hours, or (6) instructor consent. Recommended AGR2320, OST1500. Principles and decision making tools applied to practical farm problems. Budgeting, break-even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

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

AGR2220 Agriculture Internship
Prerequisite: Instructor approval. Supervised on-the-job training in student-selected agricultural 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 by the instructor for completion of the plan.

AGR2250 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 at conferences with the student and employer.

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

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

AGR2420 Soil Science & Management (Fall)
Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Prerequisite: Application of soil science principles and soil management is stressed.

AGR2430 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 Agricultural Genetics (Fall)
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 COND, HEATING, REFRIG**

**AHR1016** (3-0) 3 cr. hrs. 
**Thermal and Environmental Science**

Environmental applications course applies the knowledge of the principles and theories of thermal systems incorporating it with real world applications such as heating and cooling systems, system performance, insulation, and humidity. Students will gain a better understanding of how these items, which are a part of everyday life, can be modified to improve human comfort conditions. Students will learn to calculate the efficiency of a thermal system. Students will become familiar with heat loads and how they affect system components. Students will learn to use insulation to improve efficiency and learn how psychrometrics is vital to conditions inside buildings.

**AHR1520** (3-0) 3 cr. hrs. 
**Commercial Refrigeration**

Prerequisite: AHR1612 with a minimum grade of C.

Students will obtain the following competencies based on the Amatrol LAP books, Hampden Experiment manual and Refrigeration & Air Conditioning Technology Textbook material assigned to them. The students will be trained in and have a good understanding of HVAC thermal fundamentals, HVAC system operations and HVAC troubleshooting at the commercial level.

**AHR1604** (3-0) 3 cr. hrs. 
**Pump Systems**

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

**AHR1612** (3-0) 3 cr. hrs. 
**Thermal Troubleshooting**

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

**ART**

**ART1130** (1-3) 3 cr. hrs. 
**Drawing I (Spring, Fall)**

Prerequisite: ART1130 with a minimum grade of C.

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

**ART1140** (1-3) 3 cr. hrs. 
**Drawing II (Spring, Summer)**

Prerequisite: ART1130 with a minimum grade of C.

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

**ART1160** (1-3) 3 cr. hrs. 
**Painting I (Spring, Fall)**

Prerequisite: ART1130 with a minimum grade of C.

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

**ART1230** (1-3) 3 cr. hrs. 
**Ceramics I (Spring, Summer)**

MOTR TRANSFER GUARANTEED

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

**ART1400** (2-2) 2 cr. hrs. 
**History of Western Art**

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

**ART1490** (3-0) 3 cr. hrs. 
**History of Art I**

MOTR ARTS101

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

**ART1500** (3-0) 3 cr. hrs. 
**History of Art II**

MOTR ARTS102

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

**ART1510** (3-0) 3 cr. hrs. 
**History of Art III**

MOTR ARTS100 - 2022

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

**ART1530** (3-0) 3 cr. hrs. 
**Introduction to Humanities**

MOTR HUMN100 - 2022

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

**ART1550** (1-3) 3 cr. hrs. 
**Beginning Photography**

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

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** (0-3) 3 cr. hrs. 
**Watercolor I**

Prerequisite: ART1130 with a minimum grade of C

Expand skills from Watercolor I. Include plein air watercolor and figure work. Offered on demand.

**ART1760** (0-3) 3 cr. hrs. 
**Watercolor III**

Prerequisite: ART1740 and 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)**

MOTR TRANSFER GUARANTEED

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

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

MOTR TRANSFER GUARANTEED

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

**ART1930** (1-3) 3 cr. hrs. 
**Sculpture I (Spring)**

MOTR TRANSFER GUARANTEED

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

**ART2160** (1-3) 3 cr. hrs. 
**Painting II**

Prerequisite: ART1160 with a minimum grade of C or instructor consent.
Explore the fundamentals of biology as well as how biology is applied in the real world. Examines the scientific method, the characteristics of plants, processes and features common to all life forms, and the nature and workings of the human body. Designed to meet general education requirements and is intended for the non-science major.

**BIOL 1150** ________________ (3-4) 5 cr. hrs. **General Biology**
MOTR BIOL150L
Prerequisite: MAT0930, MAT0935 or higher or ACT reading score of 16, or Accuplacer Next Generation reading, or 250 on the Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics, or a minimum score of 200 on the Advanced Algebra and Functions, AND one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

**BIOL 2600** ________________ (4-5) 5 cr. hrs. **Human Anatomy (Fall)**
MOTR LIFS150LA - 2020
Prerequisite: PHS1250 or higher with a minimum grade of C. The study of the structure of the human body, Topical body organization, and the anatomy of selected body systems (intestinal, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIOL2620).

**BIOL 2620** ________________ (4-5) 5 cr. hrs. **Human Physiology (Spring)**
Prerequisite: BIOL2600 and PHS1250, or PHS1350 with a minimum grade of C. A continuation of BIOL2600. Focuses on the biochemical, cellular and organ level functioning of those systems introduced in BIOL2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory.

**BIOL 2980** ________________ Arranged 1 cr. hrs. **Readings in Honors**
A small group discussion class which involves reading assignments from books or scientific journals, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

**BIOL 2990** ________________ Arranged 1 cr. hrs. **Research in Honors**
Individual or small groups of students researching some aspect of the life sciences and then compiling and presenting their findings to their peers and/or some community sector, or writing up their results in a well-organized paper.

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**ART 1217** ________________ (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.

**ART 2174** ________________ (1-3) 3 cr. hrs. **Printmaking II**
Prerequisites: ART1640 with a minimum grade of C or instructor consent. Continue to explore media from Printmaking I. Introduce new techniques: chine colle, transfers and mixed media. Consider personal expression and proper documentation of completed prints.

**ART 2176** ________________ (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.

**ART 2180** ________________ (1-3) 3 cr. hrs. **Ceramics III**
Prerequisites: ART1230 and ART 2172 with a minimum grade of C.
Emphasis on form, consistency and personal expression. Elevate execution of wheel-thrown pieces as well as slab pot construction. Introduce figure construction and consideration of form-content.

**ART 2200** ________________ (3-0) 3 cr. hrs. **Printmaking III**
Prerequisites: ART1640 and ART2174 with a minimum grade of C.
Create high quality prints while exploring art historical topics, such as theme and variation, in addition to personal expression. Require consistent serial prints in single and multi-colors. Complete at least three editions of five high-quality prints employing two different printmaking processes presented in Printmaking I and II. Proper documentation is required.

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**BIO 1100** ________________ (3-0) 3 cr. hrs. **Introduction to Biological Science**
MOTR BIOL100
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

**BIO 11430** ________________ (3-0) 3 cr. hrs. **Environmental Science**
MOTR BIOL100EV
A general introductory course in human ecology. The general concepts of ecology will be covered in early chapters. The remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

**BIO 2112** ________________ (3-4) 5 cr. hrs. **General Botany (Spring)**
MOTR BIOL150LB
Prerequisite: BIOL1150 with a minimum grade of C or instructor consent.
Emphasizes biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. Meets the general education biological science requirement. Includes lab.

**BIO 2212** ________________ (3-4) 5 cr. hrs. **General Zoology**
MOTR BIOL150LZ
Prerequisite: BIOL1150 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.
BUSINESS ADMIN & ECONOMICS

BUS1190 __________________ (3-0) 3 cr. hrs. Business Ethics
Prerequisites: BUS1010 - 2020
A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

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

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

BUS2050 _________________ (3-0) 3 cr. hrs. Principles of Accounting II
Prerequisite: BUS2000 with a minimum grade of C. A continuation of BUS2000. Topics include partnership accounting, accounting for corporations, cost accounting, financial statement analysis, and managerial accounting.

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

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

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

BUS2930 _________________ (3-0) 3 cr. hrs. Principles of Macroeconomics
Prerequisites: BUS1190, BUS1330 - Mineral College.
A primary study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

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

COMPUTER INFO SYSTEMS

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

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

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

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

CIS1650 _________________ (3-0) 3 cr. hrs. Computerized Accounting
Prerequisites: BUS2050 or OST1520 with a minimum grade of C.
After learning the manual accounting process, gain practical experience using a computerized accounting system. Examine electronic methods of implementing a general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

CIS1670 _________________ (3-0) 3 cr. hrs. Fundamentals of Networking
Explore foundational elements of a computer network. Understand the basics of the OSI Model, TCP/IP, and other protocols, network topologies, basic security principles, routing, network management, and troubleshooting. Prepare to meet the objectives of the CompTIA Network+ certification. General computer proficiency is expected.

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

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

CIS1750 __________________ (3-0) 3 cr. hrs. Microcomputer Applications
Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Concurrent enrollment in CIS1750 and CIS1650 or CIS1170 is prohibited.
Gain proficiency in the most commonly used applications in the business environment. Develop skills using current integrated word-processing, spreadsheet, presentation, and database suite of applications.

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

CIS1875 __________________ (4-0) 4 cr. hrs. CCNA 1: Introduction to Networks
Covers the architecture, structure, functions, and components of routers and switches in small networks and Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build local area networks (LAN). Perform basic configuration for routers and switches, and implement Internet Protocol (IP). This is the first of three courses in the CISCO Networking Academy.

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

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

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

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

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

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

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

**CIS2350 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 Web Page Development**
- Develop practical skills using HTML and popular web design applications to develop and design a website. Learn effective navigational concepts and design practices using CSS, templates, and library items. General computer proficiency is expected.

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

**CIS260 Management of Information Security**
- Prerequisite: CIS1860 with a minimum grade of C.
- Learn the importance of the sound managerial practices in protecting information. With legal compliance as a guide, students will value the significance of identifying and calculating risks, creating sound policies and security programs, and contingency planning. Understand the role of managers in a crisis situation and effective response to the public.

**CIS2600 Computer Networking Internship**
- Prerequisites: Sophomore standing in Computer Networking and instructor consent.
- Obtain supervised work experience and apply practical knowledge and skills attained in coursework.

**CIS2800 Capstone-Computer Networking**
- Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.
- Prepare to enter the Computer Networking career field by reviewing coursework completed in the degree or certificate program. Complete the Technical Skills Assessment requirement for Career and Technical Education majors.

**COMMUNICATIONS**

**COM1000 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.

**COM1010 Introduction to Broadcasting**
- Examine the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

**COM1060 Introduction to Cinema**
- MOTR FILM100 - 2019
- MOTR CRJS101 - 2020
- MOTR CRJS102 - 2020
- 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.

**COM1120 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.

**COM2200 T.V. Production**
- Prerequisite: COM1020 with a minimum grade of C or instructor consent.
- Gain hands-on experience using both audio and video production equipment as well as usage and production techniques. Examine production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

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

**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 T.V. Production Practicum**
- 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
CRJ 1170 _________________ (3-0) 3 cr. hrs. Introduction to Courts
Provides students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. Will review the juvenile court system and its differences from the adult judicial system.

CRJ 1200 _________________ (3-0) 3 cr. hrs. Criminal Investigation I
The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, test of hypotheses, and the problem of proof are covered.

CRJ 1250 _________________ (3-0) 3 cr. hrs. Basic Police Science IV
Open to 1000 Hour Law Enforcement Academy students only.
Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for defensive tactics, taser certification, NHTSA field sobriety testing and certification and Datamaster Type III breathalyzer training and certification.

CRJ 1300 _________________ (3-0) 3 cr. hrs. Criminal Investigation II
Prerequisites: Instructor consent for 1000 HR LEA students.
Law Enforcement Academy students only.
The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ 1400 _________________ (3-0) 3 cr. hrs. Criminal Law
The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ 1440 _________________ (3-0) 3 cr. hrs. Criminal Courts-Process & Issues
Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

CRJ 1500 _________________ (3-0) 3 cr. hrs. Criminal Evidence
The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

CRJ 1520 _________________ (3-0) 3 cr. hrs. Criminology
Criminology is the scientific study of crime. Students will study various aspects of crime and the criminals. This class will examine such items as crime statistics, various theories behind the cause of crime and why criminals commit them. This class goes hand-in-hand with the disciplines of psychology, sociology, and anthropology. Students will also look at specific criminal in hopes of identifying various typologies that some infamous criminals have used.

CRJ 1540 _________________ (3-0) 3 cr. hrs. Criminal Procedure
Focuses on the constitutional rights of criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

CRJ 1600 _________________ (3-0) 3 cr. hrs. Juvenile Justice System
The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

CRJ 1700 _________________ (3-0) 3 cr. hrs. Patrol & Traffic Law
Open to Law Enforcement Academy students only.
The foundations of police operations, providing police 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.

CRJ 1710 _________________ (3-0) 3 cr. hrs. Community Policing/Problem Solving
The study of police agencies’ response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, themes, and programs advocated at the national level by federal agencies, academics, and practitioners are implemented with widely varying degrees of understanding.

CRJ 1750 _________________ (3-0) 3 cr. hrs. Advanced Patrol/Traffic Law
Open to Law Enforcement Academy students only.
Discusses preparation for duty by the patrol officer. It demonstrates how knowledge of criminal activity, local geography and proper uniform and equipment will enhance the performance of the patrol officer. Also discusses training on the applicable state statutes that affect an officer during patrol and job performance.

CRJ 1760 _________________ (6-0) 3 cr. hrs. Commercial Vehicle Enforce inspect
Open to MSHP CVI students only.
The object of this course is to give the Probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVIs will also receive training in profiling, cultural awareness, as well as other areas important to the law enforcement community.

CRJ 1800 _________________ (3-0) 3 cr. hrs. Introduction to Corrections
An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other and correctional institutions.

CRJ 1820 _________________ (3-0) 3 cr. hrs. Corrections in America
Prerequisite: Instructor consent for Department of Corrections students only.
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.

CRJ 1900 _________________ (3-0) 3 cr. hrs. Police Administration
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.

CRJ 2000 _________________ (3-0) 3 cr. hrs. Criminal Justice Report Writing
Prerequisites: Instructor consent for Law Enforcement Academy students only.
The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with emphasis on report writing techniques required in the admission of evidence in a criminal adjudication.

CRJ 2120 _________________ (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 compassion. Court room qualifications will be final determination of the students work and performance. Prepares students for CRJ 2140.

CRJ 2140 _________________ (3-0) 3 cr. hrs. Forensic Crime Scene Investigation
Designed to be an advanced Crime Scene Investigation class. The students will be shown the proper techniques, 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.

CRJ 2160 _________________ (3-0) 3 cr. hrs. Crime Scene Analysis
Designed to be an advanced Crime Scene Investigation class. The students will be shown the proper techniques, 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.

CRJ 2200 _________________ (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.
Course Descriptions

CRJ 2220 Principles of Homeland Security (3-0) 3 cr. hrs.
Prerequisites: CRJ1100 with a minimum grade of C.
Provides an overview and examination of the history, mission, and development of homeland security at the federal, state, local, and private sector levels.

CRJ 2300 Criminal Justice Career Preparation (1-1) 1 cr. hrs.
Prerequisite: The presentation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practicals, mock interviews, and portfolio creation will also be a requirement for student achievement in this course.

CRJ 2320 Admin of Correctional Service (3-0) 3 cr. hrs.
Prerequisite: CSC1100
Focusing on the criminal justice field of corrections, this course explores fundamental concepts related to the administration, organization, and management of correctional services.

CRJ 2340 Concepts of Community Corrections (3-0) 3 cr. hrs.
Prerequisites: CRJ1100
Examine the various aspects of offender treatment planning, implementation, and special needs identification in the context of community-based correctional programs. Utilizes a comparative approach to examining the differences between traditional and community-based correctional programs.

CRJ 2380 Probation and Parole in America (3-0) 3 cr. hrs.
Prerequisite: CSC1100
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.

COMPUTER SCIENCE

CSC1100 Programming Logic (3-0) 3 cr. hrs.
Prerequisite: CSC1100
This course focuses on the basics of programming and prepare for more complicated language. The student will learn to program with the skills necessary for developing high-quality programs. Learn control structures, functions, lists, and file I/O before being introduced to classes.

CSC1300 Video Game Design & Development (Spring) (3-0) 3 cr. hrs.
Prerequisite: CSC1100
This course covers the creation of multimedia assets and developing the basic programming abilities. Construct and animate 2D and 3D objects and use the game engine to create the game.

CSC1600 C# Programming (3-0) 3 cr. hrs.
Prerequisites: CSC1100 with a minimum grade of C or instructor consent.
Introduction to C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

DEAF COMMUNICATION STUDIES

DCS1000 Sign Language I (3-0) 3 cr. hrs.
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors awareness of deaf culture.

DCS1010 Sign Language II (3-0) 3 cr. hrs.
Prerequisite: DCS1000
A continuation of DCS1000. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

EARLY CHILDHOOD EDUCATION

ECE1000 Intro to Early Childhood Education (3-0) 3 cr. hrs.
Prerequisites: ECE1000, ECE1020, and ECE1040
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 upon 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. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 Guidance Altern for Young Children (3-0) 3 cr. hrs.
This course is designed to identify positive developmentally appropriate practice (DAP) discipline and redirection of children from birth through age eight. Guidance skills, observation tools, and techniques of redirection will be explored. Children’s traumas, fears, and negative environmental issues will be identified and assessed. The prosocial environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 Early Child Hlth/Safety/Nutrition (3-0) 3 cr. hrs.
Prerequisite: ECE1000, ECE1020, and ECE1040
This course will focus on young children’s (age birth through eight years) healthy environment. The child’s environment includes all aspects that affect the child’s health, safety, and nutrition. The course will include health and safety curriculum and national nutrition standards, as well as additional standards.

ECE1060 Child Dev Associate Credential Prep (3-0) 3 cr. hrs.
Prerequisites: ECE1000, ECE1020, and ECE1040
This course is designed to prepare the student for national certification as a child development associate. Coursework also includes writing competency standards required in the child development assistant (CDA) 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The Professional Development specialist will conduct final observations and evaluations of the student in the student’s child care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test which will be taken on campus through online testing PearsonVue.

ECE1200 Caring for School Age Children (3-0) 3 cr. hrs.
This course is designed 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 learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The students will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Five hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.
ECE2200 _________________ (2-4) 4 cr. hrs. 
Practicum Classroom Experiences 
Prerequisites: ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000-level course with a minimum grade of C. It is recommended that students take this course 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) 15-week (50 minutes) lecture. The practicum experiences will apply to preschool children 3 to 5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriate (DAP) environment. Five hours of required practicum classroom experience is assigned each week for a total of forty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

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

EDUCATION

EDU1100 _________________ (3-0) 3 cr. hrs. 
Psychology of Adolescence 
Prerequisites: PSU1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240 AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Study factors and issues of the period from puberty to adulthood with emphasis upon conditions leading to optimal development. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU1200 _________________ (3-0) 3 cr. hrs. 
Child Development 
Corequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must earn a B or higher in all education courses with an EDU prefix. Explore development from conception through adolescence. Review theories related to the four areas of development: cognitive, physical, language, and social/emotional. Explore the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child's learning environment.

EDU2300 _________________ (3-0) 3 cr. hrs. 
Found. of Ed. in a Diverse Society 
Prerequisite: ENG1330 and PSU1130 with a minimum grade of C, and a minimum of 15 earned degree applicable semester hours (excluding developmental). 
Examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. Will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justices, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12.

EDU2300 _________________ (3-0) 3 cr. hrs. 
Teach Profession w/Field Experience 
Prerequisites: ENG 1330 with a minimum grade of C, and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Corequisite: EDU2030 or EDU2040. Provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Explore the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. Designed to assist students in determining if a career in teaching is an appropriate goal. Students will be required to complete the Missouri Educator Profile. Students must earn a minimum grade of B in all education courses with an EDU prefix.

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

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

EDU2290 _________________ (3-0) 3 cr. hrs. 
Educational Psychology 
Prerequisites: EDU2030 or EDU2040 with a minimum grade of B. Must be admitted to the AAT program by separate application through the Education Department. Relate the application of psychological principles to teaching, 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: EDU1330 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading (Continued on next page)
score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

EDU2420 _________________ (3-0) 3 cr. hrs. Org Mgt Early Childhood Programs
Prerequisite: EDU1300 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

EDU2500 _________________ (3-0) 3 cr. hrs. Education of Exceptional Learner
Corequisite: EDU2320.
An introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education.

ENGLISH

ENG0800 _________________ (3-0) 3 cr. hrs. English as a Second Language I
Prerequisite: A minimum TOEFL score of 46 (internet-based).
Advanced instruction and academic support for ESL students. Along with vocabulary development, spontaneous speaking and reflective writing skills will be emphasized. Writing will also reinforce proper grammar through sentence and paragraph development. Course is elective for international students with TOEFL score 61+. 

ENG0820 _________________ (3-0) 3 cr. hrs. English as a Second Language II
Prerequisite: TOEFL score above 500 (paper-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.

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, inductive, capacitive and transformers.

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

EEE1600 _________________ (3-0) 3 cr. hrs. Practical Electronics II
Prerequisite: EEE1580 with a minimum grade of C or instructor consent.
A continuing study 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 the national electric code as a reference tool.

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

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.

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

EEE2950 _________________ (3-0) 3 cr. hrs. Microprocessor Applications
Prerequisite: EEE2040.
A comprehensive and practical study of the microprocessor and its applications. Emphasis is placed on the assembly language programming, the development of software and hardware, and the design and construction of small, microprocessor-based systems.

EEE2960 _________________ (3-0) 3 cr. hrs. Embedded Systems
Prerequisite: EEE2950.
This course is designed to give students the background and skills needed to develop embedded systems for real-world applications.

EEE3500 _________________ (3-0) 3 cr. hrs. Advanced Electrical Systems
Prerequisite: EEE2960.
An advanced study of electrical systems with an emphasis on power systems and power electronics.

EEE3900 _________________ (3-0) 3 cr. hrs. Power Electronics
Prerequisite: EEE2960.
This course is designed to give students the background and skills needed to design and implement power electronics systems.

EEE4950 _________________ (3-0) 3 cr. hrs. Advanced Microcontroller Applications
Prerequisite: EEE2950.
This course is designed to give students the background and skills needed to develop advanced microcontroller-based systems for real-world applications.

EEE5960 _________________ (3-0) 3 cr. hrs. Special Topics in Electrical Engineering
Prerequisite: EEE2960.
This course focuses on special topics in electrical engineering and provides students with an opportunity to explore current research and development in the field.

EEE5970 _________________ (3-0) 3 cr. hrs. Independent Study in Electrical Engineering
Prerequisite: EEE2960.
This course offers students the opportunity to conduct independent research and study in an area of electrical engineering that is not covered in the regular course offerings.

EEE6980 _________________ (3-0) 3 cr. hrs. Graduate Seminar in Electrical Engineering
Prerequisite: EEE2960.
This course is designed to provide advanced students with an opportunity to engage in advanced research and study in an area of electrical engineering.

EEE7950 _________________ (3-0) 3 cr. hrs. Research in Electrical Engineering
Prerequisite: EEE2960.
This course is designed to provide advanced students with an opportunity to conduct independent research and study in an area of electrical engineering that is not covered in the regular course offerings.

EEE8950 _________________ (3-0) 3 cr. hrs. Thesis in Electrical Engineering
Prerequisite: EEE2960.
This course is designed to provide advanced students with an opportunity to conduct independent research and study in an area of electrical engineering that is not covered in the regular course offerings.

EEE8990 _________________ (3-0) 3 cr. hrs. Dissertation in Electrical Engineering
Prerequisite: EEE2960.
This course is designed to provide advanced students with an opportunity to conduct independent research and study in an area of electrical engineering that is not covered in the regular course offerings.

ENG0920 _________________ (3-0) 3 cr. hrs. Strategies for Composition
Prerequisites: One of the following: (1) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, or (2) ENG0800 or ENG0960 or (3) modules ENG0210, ENG0220, ENG0230 with a minimum grade of C AND concurrent enrollment in ENG1330.
Delivers supplementary instruction for English Composition I and emphasizes paragraph development, sentence structure, grammar, and diction. Reinforces academic reading and writing strategies useful for college-level work in general and for English Composition II in particular. Pass/No Pass grading scale.

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

ENG1050 _________________ (1-1) 1 cr. hrs. Use of Library Resource
Designed to improve student skills related to locating, evaluating, and documenting information. Familiarizes students with both brick-and-mortar and online library environments and processes.

ENG1330 _________________ (3-0) 3 cr. hrs. English Composition I
Prerequisite: One of the following: (1) a minimum ACT English score of 18, or minimum Accuplacer Next Generation writing score of 250, or minimum Accuplacer Writerplace writer score of 5, or (2) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, and a 3.0 cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.
A purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student’s education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed written work. Instruction includes basic research skills, MLA guidelines, mechanics, usage, and grammar.

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

Students will be expected to read critically and synthesize information cogently and effectively.

ENG1360 ________________________________(3-0) 3 cr. hrs.
Creative Writing
MOTR PERF106 - 2019
Prerequisite: ENG1330
An introduction to writing short fiction, creative nonfiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

ENG1440 ________________________________(3-0) 3 cr. hrs.
Public Speaking
MOTR COMM110
Prerequisite: Must have met one of the following: (1) minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average, (3) or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0900, or (4) have earned 24 college-level semester credit hours.

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: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation Reading score of 240, AND a 2.8 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) 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 survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

ENG2340 ________________________________(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 Austin, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

ENG2440 ________________________________(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 early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440 ________________________________(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.

ENG2580 ________________________________(3-0) 3 cr. hrs.
Young Adult Literature
Prerequisite: ENG1330 with a minimum grade of C.
Investigates a variety of issues surrounding the genre of young adult 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.
Creative Nonfiction Literature
Prerequisite: ENG1330 with a minimum grade of C.
Emphasis is placed on developing skills in critical reading and attitude needed for understanding and appreciating literature.

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.

ETT1200 ______________________________(3-2) 3 cr. hrs.
Residential Circuits
A lecture/laboratory study of the installation of complete electrical systems for residential application.

ETT1300 ______________________________(3-2) 3 cr. hrs.
Commercial Circuits
A lecture/laboratory study of the installation of complete electrical systems for commercial structures, to include high and outdoor lighting systems and power distribution for commercial applications.

ELECTRICAL TECHNOLOGY

A study of electrical wire, electrical boxes, conduits, load centers, overcurrent protection, and materials and supplies used in residential, commercial, and industrial applications.
Course Descriptions

**ETT1400** ___________ (3-0) 3 cr. hrs. Industrial Circuits
A study of the planning, installation, troubleshooting, and repair of industrial control systems, including motor controls and programmable control systems used in industrial settings.

**ETT1420** ___________ (3-2) 3 cr. hrs. Electrical Construction
This course will address the knowledge and skills necessary to properly use common hand and power tools used in the field of electrical technology, to include conduit bending, conduit threading, wire pulling, drilling structural members, use of hole punching and drilling equipment, electrical motor and transformer selection and installation, and equipment and materials.

**ETT1700** ___________ (0-6) 3 cr. hrs. Electrical Tech Internship I
A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

**ETT1720** ___________ (0-6) 3 cr. hrs. Electrical Tech Internship II
Prerequisite: ETT1700 with a minimum grade of C. A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

**FIRE SCIENCE TECHNOLOGY**

**FST1000** ___________ Arranged 3 cr. hrs. Introduction to Firefighting
Designed to prepare the FST student in the first phase of classroom instruction for fire fighting 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.

**FST1110** ___________ Arranged 1 cr. hrs. Vehicle Fire Fighting
Covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

**FST1150** ___________ Arranged 1 cr. hrs. Pump Operations
Prerequisite: FST1050 with a minimum grade of C. Math and TEC1070 are recommended.
Pump Operations traces the history of fire service pump, develops the theory of operations and develops practical skills in the operation of fire service pumps.

**FST1200** ___________ Arranged 1 cr. hrs. Fire Prevention
Prerequisite: FST1050 with a minimum grade of C. Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

**FST1310** ___________ Arranged 1 cr. hrs. Emergency Vehicle Driving
Emergency Vehicle Driving covers the topics of regulations, physical forces, safe operation and maintenance of vehicles used in the fire and emergency vehicle services. Practical exercises develop skills used in responding to every incident.

**FST1330** ___________ 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.

**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.

**FST1360** ___________ 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 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 Construc/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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FST1702</td>
<td>3 cr. hrs.</td>
<td>Fire Service Law</td>
</tr>
<tr>
<td>FST2080</td>
<td>3 cr. hrs.</td>
<td>Pract Apps Hydraulic Theory Firefry</td>
</tr>
<tr>
<td>FST2130</td>
<td>2 cr. hrs.</td>
<td>Intro to Fire Inspection/Prin/Pac</td>
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<tr>
<td>FST2140</td>
<td>3 cr. hrs.</td>
<td>Tech Prin/Pac of Fire Prevention</td>
</tr>
<tr>
<td>FST2150</td>
<td>1 cr. hrs.</td>
<td>Prin Building Const/Combustible</td>
</tr>
<tr>
<td>FST2160</td>
<td>1 cr. hrs.</td>
<td>Intro Wilderness Search/Rescue</td>
</tr>
<tr>
<td>FST2180</td>
<td>1 cr. hrs.</td>
<td>Adv Wilderness Search/Rescue</td>
</tr>
<tr>
<td>FST2220</td>
<td>1 cr. hrs.</td>
<td>Managing in a Changing Environment</td>
</tr>
<tr>
<td>FST2224</td>
<td>3 cr. hrs.</td>
<td>Strat &amp; Tact Consider/Fireground</td>
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<tr>
<td>FST2230</td>
<td>1 cr. hrs.</td>
<td>Incident Command System: Basic</td>
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<tr>
<td>FST2240</td>
<td>1 cr. hrs.</td>
<td>Incident Response to Terrorism</td>
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<tr>
<td>FST2300</td>
<td>1 cr. hrs.</td>
<td>Hazardous Materials Operations</td>
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<tr>
<td>FST2340</td>
<td>1 cr. hrs.</td>
<td>Incident Command System: Advanced</td>
</tr>
<tr>
<td>FST2500</td>
<td>3 cr. hrs.</td>
<td>Fire Instructor I</td>
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<tr>
<td>FST2540</td>
<td>2 cr. hrs.</td>
<td>Fire Service Instructor II</td>
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**GEOGRAPHY**

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<tr>
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<th>Credit Hours</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEO1130</td>
<td>(3-0) 3 cr. hrs.</td>
<td>Regional World Geography</td>
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**GUIDANCE**

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<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GUI1010</td>
<td>(1-0) 1 cr. hrs.</td>
<td>First Year Seminar</td>
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The course descriptions include a variety of courses designed to prepare students for careers in fire service, including courses on fire service law, practical applications of hydraulic theory, fire inspection, technical and wilderness search and rescue, incident command systems, and hazardous materials operations. Each course is designed to build knowledge and skills necessary for effective fire service operation, with a focus on safety and response to various emergencies.
Course Descriptions

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 career planning and exploration through a variety of job options including computerized career information systems, resource materials and assessments, occupation and employment opportunity research.

HISTORY

HIS0000 0 cr. hrs.
MO Higher Education Civics Exam
- State requirement for all Missouri college students. Covers federal and state governments. Students must successfully complete the exam with a minimum score of 70%.

HIS1100 3 cr. hrs.
World Civilization I
- MOTR HIST201 - 2020
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENGL0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
- Study the development of Christian thought and institutions from antiquity through the Reformation and beyond.

HIS1190 3 cr. hrs.
American History I
- MOTR HIST101
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENGL0990, 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 through the Reconstruction period. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

HIS1200 3 cr. hrs.
American History II
- MOTR HIST102
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENGL0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
- Study the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism.

HIS1300 3 cr. hrs.
Western Civilization I
- MOTR WCIV101
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENGL0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
- Study the main problems of the western world from the Age of Absolutism to the present time.

HIS1350 Arranged 1 cr. hrs.
Directed Studies/History-Honors
Prerequisite: Department chairperson/instructor consent.
- The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS1500 3 cr. hrs.
World Civilization II
- MOTR WCIV102
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENGL0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
- Explore multicultural and comparative developments of major world civilizations from approximately 1500 until the present.

HEALTH RELATED TECHNOLOGY

HLT1040 Arranged 4 cr. hrs.
Basic Electrocardiography
Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent, and minimum ACT math score of 15, AND one of the following: a minimum score of 18 on the ACT reading or 250 on the Accuplacer Next Generation reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.
- Must have a declared major of EMT, Paramedic Technology, Radiology, or Nursing.
- Provides the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 Arranged 3 cr. hrs.
Emergency Med Tech Refresh
Prerequisite: Graduate of a state accredited EMT program or licensed EMT, CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
- Refresh/ref-licensure course to enhance the knowledge and experience of the relicensing EMT. Designed to assure maintenance of a uniformity high level of proficiency in skills and training among EMTs and keep their training competency equivalent to those of the EMT graduate.
- Provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedure regarding the emergency management of acute & chronic medical illness and acute trauma related injury. Meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS re-licensure requirements.

HLT1762 Arranged 12 cr. hrs.
Emergency Medical Technician (EMT)
Prerequisite: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be 18 year of age by completion of the program and have basic computer and internet skills. Must attend orientation on first class day.
- Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A & P, Medical terminology, assessment, patient communication, physical exam techniques, communications, documentation, diversity cultures, ventilatory management, resuscitation, medical/trama emergencies. HAZMAT, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response, and MCI. Includes 210 didactic hours and clinical hours: 36 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam and apply for a Missouri State EMT license.
- Exceeds EMT level NAEMSE and BEMS
licensure requirements. First class day is mandatory orientation.

HLT170Y __________________ (3-0) 3 cr. hrs. Wilderness First Aid
Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
Provides instruction for the delivery of First Aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, and cold and heat emergencies, remote location first aid, and rescue and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course.

HLT208Y __________________ (3-0) 3 cr. hrs. Wilderness First Aid
Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
Provides instruction for the delivery of First Aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration, and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written and practical exam will allow the student to receive certification as a Wilderness First Aid provider.

HLT208Y __________________ (3-0) 3 cr. hrs. Pediatric First Aid
Prerequisite: Access to high-speed internet is required. CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.
A hybrid course that teaches the unique approach to first aid for the pediatric patient.

HLT2350 _________________ (3-0) 3 cr. hrs. Med Terminology I/Intro Pathology
Prerequisite: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090; or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
A study of work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

HLT2360 _________________ (3-0) 3 cr. hrs. Medical Terminology II
Prerequisite: HLT2350 with a minimum grade of C.
Continuation of HLT2350. Consists of individualized instruction to increase the working knowledge of medical terminology.

HLT2400 __________________ (3-0) 3 cr. hrs. Intravenous Therapy
Prerequisites: Current Missouri-issued LPN license or be admitted to the practical nursing program.
Prepares students to perform I.V. therapy. Designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

HLT2502 _________________ (4-0) 4 cr. hrs. Introduction to Paramedic Science
Prerequisite: HLT1762 with a minimum grade of C or current Missouri or NREMT EMT license.
An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content.

HLT2504 __________________ (2-2) 2 cr. hrs. EMT Internship
Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.
An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content through 100 hours of field internship.

HORTICULTURE

HRT110 __________________ (5-0) 5 cr. hrs. Introduction to Horticulture (Fall)
Designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

HRT1150 __________________ (3-0) 3 cr. hrs. Herbsaceous Landscape Plants (Spring)
A study of major plants including annuals, perennials, bulbs, ornamental grasses and wildflowers, that grow in the Midwest landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

HRT1170 _________________ (3-0) 3 cr. hrs. Plant Propagation & Cloning (Spring)
An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. Makes use of the greenhouse propagation facilities.

HRT1192 __________________ (3-0) 3 cr. hrs. Woody Plants (Fall)
Study of trees, shrubs, vines and ground covers with regard to proper identification, scientific name, growth habit and landscape value. In the Midwest, concern is given to the cultural aspects of proper planting in functional landscape design and maintenance.

HRT1150 __________________ (3-0) 3 cr. hrs. Applied Plant Pest Mgmt (Fall)
A study of insects with special reference to taxonomy, life cycle, economic important and management. Insects that impact the agriculture/horticulture industry of Eastern Missouri will be the major topic. Plant diseases and weeds commonly encountered in the horticulture industry will also be discussed.

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

HRT1330 __________________ (3-0) 3 cr. hrs. Plants for Interior Design (Spring)
Pursues the increasingly popular interior plantscaping where interior design skills are developed along with cultural management of tropical plants. Focuses on identification, scientific name, culture, and functional use of indoor and florist plants.

HRT2092 __________________ (3-0) 3 cr. hrs. Landscape Design (Fall)
A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, computer-aided design and computer-aided design. The principles and elements of design are stressed to create pleasing, functional designs.

HRT2170 __________________ (3-0) 3 cr. hrs. Horticulture Maintenance (Spring)
Designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices. Attention will be given to the business side of horticulture maintenance.

HRT2172 __________________ (3-0) 3 cr. hrs. Crop Science (Spring)
Prerequisites: HRT1101 or AGR1220 with a minimum grade of C.
Objectives will be to familiarize the student with the necessary management practices required to grow a commodity crop in the Midwest. A detailed explanation of individual crops common to the region will be covered.

HRT2210 ______________ (3-0) 3 cr. hrs.  
Greenhouse Management Cultivation (Spring)  
A greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

HRT2310 ______________ (3-0) 3 cr. hrs.  
Golf Course Management (Spring)  
Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while teaching on equipment, irrigation, pest and diseases.

HRT2540 ______________ (2-0) 2 cr. hrs.  
Problems in Horticulture (Spring, Fall)  
Prerequisite: 12 semester hours of college credit earned and instructor consent. Designed to allow students the opportunity to investigate a horticulture topic in depth using technical skills assessments along with written and verbal presentations of outcomes. 120 clock hours with problems proposed by instructor.

INTERDISCIPLINARY STUDIES

IDS1010 ______________ (1-0) 1 cr. hrs.  
Interdisciplinary Studies  
Prerequisite: Instructor consent. A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1050 ______________ (3-0) 3 cr. hrs.  
Interdisciplinary Studies  
Prerequisite: Instructor consent. A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

MAT0905 ______________ (0-2) 1 cr. hrs.  
CoReq: Applications of College Math  
Prerequisite: One of the following: (1) an ACT math score of 15-19, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205 or (2) MAT0930 or MAT0935 with a minimum grade of C. Provides students with “just in time” instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0930 ______________ (5-0) 5 cr. hrs.  
Fundamentals of Mathematics  
Prerequisite: ACT math score of 0-16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-236, or Accuplacer Advanced Algebra and Functions of 200-229, or MAT0900 or MAT0920 with a minimum grade of C. Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0935 ______________ (3-0) 3 cr. hrs.  
Fundamentals of Mathematics  
Prerequisite: ACT math score of 0-14, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-225, or Accuplacer Advanced Algebra and Functions of 200-223, or MAT0900 or MAT0920 with a minimum grade of C. Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0940 ______________ (0-2) 1 cr. hrs.  
Coreq: Quantitative Reasoning  
Prerequisite: One of the following: (1) an ACT math score of 15-19, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240 or (2) MAT0930 or MAT0935 with a minimum grade of C. Provides “just in time” instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0960 ______________ (0-2) 1 cr. hrs.  
CoReq: Elementary Statistics  
Prerequisite: One of the following: (1) an ACT math score of 15-19, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1260, or (2) MAT0930 or MAT0935 with a minimum grade of C. Provides “just in time” instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT1070 ______________ (0-2) 1 cr. hrs.  
CoReq: Precal & Alg  
Prerequisite: One of the following: (1) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-275, or Accuplacer Advanced Algebra and Functions score of 237-249, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1000 or (4) MAT1130, MAT1180 or MAT1185 with a minimum grade of C. Provides a comprehensive overview of the skills required to navigate the mathematical demands 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. Provides a comprehensive overview of the skills required to navigate the mathematical demands found in science fields and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students’ ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Recommended for Allied Health and technical
Course Descriptions

MAT1215 (3-0) 3 cr. hrs. Math for Elementary Teachers 1
Prerequisite: One of the following: (1) a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224 or (2) MAT0930, MAT0935, MAT0950, MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Provides a deeper understanding of the real number system and its subsystems, along with topics in algebra and logic. Explore, conjecture and reason logically using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1225 (3-0) 3 cr. hrs. Math for Elementary Teachers 2
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250, or minimum Accuplacer Advanced Algebra and Functions score of 237 or (2) a minimum final high school grade point average of 3.0 AND a minimum ACT math score of 20, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 240, or minimum Accuplacer Advanced Algebra and Functions score of 230, or (3) MAT1215, MAT1230, or MAT1270 with a minimum grade of C.

Provides a deeper understanding of algebraic concepts, statistics, probability and various geometric topics. Explore, conjecture and reason logically, using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1240 (3-0) 3 cr. hrs. Quantitative Reasoning
MOTR MATH120
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-19, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 228-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (4) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 270-275, or Accuplacer Advanced Algebra and Functions score of 240-249, or (3) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-255, or Accuplacer Advanced Algebra and Functions score of 237-249, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 16-17, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (5) MAT1130, MAT1180 or MAT1185 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
MOTR MATH110
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0980 or (4) an ACT math score of 15-19, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 276, or Accuplacer Advanced Algebra and Functions score of 250, or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 270-275, or Accuplacer Advanced Algebra and Functions score of 240-249, or (3) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-255, or Accuplacer Advanced Algebra and Functions score of 237-249, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 16-17, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (5) MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Covers the comprehensive and rigorous concepts and techniques of algebra including: linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; solving systems of equations of three variables.

MAT1370 (3-0) 3 cr. hrs. Pre-Calculus: Trig & Geom Reasoning
Prerequisite: MAT1230 or MAT1270 with a minimum grade of C.

Study triangles and trigonometric and circular functions and their graphs, angle measure (degree and radian); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; geometric formulas and their applications. Introduces vector applications and polar coordinates.

MAT1550 (3-0) 3 cr. hrs. Applied Calculus
Prerequisite: A minimum ACT math score of 27, or Accuplacer Next Gen Quantitative Reasoning, Algebra & Statistics score of 276, or a minimum grade of C in MAT1270.

Designed for students majoring in business, social or life sciences. Topics include limits, finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions, utilizing derivatives to sketch graphs of functions and integrations. Applications will be emphasized.

MAT1650 (5-0) 5 cr. hrs. Analytic Geometry and Calculus I (Fall)
Prerequisite: A minimum grade of C in MAT1230 and MAT1330 or MAT1270 and MAT1370.

Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (first and higher order differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT1750 (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 (3-0) 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 Equipmnt Maintenance/Operations
Designed to provide students with an introduction to the principals involved in the performance of mechanical equipment. Emphasis is placed on various types of equipment maintenance, troubleshooting, equipment safety, operation and design. Instruction may be a combination of hands-on learning systems, lecture and e-learning components.
MODERN FOREIGN LANGUAGE

MFL1000 __________________________ (1-1) 1 cr. hrs.  
Global Studies Seminar  
Required for students pursuing a Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060 __________________________ (3-0) 3 cr. hrs.  
Intro to Spanish for Hlth Care Wrk  
Designed for individuals and students in the health care field. Develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

MFL1370 __________________________ (3-0) 3 cr. hrs.  
Elementary Spanish I  
MOTR LANG103 
Prerequisite: One of the following: (1) a minimum ACT English score of 18, or Accuplacer Next Gen writing score of 250, or (2) an ACT English score of 15-17, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, AND a 3.5 cumulative high school grade point average (3) or concurrent enrollment in ENG0930, or (4) ENG0970 or modules ENG2240, ENG2250 & ENG2850 with a minimum grade of C.  
An introduction to the Spanish language and to the Hispanic culture. Practice all four language skills, with special emphasis on conversation.

MFL1470 __________________________ (3-0) 3 cr. hrs.  
Elementary Spanish II  
MOTR LANG104 
Prerequisite: MFL1370 with a minimum grade of C.  
A continuation of MFL1370. By the end of the second semester, all major language structures will have been introduced.

MFL1700 __________________________ (3-0) 3 cr. hrs.  
American Sign Language I  
MOTR LANG106 - 2019 
Prerequisite: One of the following: (1) a minimum ACT English score of 18, or Accuplacer Next Gen writing score of 250, or (2) an ACT English score of 15-17, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, AND a 3.5 cumulative high school grade point average (3) or concurrent enrollment in ENG0930, or (4) ENG0970 or modules ENG2240, ENG2250 & ENG2850 with a minimum grade of C.  
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Acquisition of a basic level of communicative competency in American Sign Language.

MFL1720 __________________________ (3-0) 3 cr. hrs.  
American Sign Language II  
MOTR LANG106 - 2019 
Prerequisites: MFL1700 or DCS1000 with a minimum grade of C.  
A continuation of MFL1700. Develop a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increase knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

MFL1740 __________________________ (3-0) 3 cr. hrs.  
Introduction to Deaf Culture  
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Gen reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0990, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Prior or concurrent enrollment in DCS1000/MFL1700 is recommended.  
Examines the social, political, linguistic and psychological aspects of deafness and introduces the organizations of the deaf and how they impact their lives. Explores the history of deaf education and culture and how deaf think and learn signed languages.

MFL2230 __________________________ (3-0) 3 cr. hrs.  
Intermediate Spanish I  
Prerequisites: MFL1370 and MFL1470 with a minimum grade of C or the equivalent (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  
Taken in concert with student tours to Europe or Latin America. Modern Foreign Language Department Chair permission required.

MANAGEMENT

MG1160 __________________________ (3-0) 3 cr. hrs.  
Human Resources Management  
Prerequisites: MGT 1150, MGT1200 with a minimum grade of C, and MGT1400 with a minimum grade of C.  
The principles and procedures of managing personnel in modern business, industrial enterprises, and government organizations. Special emphasis will be placed on planning and recruitment, selection, interviewing, training, appraising performance, compensation issues, incentive rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MG1200 __________________________ (3-0) 3 cr. hrs.  
Business Mathematics  
The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MG1220 __________________________ Arranged 3 cr. hrs.  
Business Internship  
Prerequisite: Sophomore standing or instructor consent.  
Supervised occupational experience in local business establishments.

MG2540 __________________________ (3-0) 3 cr. hrs.  
Principles of Banking  
A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. Ends with a discussion of the bank's role in community.

MG2980 __________________________ Arranged 1 cr. hrs.  
Capstone-Business Management  
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.  
Prepares students entering the Business Management career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

MEDICAL LABORATORY TECHNICIAN

MLT1500 __________________________ Arranged 2 cr. hrs.  
Introduction to Laboratory Science  
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.  
Orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism.

MLT2100 __________________________ Arranged 3 cr. hrs.  
Immunology  
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.  
Consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures.

MLT2200 __________________________ Arranged 5 cr. hrs.  
Clinical Chemistry and Urinalysis  
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.  
Introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states.
Course Descriptions

MLT2500 Arranged 5 cr. hrs. Hematology and Coagulation
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Studied the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation.

MLT2600 Arranged 2 cr. hrs. Phlebotomy
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices.

MLT2700 Arranged 5 cr. hrs. Clinical Immunohematology
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies.

MLT2800 Arranged 4 cr. hrs. Clinical Microbiology
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms.

MLT2900 (1-0) 1 cr. hrs. Parasitology, Mycology and Virology
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Introduces the student to parasites, fungus and viruses and their role in human health and disease.

MLT2910 Arranged 2 cr. hrs. Hematology and Coagulation Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates.

MLT2920 Arranged 2 cr. hrs. Clinical Chemistry & Urinalysis Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the chemistry lab of selected clinical affiliates.

MLT2930 Arranged 2 cr. hrs. Clinical Microbiology Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates.

MLT2940 Arranged 2 cr. hrs. Clinical Immunohematology Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates.

MLT2990 (0-0) 1 cr. hrs. Studio Music I
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass).

MSC1001 (Continued on next page)
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.  
A continuation of MSC1071.

MSC1072 _________________ (1-1) 1 cr. hrs.  
Mineral Area Community Singers II  
Prerequisite: MSC1071 with a minimum grade of C.  
A continuation of MSC1071.

MSC1081 _________________ (1-1) 1 cr. hrs.  
Guitar Ensemble I  
Prerequisite: MSC1841 with a minimum grade of C or previous guitar experience.  
Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.

MSC1082 _________________ (1-1) 1 cr. hrs.  
Guitar Ensemble II  
Prerequisite: MSC1081 with a minimum grade of C.  
A continuation of MSC1081.

MSC1201 _________________ (3-0) 3 cr. hrs.  
Music Theory I (Fall)  
A beginning study of music theory and harmony including intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 _________________ (3-0) 3 cr. hrs.  
Music Theory II (Spring)  
A continuation of MSC1201 extending into the areas of seventh chords and nonharmonic tones.

MSC1211 _________________ (2-2) 2 cr. hrs.  
Sight-Singing/Ear Training I (Fall)  
A beginning study of aural, vocal, and cognitive skills in the singing of music at sight.  
Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight.  
The study of major and minor keys, rhythm, and simple and compound time will also be included.

MSC1212 _________________ (2-2) 2 cr. hrs.  
Sight-Singing/Ear Training II (Spring)  
Prerequisite: MSC1211 with a minimum grade of C.  
A continuation of MSC1211, extending studies into the areas of dominant chords, alto and tenor clefs, diatonic leaps in simple and compound meters.

MSC1211 _________________ (2-2) 2 cr. hrs.  
Class Piano I (Fall)  
Required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique of playing scales and chords.  
The student will also learn how to harmonize simple melodies.

MSC1222 _________________ (2-2) 2 cr. hrs.  
Class Piano II (Spring)  
Prerequisite: MSC1221 with a minimum grade of C.  
Required for all music majors who are not piano specialists. A continuation and expansion of skills learned in MSC1221.

MSC1401 _________________ (1-1) 1 cr. hrs.  
Applied Voice I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.

MSC1402 _________________ (1-1) 1 cr. hrs.  
Applied Voice II  
Prerequisite: MSC1401 with a minimum grade of C.  
A continuation of MSC1401.

MSC1411 _________________ (1-1) 1 cr. hrs.  
Applied Piano I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (piano specialization) who have had previous comparable experience.

MSC1412 _________________ (1-1) 1 cr. hrs.  
Applied Piano II  
Prerequisite: MSC1411 with a minimum grade of C.  
A continuation of MSC1411.

MSC1421 _________________ (1-1) 1 cr. hrs.  
Applied Woodwinds I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor. Primary 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.

MSC1471 _________________ (1-1) 1 cr. hrs.  
Applied Composition I  
Prerequisite: Open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (composition specialization) or with previous comparable experience.

MSC1472 _________________ (1-1) 1 cr. hrs.  
Applied Composition II  
Prerequisite: MSC1471 with a minimum grade of C.  
A continuation of MSC1471.

MSC1481 _________________ (1-1) 1 cr. hrs.  
Applied Jazz I  
Prerequisite: This class is open to all students through consent of the instructor only.  
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (jazz specialization) or with previous comparable experience.

MSC1482 _________________ (1-1) 1 cr. hrs.  
Applied Jazz II  
Prerequisite: MSC1481 with a minimum grade of C.  
A continuation of MSC1481.

MSC1801 _________________ (3-0) 3 cr. hrs.  
Appreciation of Music  
MOTR MUSC100RP  
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 MUSC100R  
Covers the history of Rock/Pop music from the beginning of the Blues up until the 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.
CATALOG 2022-2024

Course Descriptions

MSC1861 ____________________________ (3-0) 3 cr. hrs.
Analyzing Pop/Rock Music Lyrics
Provides an in-depth study into how popular and rock music lyrics are constructed with a complete analysis into implication, poetic devices, and relations to musical form. Songs in a variety of musical styles throughout history will serve as examples for the instruction.

MSC2003 ____________________________ (1-1) 1 cr. hrs.
Concert Band III
MOTR PERF 1028 - 2022
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
MOTR PERF 1028 - 2020
Prerequisites: MSC1011 and MSC1012 with a minimum grade of C.
A continuation of MSC2012.

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
MOTR PERF 1028 - 2020
Prerequisites: MSC1021 and MSC1022 with a minimum grade of C.
A continuation of MSC2022.

MSC2024 ____________________________ (1-1) 1 cr. hrs.
Jazz Combo IV
Prerequisites: MSC1021, MSC1022 and MSC2023 with a minimum grade of C.
A continuation of MSC2023.

MSC2033 ____________________________ (1-1) 1 cr. hrs.
Steel Drum Ensemble III
Prerequisites: MSC1031 and MSC1032 with a minimum grade of C.
A continuation of MSC2032.

MSC2034 ____________________________ (1-1) 1 cr. hrs.
Steel Drum Ensemble IV
Prerequisites: MSC1031, MSC1032, and MSC2033 with a minimum grade of C.
A continuation of MSC2033.

MSC2043 ____________________________ (1-1) 1 cr. hrs.
Studio Music III
Prerequisites: MSC1041 and MSC1042 with a minimum grade of C.
A continuation of MSC2042.

MSC2044 ____________________________ (1-1) 1 cr. hrs.
Studio Music IV
Prerequisites: MSC1041, MSC1042, and MSC2043 with a minimum grade of C.
A continuation of MSC2043.

MSC2053 ____________________________ (1-1) 1 cr. hrs.
MAC Singers III
MOTR PERF 1026 - 2022
Prerequisites: MSC1051 and MSC1052 with a minimum grade of C.
A continuation of MSC1051.

MSC2054 ____________________________ (1-1) 1 cr. hrs.
MAC Singers IV
Prerequisites: MSC1051, MSC1052, and MSC2053 with a minimum grade of C.
A continuation of MSC2053.

MSC2063 ____________________________ (1-1) 1 cr. hrs.
Chamber Singers III
Prerequisites: MSC1061 and MSC1062 with a minimum grade of C.
A continuation of MSC1062.

MSC2064 ____________________________ (1-1) 1 cr. hrs.
Chamber Singers IV
Prerequisites: MSC1061, MSC1062, and MSC2063 with a minimum grade of C.
A continuation of MSC2063.

MSC2073 ____________________________ (1-1) 1 cr. hrs.
Mineral Area Community Singers III
Prerequisites: MSC1071 and MSC1072 with a minimum grade of C.
A continuation of MSC1072.

MSC2074 ____________________________ (1-1) 1 cr. hrs.
Mineral Area Community Singers IV
Prerequisites: MSC1071, MSC1072, and MSC2073 with a minimum grade of C.
A continuation of MSC2073.

MSC2083 ____________________________ (1-1) 1 cr. hrs.
Guitar Ensemble III
Prerequisites: MSC1081 and MSC1082 with a minimum grade of C.
A continuation of MSC1082.

MSC2084 ____________________________ (1-1) 1 cr. hrs.
Guitar Ensemble IV
Prerequisites: MSC1081, MSC1082, and MSC2083 with a minimum grade of C.
A continuation of MSC2083.

MSC2095 ____________________________ (1-0) 1 cr. hrs.
Special Topics: Ensemble I
Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, 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.

MSC2096 ____________________________ (1-0) 1 cr. hrs.
Special Topics: Ensemble II
Prerequisite: MSC2095 with a minimum grade of C.
A continuation in one of the musical ensembles offered through the Mineral Area College music department.

MSC2203 ____________________________ (3-0) 3 cr. hrs.
Music Theory III (Fall)
Prerequisite: MSC1202 with a minimum grade of C.
Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204 ____________________________ (3-0) 3 cr. hrs.
Music Theory IV (Spring)
Prerequisite: MSC2203 with a minimum grade of C.
Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 ____________________________ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training III (Fall)
Prerequisite: MSC1212 with a minimum grade of C.
A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214 ____________________________ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training IV (Spring)
Prerequisite: MSC2213 with a minimum grade of C.
A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MSC2403 ____________________________ (1-1) 1 cr. hrs.
Applied Voice III
Prerequisites: MSC1401 and MSC1402 with a minimum grade of C.
A continuation of MSC1402.

MSC2404 ____________________________ (1-1) 1 cr. hrs.
Applied Voice IV
Prerequisites: MSC1401, MSC1402 and MSC2403 with a minimum grade of C.
A continuation of MSC2403.

MSC2413 ____________________________ (1-1) 1 cr. hrs.
Applied Piano III
Prerequisites: MSC1411 and MSC1412 with a minimum grade of C.
A continuation of MSC1412.

MSC2414 ____________________________ (1-1) 1 cr. hrs.
Applied Piano IV
Prerequisites: MSC1411, MSC1412, and MSC2413 with a minimum grade of C.
A continuation of MSC2413.

MSC2423 ____________________________ (1-1) 1 cr. hrs.
Applied Woodwinds III
Prerequisites: MSC1421 and MSC1422 with a minimum grade of C.
A continuation of MSC1422.

MSC2424 ____________________________ (1-1) 1 cr. hrs.
Applied Woodwinds IV
Prerequisites: MSC1421, MSC1422, and MSC2423 with a minimum grade of C.
A continuation of MSC2423.

MSC2433 ____________________________ (1-1) 1 cr. hrs.
Applied Brass III
Prerequisites: MSC1431 and MSC1432 with a minimum grade of C.
A continuation of MSC1432.

MSC2434 ____________________________ (1-1) 1 cr. hrs.
Applied Brass IV
Prerequisites: MSC1431, MSC1432, and MSC2433 with a minimum grade of C.
A continuation of MSC2433.

MSC2443 ____________________________ (1-1) 1 cr. hrs.
Applied Percussion III
Prerequisites: MSC1441 and MSC1442 with a minimum grade of C.
A continuation of MSC1442.

MSC2444 ____________________________ (1-1) 1 cr. hrs.
Applied Percussion IV
Prerequisites: MSC1441, MSC1442, and MSC2443 with a minimum grade of C.
A continuation of MSC2443.

MSC2453 ____________________________ (1-1) 1 cr. hrs.
Applied Guitar III
Prerequisite: MSC1452 with a minimum grade of C.
A continuation of MSC1452.

MSC2454 ____________________________ (1-1) 1 cr. hrs.
Applied Guitar IV
Prerequisites: MSC1451, MSC1452, and MSC2453 with a minimum grade of C.
A continuation of MSC2453.
NUR1002 Arranged 1 cr. hrs. Nursing Reinforcement
Prerequisites: Acceptance into 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.

NUR1290 (0-6) 6 cr. hrs. Fundamentals of Nursing
Prerequisite: Acceptance into the current Practical Nursing program.
Designed to provide basic knowledge and nursing skills upon which all future care is based. Communication, interpersonal relationships, legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing and containing communicable disease, sterile technique, signs and symptoms of illness, wound assessment, care of the terminally ill, care of the surgical client, and pain management are included.

NUR1300 Therapeutic Nutrition
Prerequisite: Acceptance into the current Practical Nursing program.
Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; to describe how health care providers can teach and assist patients to manipulate use of essential nutrients when pathology occurs, or is caused by, nutritional impairment. Additional emphasis is placed on the need for health care providers to recognize and understand the nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation and personal safety. Cultural and religious diversity are included in terms of planning/meals/snacks that support physical, emotional, cultural, and spiritual needs and education. Legal and ethical decision-making issues are explored to emphasize the nurse’s role as patient advocate regarding food choices and consumption based on their beliefs and to protect patient rights. Critical thinking through the nursing process provides the foundation for students to assume accountability for their own nursing practice. Discussion includes current trends and future issues in nutrition research.
NUR1320 Geriatric Nursing
Prerequisites: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care. Through theory and clinical experience, the students have the opportunity to analyze and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of body systems assessment handout. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence, assist in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

NUR1350 Maternity Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C. Through theory and clinical experience, this course is designed to provide information on the physiologic and psychologic changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high-risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn, and deviations from normal. Emphasis is placed on high-risk pregnancy complications, complications during labor and delivery, medical treatments, evidence-based nursing interventions, the normal newborn, and deviations from normal newborn. Cultural and religious diversity are included in terms of planning/providing physical, emotional, cultural and spiritual support and patient/family education. Legal and ethical decision-making issues are explored to emphasize the importance of the nurses’ role as patient advocate.

NUR1370 Basic Pharmacology
Prerequisite: Acceptance into the current Practical Nursing program.

Designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practical exams are included and are required to be successfully completed to progress in the program.

NUR1380 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.

Designed to prepare students to respond to a wide array of syndromes and changes with the current shifting of nursing care from acute care hospital to community-based settings and the home. A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and fundamentals of pharmacology are included and promote general management, and therapeutic interventions of specific pathophysiologic dysfunctions of major body systems as well as acute problems of infectious diseases are covered, and include exploration of legal and ethical decision-making issues to continue the emphasis of nursing as the client advocate.

NUR1410 Applied Pharmacology
Prerequisite: Successful completion of all courses in the first and second trimester, and sequential Practical Nursing program courses, with a minimum grade of C.

Intended to complete the pharmacological education of the first semester of the curriculum. Pharmacology for beginning nurse generalists. Discussion includes the various drug classifications, profiles of drugs within each classification, and the physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications. These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

NUR1420 Pediatric Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, NUR1350, and sequential Practical Nursing program courses, with a minimum grade of C.

Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nurses with the knowledge to care for hospitalized pediatric clients. Pathophysiology, pharmacotherapy, other medical treatment, psychosocial and cultural implications, and nursing care and teaching of the client and family are emphasized. Nursing measures to alleviate non-adaptive responses utilizing the nursing process, application of communication skills in the pediatric setting, and discussion of the special needs of hospitalized children and medication administration are included to provide a holistic approach to effective pediatric nursing care. Nursing measures to alleviate non-adaptive responses through utilization of the nursing process, application of therapeutic communication skills in the pediatric setting, legal and ethical issues, discussion of the special needs of hospitalized children, as well as adoptions for medication administration are included to provide a holistic approach to the delivery of effective pediatric nursing care across the wellness-illness.

NUR1430 Mental Health Nursing
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychosocial etiologies, medical treatments, nursing interventions and milieu management. Intended to provide fundamental knowledge of mental health concepts and interacting with the beginning nurse. The roles that emotions and stress play in the behavior of the client and client’s family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. Also serves as a comprehensive introduction to psychiatric mental health nursing. Developmental issues of children, as well as adoptions for medication

OFFICE SYSTEMS TECHNOLOGY

OST1000 Keyboarding I
Prerequisite: OST1000 or equivalent with a minimum grade of C, or instructor consent.

Designed to improve speed, accuracy, and production of legible copy. Advanced keyboarding applications are introduced, including various business documents, office forms, itineraries, and cover pages.

OST1020 Keyboarding II
Prerequisite: OST1000 or equivalent with a minimum grade of C.

Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, grammar, and punctuation.

OST1080 10-Key Numeric Skill
Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, NUR1350, and sequential Practical Nursing program courses, with a minimum grade of C.

Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.
OST1350 __________________ (3-0) 3 cr. hrs. Administrative Office Procedures
Prequisites: To prepare students to be successful as an administrative professional and carry out the responsibilities of an administrative assistant in today’s electronic office. Covers topics in the areas of workplace technology, 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
Prequisites: To improve communication skills. Verbal, nonverbal, and written communications are studied.

OST1500 __________________ (3-0) 3 cr. hrs. Applied Accounting I
Prequisites: 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.

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

OST2200 __________________ (3-0) 3 cr. hrs. Introduction to Business
A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2400 __________________ (3-0) 3 cr. hrs. Business Intern I (Secretarial)
Prequisites: Sophomore standing and instructor consent.
Supervised occupational experience in local business establishments.

OST2420 __________________ (3-0) 3 cr. hrs. Business Intern II (Secretarial)
Prequisites: Sophomore standing and instructor consent.
A continuation of OST2200.

OST2610 __________________ (3-0) 3 cr. hrs. Medical Transcription
Prequisites: HLT2360 and OST1020 with a minimum grade of C.
Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

OST2980 __________________ Arranged 1 cr. hrs. Capstone-Office Systems Technology
Prequisites: 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.

PARADIC TECHNOLOGY
PAR1001 __________________ Arranged 1 cr. hrs. Paramedic Reinforcement
Prequisites: To prepare students for reentering the Paramedic Technology program after withdrawal. Allows Paramedic Technology students who have withdrawn from the program in a previous semester the opportunity to review material and reinforce skills in courses they passed but cannot repeat. 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 program grading scale.

PAR1010 __________________ (0-5) 5 cr. hrs. Prin Paramedic Technology I
Prequisite: Acceptance into the paramedic program.
This course provides instruction in the following: foundations of professional paramedic practice, roles/responsibilities of the paramedic, the EMS agenda, workforce safety/wellness, research methods, scientific principles and paramedic science, ethics/legal issues, public health, illness/injury prevention, principles of pathophysiology and disease process, review of anatomy and physiology, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, patients of diverse cultures, basic and advanced airway management, venipuncture, resuscitation of the trauma patient, trauma care and trauma systems.

PAR1023 __________________ (5-1) 6 cr. hrs. Principles Paramedic Technology II
Prequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.
Corequisites: PAR2123 & PAR2223.
Continuation of the Principles of Paramedic Technology series. Integrates the theory behind the use of advanced diagnostic and treatment procedures into the management of cardiovascular emergencies including the following: cardiovascular pharmacology, applied cardiac anatomy and physiology, cardiac pathophysiology, principles of electrocardiography, ECG monitoring, systematic approach to ECG rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, automated external defibrillators (AED) diagnostic 12-lead ECG interpretation and application, 15-lead ECG interpretation and application, right sided ECG interpretation and application, posterior ECG interpretation and application, evaluating quality of CPR, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias and current American Heart Association (AHA) guidelines for Adult Advanced Cardiac Life Support and Emergency Cardiac Care (ECC).

PAR2023 __________________ (5-0) 5 cr. hrs. Principles Paramedic Technology III
Prequisites: 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, immunology, GI/GU and nephrology, endocrine, allergies and anaphylaxis, pediatrics, toxicology, abuse and neglect, PALs and NRP certification courses will be completed. This course consists of 2/3 lecture and 1/3 lab time.
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.

**PAR2043**  
**Principles Paramedic Technology III**  
**Pre-requisites:** All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223 with a minimum grade of C.  
Corequisites: PAR2263.  
Integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injuries. Content includes: Neurology, behavioral emergencies, infection control, communicable diseases, geriatrics, trauma. This course consists of 2/3 lecture and 1/3 lab time.

**PAR2072**  
**Principles of Paramedic Tech IV**  
**Fluid Paramedic Technology Program.**  
A continuation of the Principles of Paramedic Technology series. Provides instruction of paramedic practice, integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of acute traumatic injuries and instruction in the following: trauma assessment and management in all age groups, shock, trauma clinical skills, resuscitation of the trauma patient, and the trauma patient in cardiac arrest.

**PAR2082**  
**Pharmacology for Paramedics**  
**Pre-requisites:** Acceptance into Paramedic program and instructor consent.  
Provides instruction and application of the following: historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood products 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 demonstrate application knowledge at the level of unconscious competency of the required formulary.

**PAR2083**  
**Paramedic Pharmacology**  
**Pre-requisites:** All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation reading of 250, and (6) minimum Accuplacer Next Generation reading of 250.  
Corequisites: PAR2013 & PAR2223.

Provides instruction and application of the following: Historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood products and transfusions, emphasis is placed on assimilation of content knowledge regarding all drug classes, common prescribed medications, and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary. This course consists of 2/3 lecture and 1/3 lab time.

**PAR2092**  
**Principles of Paramedic Tech V**  
**Pre-requisites:** Admittance to Paramedic Technology program.

A continuation of the Principles of Paramedic Technology series. Provides evaluation, remediation, and verification of paramedic science core content to meet the objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator’s (NAEMSE) Education Standards (2009), and the National Scope of Practice Model (2005).

**PAR2100**  
**Paramedic Anatomy & Physiology**  
**Pre-requisites:** 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 primary 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.

**PAR2123**  
**Paramedic Cardiology**  
**Pre-requisites:** All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.  
Corequisites: PAR2023 & PAR2223.  
Provides education in the following areas: cardiovascular pharmacology, applied cardiac anatomy and physiology, cardiac pathophysiology, pre-hospital ECG devices and equipment, at-home ECG monitoring, automated external defibrillators (AED), diagnostic 12-lead ECG interpretation and application, 15-lead ECG interpretation and application, right sided ECG interpretation and application, posterior ECG interpretation and application, evaluating quality of CPR, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion. ACLS certification is completed in this course. This course consists of 2/3 lecture and 1/3 lab time.

**PAR2152**  
**Paramedic Laboratory I**  
**Pre-requisites:** 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 complement 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 processes, airway and ventilatory management, cardiopulmonary resuscitation, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT required psychomotor skills.  
Students are required to demonstrate 100% competency on all tasks to the mandatory procedure list and required NREMT psychomotor skills.

**PAR2172**  
**Paramedic Laboratory II**  
**Pre-requisites:** Admittance to Paramedic Technology Program.

Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical thinking/problem-solving skills and application of emergency care theory.

**PAR2200**  
**Paramedic Clinical I**  
**Pre-requisites:** Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 and CIS1750 is recommended.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements.  
Course Descriptions

PAR2213 ____________ Arranged 3 cr. hrs.
Paramedic Clinical I
Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) Prerequisite: CORE2225 or EMT1005 or permission of the instructor and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (4) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.
Corequisites: PAR2013 & PAR2083.
Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical thinking and clinical decision making. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2260 ____________ Arranged 2 cr. hrs.
Paramedic Clinical III
Prerequisite: Admission 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.

PAR2263 ____________ Arranged 3 cr. hrs.
Paramedic Clinical IV
Prerequisites: All of the following: (1) Instructor consent, (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223.
Corequisites: PAR2043.
Facilitates application of advanced care in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2230 ____________ (0-3) ___ cr. hrs.
Paramedic Laboratory III
Prerequisite: Admission to Paramedic Technology program.
Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical thinking and clinical decision making. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2232 ____________ Arranged 4 cr. hrs.
Paramedic Clinical II
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.
Corequisites: PAR2023 & PAR2123.
Facilitates application of advanced care in the hospital and field clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2350 ____________ (1-0) ___ cr. hrs.
Paramedic Internship Seminar
Prerequisite: Acceptance into Paramedic program.
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. 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.

PAR2372 ____________ Arranged 5 cr. hrs.
Paramedic Field Internship Capstone
Prerequisite: Acceptance into Paramedic 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 patients in the pre-hospital setting. Field internship capstone objectives meet or exceed current National Association of EMS Educators (NAEMSE), EMS Education Standards, and NREMT requirements.

PAR2373 ____________ Arranged 4 cr. hrs.
Paramedic Field Internship Capstone
Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2043, and PAR2263 with a minimum grade of C.
Corequisites: PAR2383.
Facilitates application and evaluation of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Represents the final summative evaluation of student clinical (pre-hospital) performance as team leader. It is the responsibility of the student to seek opportunities to act as team leader and 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 patients in the pre-hospital setting. Field internship capstone objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements.

PAR2400 ____________ Arranged 1 cr. hrs.
Paramedic Field Experience I
Prerequisite: Acceptance into Paramedic program.
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, treatments learned and verified in the classroom and laboratory setting. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

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internship 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, patient safety training, blood specimen collection training, preventing catheter related infections training, IV-site dressing training, medication safety 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, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safety 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, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safety Practice Training, Academic Integrity Training, JCAHO–Transforming Healthcare Education and Reducing Medical Errors Education.
Course Descriptions

games. They will complete against other schools.

PED1380 __________________ (1-1) 1 cr. hrs.
Beginning Archery
Students will learn the fundamentals of
archery including technique, form, accuracy,
and safety.

PED2000 __________ __________ (1-1) 1 cr. hrs.
Basic Physical Fitness
Developed to meet the needs of the student
for recreational activity and body conditioning.

PED2110 __________________ (0-2) 1 cr. hrs.
Sports I
Prerequisite: PED1310 with a minimum
grade of C and instructor consent.
Physical Education course where student-
athletes participate in esports practices and
games. They will complete against other schools.

PED2350 __________ Arranged 1 cr. hrs.
Varsity Sports-Women's Softball
Prerequisite: Instructor consent.
Participate in the women’s varsity softball program.

PED2520 __________________ (0-2) 1 cr. hrs.
Varsity Cheerleading I
Prerequisite: Instructor consent.
Restricted to students who are on the
cheerleading squad. Tryouts for the squad are
held each year. Cheerleaders are required to
take daily classes and perform at most
men’s home basketball games. The
cheerleading squad will also perform at
several men’s and women’s basketball games
on the road. One unit of physical education
credit is granted if the student completes one
full year (two semesters) on the squad.

PED2530 __________________ (0-2) 1 cr. hrs.
Varsity Cheerleading II
Prerequisite: PED2520 with a minimum
grade of C.
One unit of physical education credit is
granted if the student completes a second full
year (two semesters) on the cheerleading
squad.

PED2540 __________ Arranged 1 cr. hrs.
Varsity Sports-Men's Golf
Prerequisite: Instructor consent.
Participation in the men’s varsity golf program.

PED2550 __________ __________ (1-1) 1 cr. hrs.
Varsity Sports-Men's Basketball
Prerequisite: Instructor consent.
Participation in the men’s varsity basketball program.

PED2560 __________ Arranged 1 cr. hrs.
Varsity Sports-Women’s Basketball
Prerequisite: Instructor consent.
Participation in the women’s varsity basketball program.

PED2570 __________ __________ (1-1) 1 cr. hrs.
Varsity Sports-Women's Volleyball
Prerequisite: Instructor consent.
Participation in the women’s varsity volleyball program.

PED2580 __________ Arranged 1 cr. hrs.
Varsity Sports-Men’s Baseball
Prerequisite: Instructor consent.
Participation in the men’s varsity baseball program.

PED2581 __________ Arranged 1 cr. hrs.
Varsity Sports-Men’s Cross Country
Prerequisite: Instructor consent.
Participation in the men's cross country program.

PED2582 __________ __________ (1-1) Arranged 1 cr. hrs.
Varsity Sports-Women Cross Country
Prerequisite: Instructor consent.
Participation in the women’s cross country program.

PED2583 __________ __________ (1-1) Arranged 1 cr. hrs.
Var Sport-Men Outdoor Track & Field
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in short and
intermediate running for time. They can also
participate in field events such as
discus/javelinSHOT-pult etc. They will compete
against other schools.

PED2584 __________ __________ (1-1) Arranged 1 cr. hrs.
Var Spt-Women Outdoor Track & Field
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in short and
intermediate running for time. They can also
participate in field events such as
discus/javelinSHOT-pult etc. They will compete
against other schools.

PED2585 __________ __________ (1-1) Arranged 1 cr. hrs.
Var Sports-Men’s Indoor Track/Field
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in short and
intermediate running for time. They can also
participate in field events such as
discus/javelinSHOT-pult etc. They will compete
against other schools.

PED2586 __________ __________ (1-1) Arranged 1 cr. hrs.
Var Sports-Women’s Indoor Track/Field
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in short and
intermediate running for time. They can also
participate in field events such as
discus/javelinSHOT-pult etc. They will compete
against other schools.

PED2587 __________ __________ (1-1) Arranged 1 cr. hrs.
Varsity Sports - Men's Soccer
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in soccer practices
and games. They will compete against other schools.

PED2588 __________ __________ (1-1) Arranged 1 cr. hrs.
Varsity Sports - Women's Soccer
Prerequisite: Instructor consent.
A 1-hour Physical Education credit where
student-athletes participate in soccer practices
and games. They will compete against other schools.

PED2591 __________ __________ (0-0) 1 cr. hrs.
Women's Half Marathon
Prerequisite: Instructor consent.
Students will participate in Half Marathon's
(13.1 miles and 21.1 kilometers) during the fall semester.

PED2592 __________ __________ (0-0) 1 cr. hrs.
Men's Half Marathon
Prerequisite: Instructor consent.
Students will participate in Half Marathon's
(13.1 miles and 21.1 kilometers) during the fall semester.

PED2700 __________ Arranged 1 cr. hrs.
Wellness Center I
Must meet with instructor during the first
week of classes. Instruction in the
development of fitness planning, fitness goal
setting, and personal health and wellness. An
introductory course where students will gain
the knowledge of a wide variety of fitness
equipment. Students will participate in
activities designed to increase strength,
flexibility, and cardiovascular endurance.

PED2710 __________________ (1-1) Arranged 1 cr. hrs.
Wellness Center II
Prerequisite: PED2700 with a minimum grade
of C.
Must meet with instructor during the first
week of classes. Instruction in the
development of fitness planning, fitness goal
setting, nutrition, and personal health and wellness. Students will participate in activities
designed to increase strength, flexibility, and cardiovascular endurance. Students are
encouraged to do pre- and post-testing to track
their fitness gains.

PED2720 __________ Arranged 1 cr. hrs.
Total Fitness
Prerequisites: PED2700 and PED2710 with a
minimum grade of C.
Must meet with instructor during the first
week of classes. Instruction in the
development of fitness planning, fitness goal
setting, nutrition, and personal health and wellness. Students will participate in activities
designed to increase strength, flexibility, and cardiovascular endurance. Students are
encouraged to do pre- and post-testing to track
their fitness gains.

PED2730 __________ Arranged 1 cr. hrs.
Cycling for Fitness
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. Designed with the
cyclist/spinner in mind, but allows for body
fitness by using various training methods.

PED2780 __________ Arranged 2 cr. hrs.
Fit for Life
An online class where students can earn
activity credit by recording workouts through a
program called ‘mapmyrun.' Students will
participate in a cardiovascular exercise for 30
minutes or more that will be logged, recorded
and sent to instructor's email for credit.
Mapmyrun has the capability to determine
distance, time and location. In order to meet
class requirements, students will be required
to show improvement in their cardiovascular
endurance over the course of the 16 weeks.
Class includes weekly discussion board posts,
journal articles, essays, and a comprehensive
final.

PED2790 __________ Arranged 2 cr. hrs.
Wellness
Wellness introduces the student to the
relationship between physical fitness and a
healthy lifestyle. Different aspects of fitness,
principles of personal training, individual
pre/post assessments and prescription
exercise programs are examined. Circuit
training, Cardio only, Body Weight, H.I.I.T. and
other workout styles are examined and
experienced to not only expose the student to
these options but help find out what works best
for the individual. Group fitness classes will be
scheduled in the Wellness Center.

PED2820 __________ (3-0) 3 cr. hrs.
Sport and Society
Physical education lecture. Does not satisfy
the physical education activity requirement.
Course Descriptions

The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.

**PED2840** (3-0) 3 cr. hrs. Psych of Coaching/Human Performance

**PED2860** (2-0) 2 cr. hrs. Foundations of Physical Education
Prerequisite: ENG0090, ENGL1330, EDU2040, or PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading score of 16, 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 ENGL0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Physical education lecture. Does not satisfy the physical education activity requirement.

Designed for students majoring in physical education. Students will be exposed to the scientific foundations of physical education and sports. Will provide students with the knowledge of historical and philosophical events and values of the field. Based upon the recommendations from the Missouri Directory of Physical Education and Certification Standards. A variety of teaching methods will be used to reach different cultures and learning styles.

**PHI1400** (3-0) 3 cr. hrs. Introduction to Philosophy
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENGL0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their thoughts on the meaning of life, limits of knowledge and basis for individual liberty.

**PHI1410** (3-0) 3 cr. hrs. Comparative Religion
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENGL0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Explore the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam.

**PHI1420** (3-0) 3 cr. hrs. Introduction to Ethics
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENGL0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Gain an understanding of the ethical theory with emphasis on comparison of contemporary American ethics to that of classical and modern moral principles.

**PHARMACY**

**PHR1100** (3-2) 5 cr. hrs. Introduction to Pharmacy
Prerequisites: GED or high school diploma and one of the following: (1) minimum score of 18 on the ACT reading, or 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) or a minimum grade of C in RDG0900, ENG0990, or ENGL0990, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Designed to help students develop into stronger and more capable leaders in the pharmaceutical industry. Learn team-building, communication, leadership and other soft skills needed to become successful pharmacy technicians. Students also work on job search skills such as writing cover letters, building resumes and practicing mock interviews.

**PHR1110** (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, 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) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

**PHR1130** (1-0) 1 cr. hrs. Pharm Tech Leadership & Developmnt
Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 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) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

**PHR1200** (3-0) 3 cr. hrs. Pharmacology for Pharmacy Techs
Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 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) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to introduce pharmacy technician students to the general principles of pharmacology. Drugs are discussed by drug classes, side effects, mechanism of action, disease type and body systems. Provides students with sufficient background information to recognize and avoid errors. Emphasis is given to the top 200 prescribed drugs, though many more drugs will be discussed.
PHR1300 ______________________ (3-0) 3 cr. hrs. Pharmacy Technician Internship I
Prerequisites: GED or high school diploma, and PHR1100, PHR1110, and PHR1120 with a minimum grade of C or concurrent enrollment. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access. Must hold a current Pharmacy Technician registration with the Missouri State Board of Pharmacy, which includes being fingerprinted for a state and 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 immunsizations 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.

PHS1200 ______________________ (3-0) 3 cr. hrs. Introduction to Astronomy
Prerequisite: A 1-year high school course with a minimum grade of C or a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224.

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

PHS1250 ______________________ (3-4) 5 cr. hrs. Introductory Chemistry
Prerequisite: MAT0930, MAT0935 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224.

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)
Prerequisite: MAT1270 or higher with a minimum grade of C or (2) concurrent enrollment in MAT1270.

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.

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 subjects and 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
Prerequisite: MAT0900, MAT0920, or modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249 or Accuplacer Next Generation Advanced Algebra and Functions of 200-236.

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

PHS2420 _________________ (3-0) 3 cr. hrs.
Earth Science
Prerequisite: MAT0900, MAT0920, MAT0935 or modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249 or Accuplacer Next Generation Advanced Algebra and Functions of 200-236.

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

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. 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

PSY1180 ______________________ (3-0) 3 cr. hrs.
American Political Systems
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, and a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900 or (5) have earned 24 college-level semester credit hours.

Study local, state, and national government systems. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

PSY1040 ______________________ (1-0) 1 cr. hrs.
Mental Health First Aid
Learn how to administer “first aid” to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1060 ______________________ (1-0) 1 cr. hrs.
Success Over Stress
Gain an understanding of stress in its many forms and develop ways to help themselves and others deal with stress, both proactively and retroactively.

PSYCHOLOGY

PSY1130 ______________________ (3-0) 3 cr. hrs.
General Psychology I
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, and a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0900, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Gain a broad overview of the general field of psychology and fundamental principles of human behavior. Includes the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140 ______________________ (3-0) 3 cr. hrs.
General Psychology II
Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading
Course Descriptions

score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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
Prerequisite: PSY1130 with a minimum grade of C.
Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 _______________________ (3-0) 3 cr. hrs.
Human Growth & Development
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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
Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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.

PTA1040 _______________________ (3-0) 3 cr. hrs.
Human Development
Prerequisite: Acceptance into PTA program. Explore the cognitive, emotional, physical, and social factors that affect human growth and development across the lifespan. Emphasis is on theories, current research and practical applications. Lecture, reflective writing, and observations are utilized to enhance learning.

PTA1062 _______________________ (3-0) 3 cr. hrs.
Basic Patient Care w/Lab
Prerequisite: Acceptance into PTA program. Learn fundamental skills such as body mechanics, infection control, vital signs transfers, assistive devices and application of bandages. Students apply wheelchair knowledge to real-life situations and simulated patient scenarios. Students also become certified in CPR.

PTA1800 _______________________ (3-0) 3 cr. hrs.
Physical Agents & Modalities w/Lab
Prerequisite: Acceptance into the PTA program. Presents the theory and practical application of modalities commonly used in physical therapy practice. Basic scientific and physiologic principles, indications, contraindications, and how each modality works are explored.

PTA1100 _______________________ (1-1) 1 cr. hrs.
Clinical Practice I
Prerequisite: Acceptance into the PTA program. First in a series of four focused clinical experiences in an approved clinical site, this part-time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to hands-on clinical care. Work under the direct supervision of a licensed physical therapy professional.

PTA2210 _______________________ (3-0) 3 cr. hrs.
Health and Disease
Prerequisite: Acceptance into the PTA program. Explore various disease pathologies and their implications for physical therapy. Learn about diseases of the musculoskeletal and nervous system as well as the effects of immobility. Chronic diseases, infectious processes, genetic conditions, immune responses and oncology will also be discussed with an emphasis on respiratory and cardiovascular conditions.

PTA2220 _______________________ (4-2) 4 cr. hrs.
Func Anatomy & Kinesiology w/Lab
Prerequisite: Acceptance into the PTA program. An in-depth study of the science behind movement of the human body joint by joint. Arthrokinematics, osteokinematics, muscle interactions and joint mobilizations are included in this lab course.

PTA2224 _______________________ (2-2) 2 cr. hrs.
Tests and Measures
Prerequisite: Acceptance into the PTA program. Focus on application techniques of tests and measures commonly utilized in physical therapy practice. Techniques include palpation of bony landmarks and soft tissue structures, special tests for common musculoskeletal conditions, and goniometry measurement techniques for the head, neck, trunk, and extremities. Manual muscle test procedures for major muscle groups are also a major component of this course.

PTA2242 _______________________ (4-2) 5 cr. hrs.
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.

PTA2260 _______________________ (2-2) 2 cr. hrs.
Trends & Issues in Physical Therapy
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 _______________________ Arranged 3 cr. hrs.
Clinical Practice II
Prerequisites: Acceptance into PTA program and PTA1100 with a minimum grade of C. Second in a series of four focused clinical experiences in an approved clinical site, this full-time (180 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2302 _______________________ (4-2) 4 cr. hrs.
Therapeutic Exercise II
Prerequisite: Acceptance into the PTA program and PTA 2242 with a minimum grade of C.
Explore some specialized areas of physical therapy including cardiac rehab, chest PT, pediatrics, aquatic therapy, women’s health, lymphedema therapy, and the essentials of prosthetics and orthotics. Learning is enhanced by field trips, observation, case studies, and guest speakers.

PTA2340 _______________________ (2-2) 2 cr. hrs.
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
Course Descriptions

READING

RDL0750 Introduction to College Reading
Prerequisite: ACT score of 0-11 or Accuplacer Next Generation reading score of 200-222.

RDL0900 College Reading & Study Skills
Prerequisite: One of the following: (1) an ACT reading score 12-17, or 0-229, or a minimum Accuplacer Next Generation reading score of 207, or (2) RDL0750 with a minimum grade of C.

MEDICAL TECHNOLOGY-RADIOLOGY

PTA2362 Clinical Practice III
Prerequisite: Acceptance into PTA Program and PTA2282 with a minimum grade of C.

PTA2400 Clinical Practice IV
Prerequisite: Acceptance into PTA program and PTA2362 with a minimum grade of C.

RDL1040 Radiographic Anatomy I
Prerequisite: Acceptance into Radiology program.

RDL1060 Radiographic Procedures I
Prerequisite: Acceptance into Radiology program.

RDL1082 Intro to Radiology & Patient Care
Prerequisite: Acceptance into Radiology program.

RDL1102 Clinical I
Prerequisite: Acceptance into Radiology program.

RDL1220 Radiographic Exposure I
Prerequisite: Acceptance into Radiography program.

RDL1240 Radiographic Procedures II
Prerequisite: RDL1060 with a minimum grade of C.

RDL1260 Radiographic Physics I
Prerequisite: Acceptance into Radiography program.

RDL2240 Cross Sectional Anatomy
Prerequisite: Acceptance into Radiography program.

RDL270 Imaging Acquisition
Prerequisite: Acceptance into Radiology program.

RDL300 Clinical II
Prerequisite: RDL1102 with a minimum grade of C.

RDL3040 Clinical III
Prerequisite: RDL1300 with a minimum grade of C.

RDL2022 Radiographic Equipment
Prerequisite: RDL1240 with a minimum grade of C.

RDL2040 Radiographic Procedures III
Prerequisite: RDL1240 with a minimum grade of C.

RDL2080 Radiographic Exposure II
Prerequisite: RDL1220 with a minimum grade of C.

RDL2100 Clinical IV
Prerequisite: RDL1400 with a minimum grade of C.

RDL2140 Clinical V
Prerequisite: RDL1240 with a minimum grade of C.

RDL2180 Clinical VI
Prerequisite: RDL1400 with a minimum grade of C.

RDL2220 Clinical VII
Prerequisite: RDL1240 with a minimum grade of C.

RDL2240 Clinical VIII
Prerequisite: RDL1400 with a minimum grade of C.
MED TECH/RESPIRATORY THERAPY

RST1000 __________________ (3-0) 3 cr. hrs. 
Introduction to Respiratory Care 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Introduces the student to the history of the respiratory therapy profession, as well as the modern set-up of today's healthcare institutions. Students will be introduced to the tripartite leadership of the RT profession and will learn what their role is in their professional organization. Students will discuss moral, ethical and legal aspects of the profession. Medical terminology and basic review of math skills required for a respiratory therapist will be reviewed.

RST1020 __________________ (5-0) 5 cr. hrs. 
Respiratory Care Pharmacology 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the Respiratory Care student useful knowledge regarding medications used in treating patients with cardiopulmonary disorders and other medicine used in emergency situations and treating the critically ill. This will include various drugs, their indication, contraindications, dosage, method of delivery and mode of action. Many of the drugs studied are not prepared or administered by Respiratory Therapists but their actions do affect the patients cardiopulmonary status. Because of this, it is essential for the Respiratory Care student to have an understanding of these drugs.

RST1040 __________________ (3-2) 5 cr. hrs. 
Respiratory Care Basic Science 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the Respiratory Care student useful knowledge regarding principles of chemistry including atomic theory and molecular structure, ions & solutions, temperature scales, and acid-based theory. Principles of gas physics including units of force and mass, states of matter, kinetic theory, gas pressures and the ideal gas law are covered. Fluid dynamics and humidity calculations are included. Relevant math concepts including metric units are used. The final units of the class will consist of application of chemistry and physical concepts to analyze and interpret arterial blood gases.

RST1060 __________________ (3-2) 5 cr. hrs. 
Anat & Physio for Resp Therapy 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the student an in-depth understanding of the cardiopulmonary system, its abnormalities and corrective techniques. Proper functioning of the cardiopulmonary system is critical to maintenance of normal gas exchange and, therefore, to life. Since the structure of the system is intimately related to its function, structural abnormalities are quickly expressed in functional terms. The structures that will be covered include the nose, mouth, pharynx, larynx, trachea, lungs, heart, circulatory vessels, surrounding chest walls, diaphragm, muscles of ventilation and the mechanisms which control pulse and respiration. The interactions of these systems will then be discussed in terms of monitoring function and evaluation of disease states will also be covered.

RST1100 __________________ (3-2) 4 cr. hrs. 
Fund of Respiratory Therapy I 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to re-emphasize the competencies learned during the 1st quarter of Lab I and basics of respiratory care that the students will need to fully comprehend for the remainder of their respiratory care career. It will enable the students to put together the concepts learned and the physiology of these practices. It will give a more in depth look at the indications, contraindications, hazards, and complications of the therapies used in respiratory care.

RST1120 __________________ (2-2) 2 cr. hrs. 
Respiratory Care Laboratory I 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Gives students an opportunity to practice the competencies that will be expected of a 1st year respiratory therapy student concerning safe patient care. Basic respiratory care procedures will be demonstrated and practiced under direct supervision of the Director of Clinical Education for the RT program or another member of the RT faculty.

RST1140 __________________ (1-1) 1 cr. hrs. 
Clinical Observation 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Course that is strictly clinical observation to the various departments within the hospital that Respiratory Therapists may come into contact with during their professional career. Each student will observe two Respiratory Therapy Departments, Radiology Department, 

Cath Lab Department, PFT Lab, Hyper Baric Department, Adult ICU, and Surgery. This course is designed to help further students classroom knowledge base and bridge the clinical setting with the classroom. By bridging the two together, it is my goal to help demonstrate basic therapies and modalities that are used daily in the Respiratory Therapy profession.

RST2000 __________________ (2-2) 2 cr. hrs. 
Adult Respiratory Disease I 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2020 __________________ (2-2) 2 cr. hrs. 
Adult Respiratory Disease II 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2040 __________________ (1-1) 1 cr. hrs. 
Microbiology for Resp Therapy 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the student an introduction of microorganisms, and focuses on terminology, classification, pathogenic organisms causing disease of the respiratory system, and disease transmission throughout the hospital. Disinfection, sterilization, isolation techniques, and infection control procedures will also be covered.

RST2060 __________________ (2-2) 2 cr. hrs. 
Pediatric Respiratory Disease 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Designed to give the student an understanding of various respiratory disease entities which affect newborn, infant, and pediatric patients. Included in this course will be the various stages of fetal development of the respiratory system, differences between adult and pediatric patients and methods for diagnosing, evaluating and treating pediatric patients.

RST2080 __________________ (3-0) 3 cr. hrs. 
Fund of Respiratory Therapy II 
Prerequisite: Acceptance into the Respiratory Therapy Program. 
Follows Fundamentals of RT I and continues to prepare the student for basic competencies, troubleshooting and critical thinking needed in the clinical setting. The students are expected to be gaining basic therapeutic experience from their clinical experiences and combine them with classroom education to develop further understanding of the material and concepts. A more in-depth approach is covered in a four unit schedule covering: bronchodilator therapy, airway management and patient monitoring. This course will start to teach the concept of non-invasive positive pressure ventilation. 

(Catalog page 101)
RST2100
(1-1) 1 cr. hrs.
Respiratory Care Laboratory II
Prerequisite: Acceptance into the Respiratory Therapy Program. Laboratory II gives the students time to practice some of the more advanced level respiratory care modalities concentrating primarily on both noninvasive and invasive mechanical ventilation. Special ventilatory techniques, monitoring of those techniques and critical thinking with troubleshooting will be practiced as well.

RST2120
Arranged 9 cr. hrs.
Clinical Practice I
Prerequisite: Acceptance into the Respiratory Therapy Program. Consists of the first, real and hands on clinical rotations that challenges the student with basic respiratory therapy modality. This course consists of the student performing clinicals on hospital inpatient floor setting, with the student being assigned to 24 clinical hours each week (unless otherwise noted) at a hospital respiratory therapy department affiliate. During this rotation, the student will achieve proficiency in seventeen clinical competencies which were practiced in Lab 1.

RST2140
(3-0) 3 cr. hrs.
Fund of Respiratory Therapy III
Prerequisite: Acceptance into the Respiratory Therapy Program. Follows Fundamentals of RT I & II. Continues to prepare the student as a competent Respiratory Therapist at the advanced level. This course deals first with indications and need for mechanical ventilation, physiological aspects of ventilator support, in-depth discussion of how ventilators work, output waveforms, displays, and types of ventilators; initiation and adjusting of mechanical ventilation (invasive vs. non-invasive) to fit individual patients; and finally weaning the patient off ventilator support as well as the ever so hard decision of when discontinuing of ventilator support is necessary. If time allows, the course will start to discuss grasp monitoring in the critical care setting.

RST2160
(1-1) 1 cr. hrs.
Respiratory Care Laboratory III
Prerequisite: Acceptance into the Respiratory Therapy Program. Follows Lab I and Lab II. Continues to prepare the student for work as an advanced level respiratory therapist. Lab III will deal with Pulmonary Function Testing, equipment, and interpretation. The course is divided into 3 units of instruction consisting of indications of spirometry, lung volumes and testing, and basic equipment & interpretation. The main objective of this course is to prepare the student for basic administration and interpretation of both bedside spirometry and pulmonary function testing.

RST2180
Arranged 7 cr. hrs.
Clinical Practice II
Prerequisite: Acceptance into the Respiratory Therapy Program. Mandates the student develop a higher, more critical thinking ability, for this adult intensive care clinical care rotation. This course consists of the student performing clinicals in various hospital inpatient adult intensive care unit settings, as well as with a long term acute care hospital. The student will be assigned to 24 clinical hours each week (unless otherwise noted) at a hospital's respiratory therapy department or adult intensive care unit. The student will continue to have a respiratory therapy preceptor the entire time during this clinical rotation. During this rotation, the student will achieve proficiency in ten clinical competencies, which were practiced in Lab I and II.

SOCIETY

SOC1540
(3-0) 3 cr. hrs.
Intro to Cultural Anthropology
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

SOCI1230
(3-0) 3 cr. hrs.
Social Problems (Spring)
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

SOC1600
(3-0) 3 cr. hrs.
Ethnicity/Cultural Diff in America
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

SWK1000
(3-0) 3 cr. hrs.
Introduction to Social Work
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

SWK1200
(3-0) 3 cr. hrs.
Human Diversity
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, socio-economic 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.

SOC1620
(3-0) 3 cr. hrs.
Human Diversity
Prerequisite: Must have met one of the following: 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.

SOC1130
(3-0) 3 cr. hrs.
General Sociology
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

SWK2000
(3-0) 3 cr. hrs.
Theories & Skills in Helping
Prerequisite: PSY1130 or SOC1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) 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.

SWK2000
(3-0) 3 cr. hrs.
Theories & Skills in Helping
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

SOC1060
(1-0) 1 cr. hrs.
Alcohol and College Life
Examine issues related to alcohol and drug use in college and how they can affect students physically, psychologically, and socially.

SOC1600
(3-0) 3 cr. hrs.
Ethnicity/Cultural Diff in America
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South.

SWK1000
(3-0) 3 cr. hrs.
Introduction to Social Work
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

A survey course designed to introduce the student to the field of social work. Offers an overview of the settings in which social workers practice, the populations they serve, and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

SWK2000
(3-0) 3 cr. hrs.
Theories & Skills in Helping
Prerequisite: PSY1130 and SOC1130 with a minimum grade of C. Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.
In this course, the student will learn how to use and develop robotics within the context of productivity, safety, and emerging commercial applications. Students will gain skills and confidence researching, reading, and writing technical documents using an ethical approach to technical communication.

TEC1000 _______________ Arranged 6 cr. hrs. Machine Shop I
Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

TEC1040 _______________ Arranged 3 cr. hrs. Technical Writing
Prerequisite: One of the following: ENG0920 or ENG1330 with a minimum grade of C, or (2) instructor consent.
An introductory course using a flexible, modular, integrated approach to Applied or Technical Physics. A central core of Concept Modules emphasizes the analogies between basic physical principles and the applications of these principles in today's technology. In addition, lab time is scheduled weekly to provide hands-on application of the concepts, along with the development of mathematical and communication skills. Students will work in small groups to foster team problem-solving.

TEC1070 _______________ Arranged 4 cr. hrs. Unified Technical Concepts I
Prerequisite: One of the following: (1) MAT1240, MAT1260 or TEC1900 with a minimum grade of C, or (2) instructor consent.
An introductory course using a flexible, modular, integrated approach to Applied or Technical Physics. A central core of Concept Modules emphasizes the analogies between basic physical principles and the applications of these principles in today's technology. In addition, lab time is scheduled weekly to provide hands-on application of the concepts, along with the development of mathematical and communication skills. Students will work in small groups to foster team problem-solving.

TEC1100 _______________ Arranged 3 cr. hrs. Technical Internship I
Prerequisite: Instructor consent.
Supervised 90-hour occupational experience in local business, municipal or governmental agencies.

TEC1160 _______________ Arranged 6 cr. hrs. Machine Shop II
Prerequisite: TEC1000 with a minimum grade of C.
A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

TEC1200 _______________ (3-0) 3 cr. hrs. Architectural Design and Drafting
Prerequisite: TEC1300 or instructor consent.
The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

TEC1300 _______________ (3-0) 3 cr. hrs. Computer Aided Design/Drafting
Devoted to learning basic operation of a microcomputer-based CAD/D system.

Fundamentals of system operation, commands, and interpreting mechanical parts will be stressed.

TEC1320 _______________ (3-0) 3 cr. hrs. Advanced Comp Aided Design/Drafting
Prerequisite: TEC1300 with a minimum grade of C or instructor consent.
A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

TEC1340 _______________ (3-0) 3 cr. hrs. CAD/D Special Application Programs
Prerequisite: TEC1300 with a minimum grade of C.
This course will enhance the student's ability to utilize all CAD systems. Systems will include: SolidWorks, AutoCAD, and/or Inventor.

TEC1350 _______________ Arranged 3 cr. hrs. Introduction to Robotics
Provides the use and development of robotics within the context of productivity, safety, and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

TEC1390 _______________ Arranged 6 cr. hrs. Machine Shop III
Prerequisites: TEC1000 and TEC1160 with a minimum grade of C.
A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. Offered by Mineral Area College at UniTec Career Center.

TEC1415 _______________ (0-0) 3 cr. hrs. Industrial Maintenance Technology
Focuses on developing entry level knowledge of maintenance, troubleshooting, and repair abilities of multi skilled maintenance personnel. Student learning experiences will include lecture, group discussion, eLearning, and workbook activities. This course will prepare students for more advanced, hands on learning courses in subjects such as fluid power, electrical, and mechanical work.

TEC1425 _______________ (0-0) 3 cr. hrs. Elements of Automation
Looks at how modern manufacturing is affected by the use of robots and industrial control systems. Students will not only become familiar with common robot types and their application in the manufacturing industry, but will also create a series of program controls for a Flexible Manufacturing System as well as explore the use of Automated Guided Vehicles within a modern manufacturing facility.

TEC1430 _______________ Arranged 6 cr. hrs. Machine Shop IV
Prerequisites: TEC1000, TEC1160, and TEC1390 with a minimum grade of C.
An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. Offered by Mineral Area College at UniTec Career Center.

TEC1480 _______________ (0-1) 1 cr. hrs. Survey Writing Skills/Legal Problem
Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession.

TEC1530 _______________ (3-0) 3 cr. hrs. Three-Dimensional Modeling CAD/D
Prerequisite: TEC1300 with a minimum grade of C.
A self-paced course devoted to learning three-dimensional drafting and design based on computer CAD/D system. Emphasis will be on wireframe and solid entity design.

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

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

TEC1560 _______________ Arranged 3 cr. hrs. Manufacturing Process/Estimating
Emphasizes the manufacturing processes and their efficient utilization or application to engineering products. Topics include: Production Basics, Production Materials, Production Processes, Tool & Equipment Operation, Production Planning & Work Flow, Production Components, Controlling & Documenting Production, Packaging & Distribution Products. A combination of hands-on learning systems, lecture, and e-learning components.

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

TEC1580 _______________ Arranged 3 cr. hrs. Quality Control/Testing Fundamentals
Fundamental, yet comprehensive, coverage of quality control concepts using a practical approach to understanding the basic theory. Learning experiences will include: lecture, Annatol Metrology Learning System, Tooling U, MSSC multimedia and a research project. Areas of emphasis include: quality responsibility, quality assurance, control charts, sampling plan, reliability, quality costs, product liability and metrology.

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

TEC1610 _______________ (3-0) 3 cr. hrs. Introduction to Engineering Design
A foundation course in the PLTW Engineering Program. Students are introduced to the engineering profession and a common approach to the solution of engineering problems, an engineering design process. Utilizing the activity project-problem-based (APB) teaching and learning pedagogy. Students will progress from completing...
Course Descriptions

TEC1600 ____________________ (3-0) 3 cr. hrs.  
Advanced Computer Numerical Control  
Prerequisite: TEC1790 with a minimum grade of C.  
Gain a more robust understanding of topics covered in previous machine tool courses. Students will continue their use of industry leading CAM software and will gain a deeper knowledge of fixturing, advanced probing and inspection, and are introduced to the 4th axis operations.

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 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  
Prerequisites: TEC1100 with a minimum grade of C.  
Students will continue their use of industry leading CAM software. Students will be introduced to leading industry

TEC1950 ____________________ (1-0) 1 cr. hrs.  
CLA/CLT Assessment Prep  
Prerequisites: TEC1920, TEC1930, and CISS160 with a minimum grade of C.  
Required for students preparing to take the Manufacturing Skills Standards Council's (MSSC) Certified Logistics Associate (CLA) and/or Certified Logistician (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 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  
Introductory course designed to provide the technical information needed as a foundation for working with fluid power components and systems. Students will learn the "how" and "why" of various operating principles essential to understanding theory, design and function. Hands-on training will be incorporated wherever practical.

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 or instructor consent.  
Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing certification from the International Fluid Power Society (IFPS).

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.

TEC2100 ____________________ 3 cr. hrs.

TEC2120 ____________________ (3-0) 3 cr. hrs.

TEC2130 ____________________ (1-4) 3 cr. hrs.

Computer Numerical Control  
Prerequisite: TEC1100 with a minimum grade of C.  
Builds upon the introductory material covered in TEC 1770. Topics will focus primarily on 3-axis CNC mill and CNC lathe operations. Students will learn complex machining strategies and CNC programming. Students will be introduced to leading industry,

General Industry Safety  
Prerequisites: TEC1100 with a minimum grade of C.  
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.

Blueprint Reading  
An introductory course for all Technology students. Interprets mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

Intro to Computer Numerical Control  
Prerequisite: TEC1160 with a minimum grade of C or instructor consent.  
Introductory concepts associated with computer numerical control (CNC) machining. Topics covered include NC materials, tooling, machining processes, tool and workpiece setup, programming concepts, job planning, and shop and machine safety. All concepts include training on both CNC mill and lathe.

Introduction of technical drawing and drafting as applied to the design and drafting of engineering and technical drawings. Students will demonstrate the ability to clearly articulate safety principles and practices, governmental and regulatory compliance, and environmental safety practices.

Basic Machine Tool  
Prerequisite: TEC1610 with a minimum grade of C.  
Deepests the skills and knowledge of an engineering student within the context of efficiently creating the products all around us. Students build upon their Computer Aided Design (CAD) experience through 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.

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Introduction of technical drawing and drafting as applied to the design and drafting of engineering and technical drawings. Students will demonstrate the ability to clearly articulate safety principles and practices, governmental and regulatory compliance, and environmental safety practices.
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**  
**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-over-oil and vacuum systems.

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**THEATRE**

**THE1000**  
**Introduction to Theatre**  
MOTR THEA100A  
ASA:**  
**3 cr. hrs.**  
Explore a comprehensive introduction to the art of theatre examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Develop projects in these areas and attend theatre productions.

**THE1040**  
**Beginning Acting**  
MOTR PERF100 - 2019  
ASA:**  
**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.

**THE1080**  
**Arranged 3 cr. hrs.**  
Children’s Theatre (Creative Drama)  
MOTR THEA100B - 2019  
ASA:**  
**3 cr. hrs.**  
Explore the history and purpose of creative dramas in the school through performance and study. Students will rehearse and perform one-act plays at area elementary schools.

**THE1100**  
**Arranged 1 cr. hrs.**  
Directed Studies in Theatre Arts  
MOTR THEA100  
ASA:**  
**1 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, costume, 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**  
MOTR PERF104S - 2019  
ASA:**  
**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**  
MOTR LITR100D - 2019  
ASA:**  
**3 cr. hrs.**  
Explore analysis of dramatic form through the study of representative genres of theatre to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdism and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. Reading intensive course.

**THE1300**  
**Directing I**  
MOTR THEA102 - 2019  
ASA:**  
**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**  
MOTR PERF103SA - 2019  
ASA:**  
**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**  
MOTR PERF100 - 2019  
ASA:**  
**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**  
MOTR PERF103P - 2019  
ASA:**  
**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**  
MOTR PERF100T - 2019  
ASA:**  
**3 cr. hrs.**  
Corequisite: MSC2081 Singing for the Actor I.

**THE2120**  
**World Drama**  
MOTR THEA106 - 2020  
ASA:**  
**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.

**THE2140**  
**Theatre History I**  
MOTR THEA104 - 2020  
ASA:**  
**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.

**THE2200**  
**Theatre History II**  
MOTR THEA105 - 2020  
ASA:**  
**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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**WELDING TECHNOLOGY**

**WLD1800**  
**Welding Foundations**  
A 24-hour course which will provide the student with introductory knowledge of skills needed to be successful with all welding and fabrication applications. Course content will include blueprint reading, technical mathematics, and metallurgy. The course format will include lecture, class demonstrations, and hands-on activities where applicable. Welding Foundations is part of the 504-hour non-credit Welding Technology program.
Administration & Faculty

Scottye Adkins
Coordinator, Theater
A.S., Southwest Baptist University, 1989; B.A., Lamar University, 2007; M.A., Mississippi College, 2009.

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

Tim Baskin
Instructional Designer
B.S., Southeast Missouri State University, 2002; M.A., Southeast Missouri State University, 2012.

Danielle Basler
Executive Director, College Communications

Esther Blum, M.S.N., R.N.
Coordinator, Associate Degree Nursing/Sophomore
B.S.N., University of Missouri-Columbia, 1985; M.S.N., University of Missouri-Columbia, 1993.

Jennifer Bowling
Academic Advisor, TRIO Talent Search
A.A., Mineral Area College, 1999; B.S.G., Southeast Missouri State University, 2017.

Talisha Brooks
Coordinator, Licensed Practical Nursing

Korey Byers
Biology
A.A., Mineral Area College, 2009; B.S., Southeast Missouri State University, 2011; M.S., Southeast Missouri State University, 2014.

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

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

Jessica Chamberlain
Licensed Practical Nursing
A.S., Mineral Area College, 2018; B.S.N., Central Methodist University, 2019.

Andrew Clausen
Math

Crystal Coffman
Coordinator, Payroll
A.A., Mineral Area College, 1999; B.S., Central Methodist University, 2002.

Devon Cox
Advisor, Allied Health
B.S., Middle Tennessee State University, 2005; M.S., Austin Peay State University, 2011.

Julie Crabtree
Coordinator, Grants & Scholarships
A.A., Mineral Area College, 1996; B.S., Central Methodist University, 1998.

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

Lisa Edburg
Administrator, Data Systems/Institutional Research/Information Technology Services
A.S., Mineral Area College, 1993; B.S., Central Methodist University, 2004; M.Ed., Central Methodist University, 2007.

Judy Edgar
History/Political Science
A.A., Mineral Area College, 1980; B.S.E., Southeast Missouri State University, 1982; M.A., Southeast Missouri State University, 1997.

Nathan Ellett

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

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

Jared Faulkner
Network Administrator

Todd Flatt
Data Systems Analyst/Information Technology Services

Richard Flotron
Director, Campus Safety
A.A., Jefferson College; B.S., Southeast Missouri State University; M.S., Lindwood University, 2002; PhD, Missouri Baptist University, 2021.

James Gerwitz
Director, Athletics
A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindwood, 2013.

Joseph Gilgour
President
B.A., Southwest Baptist University, 2003; M.S., Arkansas Tech University, 2007; Ed.D., Saint Louis University, 2012.

Laura Glassbrenner
English
B.A., Truman State University, 2008; M.A., Missouri State University 2010.

Michelle Hadler
Director, Perryville Outreach Center
Jodi Harden
Biology
B.S., Southeast Missouri State University, 2008; M.N.S., Southeast Missouri State University, 2011.

Ryan Harrington
Director, Library
A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.S., Central Methodist University, 2017.

Cameron Hedgecorth
Coordinator, Student Engagement
B.S., Southeast Missouri State University, 2020.

Connie Hester
Academic Advisor, Upward Bound

Connie Holder
Registrar
B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.

Daniel Jaycox
Director, Academic Resource Center
B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.

Pamela Jaycox
English
B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri University, 2007.

Rick Jenkins
Controller
B.S., Southeast Missouri University, 1983.

Pamela Junge, M.S.N., R.N.
Coordinator, Associate Degree Nursing/Freshman

Andrea Kemper
Assistant Director, Admissions
A.A., Mineral Area College, 1997; B.S., Central Methodist University, 2008.

Lauren Kieschnick
Mathematics
B.A., Concordia Lutheran College, 1987; M.A.T., Webster University, 1993; Ph.D., Saint Louis University, 2013.

Christopher Klusmeyer
Industrial Technology
A.A.S., Mineral Area College, 2006; B.G.S., University of Missouri-St. Louis, 1996.

Dane Korenak
Academic Advisor, Upward Bound

Lana LaBruyere
Business Education
Accountant
B.S., Arkansas State University, 1992; B.S., University of Missouri, 1994; M.B.A., Webster University, 2005.

Judy LaChance
Coordinator, Loan & Veteran Program
A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.

Katy Lane
B.S., University of Missouri-Columbia, 2007.

Carla Lay, B.S.N., R.N.
Licensed Practical Nursing
A.S., Mineral Area College, 2014; B.S.N., Central Methodist University, 2015.

Whitney Maddux
Director, TRIO Talent Search
B.S., Missouri State University, 2010; M.S.E., Missouri State University, 2012.

Daniel Martin
Head Coach, Men & Women’s Soccer

Roger McMillian
Provost
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.

Aaron Miller
Bookstore Manager

Ellen Miller
Social Science
B.S., Southeast Missouri State University, 2006; M.A.T., Missouri Baptist University, 2010.

Jay Miller
English

Tina Miller
Support & Retention Specialist

Victoria Morgan
Director, Learning Management Systems

Danielle Mueller
Biology
B.A., Truman State University, 2002; M.N.S., Southeast Missouri State University, 2004.

Emily Murdock
English
B.A., Truman State University, 2008; M.A., Truman State University, 2010.

Kathryn Neff
Executive Director, Human Resources

Rebecca Neighbors
Director, Upward Bound
A.A., Mineral Area College, 1994; B.S., Southeast Missouri State University, 1996; M.S.W, Saint Louis University, 2001.

Joel Nivens
Director, Potosi Outreach Center
A.A., Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010; M.Ed., Central Methodist University, 2014.
Laura Norris
Director, Enrollment Management
B.A., Ohio University, 1998; B.S., Ohio University, 1998; M.A., Ohio University, 1999; M.Ag. Oklahoma State University, 2012.

Briley Palmer
Head Coach, Women’s Basketball
A.A.S., Mineral Area College, 2009; B.A., Christian Brothers University, 2011; M.Ed., Central Methodist University, 2016.

Jeremy Partney
Director, Wellness Center
A.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.

Lisa Pipkin
Mathematics
B.S., Southeast Missouri State University, 2009; M.N.S., Southeast Missouri State University, 2012.

Sarah Rodgers
Coordinator, Dual Credit
A.A.S., Mineral Area College, 2005; B.S., Central Methodist University, 2019; M.B.A., Louisiana State University, 2021.

Doug Ruesch
Director, Law Enforcement Academy/Coordinator, Criminal Justice
B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.

Brian Scheidt
Earth Science

K. Ruth Seaber
English
B.S., University of Memphis, 1982; M.A., Southeast Missouri State University, 2004.

Alison Sheets
Director, Career Services/Advisor/Career & Technical Education
B.S., Northwestern State University, 1994.

Julie Sheets
Dean, Student Services
B.S., Murray State University, 1997; M.Ed., Central Methodist College, 2003.

W. Eric Shelton
Industrial Technology
B.S., Missouri State University, 1997; M.S., University of Central Missouri, 2013.

Michele Shore
Director, Workforce Development
B.A., Lindenwood University, 2010; M.S., Lindenwood University, 2016.

Jennifer Sikes
Childhood Education

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

Sadonya Sutlles, M.S.N., R.N.
Coordinator, Simulation Lab
A.S., Mineral Area College, 2005; B.S.N., Central Methodist University, 2012; M.S.N., Central Methodist University, 2015.

Kevin Thurman
Executive Director, Development

Christa Tinsley
Academic Advisor, TRIO Talent Search
B.S., Southeast Missouri State University, 1994.

Abril Warner
Art

Pamela Watkins
Director, Continuing Education
B.S., University of the Ozarks, 1996; Graduate Studies, University of Arkansas, 2009 to present.

Misty Weston
Allied Health Care Programs

Andrew White
Vice President, Information Technology & Cybersecurity
B.S., Southeast Missouri State University, 1999.

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

Barry Wilfong
Director, Darrell S. Cole Shooting Range

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

Rodney Wilson
Tutor/Academic Advisor, EXCEL Student Support Services

D. Lynne Wisdom
Business Administration

John Wright
Director, Fredericktown Outreach Center
A.A., Mineral Area College, 2007; B.S., Southeast Missouri State University, 2009; M.S., University of Alabama, 2014.

Shawn Young
Director, Education Program
B.S., Southeast Missouri State University, 1997; M.Ed., Southwest Baptist University, 1999; Ed.D., Missouri Baptist University, 2012.
Appendix: Degree Plans

Associate of Arts (AA)
- Associate of Arts
- Associate of Arts in Teaching
- Associate of General Studies

Associate of Science
(Allied Health Related)
- Associate Degree Nursing (RN)
- ADN - Advanced Placement
- Respiratory Therapy

Associate of Applied Science
- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management - Administrative Office Specialist
- Business Management - IT Specialist
- Child Development
- Computer Networking
- Computer Networking - Cyber Security Option
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Engineering Technology - Design Drafting
- Engineering Technology - Manufacturing
- Graphic Arts/Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Law Enforcement Academy -1000 hours
- Logistics Technician
- Machine Tool Technology
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Skilled Trades
- Welding Technology

Certificates
- Automotive Collision Technology
- Automotive Technology
- Business Management
- Child Development
- Child Development Associate
- Community Paramedic
- Computer Networking
- Connector and Conductor
- Construction Building Technology
- Criminal Justice
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Emergency Medical Technician
- Engineering Technology - Design Drafting
- Engineering Technology - Manufacturing
- Global Studies
- Graphic Arts Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Law Enforcement Academy -1000 hours
- Logistics Technician
- Machine Tool Technology
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Welding Technology
### Core Courses

**HUMANITIES**

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<th>COURSE TITLE</th>
<th>HRS</th>
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<tr>
<td>ENGL100 Intro to Cinema (3)</td>
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<tr>
<td>ENGL1360 Creative Writing (3)</td>
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<tr>
<td>ENGL1570 Intro to Literature: Prose, Poetry &amp; Drama (3)</td>
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<tr>
<td>ENGL2300, 2340 English Literature I or II (3)</td>
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<tr>
<td>ENGL2430, 2440 American Literature I or II (3)</td>
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<tr>
<td>ENGL2492 Women’s Literature (3)</td>
<td>3</td>
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<tr>
<td>ENGL2500 Multicultural Literature (3)</td>
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<tr>
<td>MUSC1001, 1002, 1003 Concert Band I, II, or III (1)*+</td>
<td>3</td>
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<tr>
<td>MUSC1011 Jazz Ensemble I (1)*+</td>
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<tr>
<td>MUSC1012 Jazz Ensemble II (1)*+</td>
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<td>MUSC1021 Jazz Combo I (1)*+</td>
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<tr>
<td>MUSC1022 Jazz Combo II (1)*+</td>
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<tr>
<td>MUSC1051, 1052, 2053 MAC Singers I, II or III (1)*+</td>
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<tr>
<td>MUSC1801 Appreciation of Music (3)</td>
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<td>MUSC1811 Appreciation of Jazz (3)</td>
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<td>MUSC1821 History &amp; Form of Rock Music (3)</td>
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<td>MUSC2013 Jazz Ensemble III (1)*+</td>
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<td>MUSC2023 Jazz Combo III (1)*+</td>
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<td>MUSC2081 Singing for the Actor I (3)*+</td>
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**PHILOSOPHY:**

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<tr>
<th>COURSE#</th>
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<tr>
<td>PHIL100 Intro to Philosophy (3)</td>
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<td>PHIL110 Comparative Religion (3)</td>
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<td>PHIL240 Intro to Ethics (3)</td>
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**THEATRE:**

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<tr>
<th>COURSE#</th>
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<tbody>
<tr>
<td>THE1000 Intro to Theatre (3)</td>
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<tr>
<td>THE1040 Beginning Acting (3)</td>
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<tr>
<td>THE1080 Children’s Theatre (3)</td>
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<td>THE1120 Stagecraft (3)</td>
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<tr>
<td>THE1200 Introduction to Lit: Drama (3)</td>
<td>3</td>
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<tr>
<td>THE2020 Script Analysis (3)</td>
<td>3</td>
<td></td>
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<tr>
<td>THE2060 Playwriting (3)</td>
<td>3</td>
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<tr>
<td>THE2080 Acting for the Singer I (3)</td>
<td>3</td>
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<tr>
<td>THE2120 World Drama (3)</td>
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<tr>
<td>THE2140 Theatre History I (3)</td>
<td>3</td>
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<tr>
<td>THE2200 Theatre History II (3)</td>
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</table>

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

### Institution Requirements

**GUIDANCE:**

- Required for all freshman (1 hr.) (see list on back)
- First Year Experience 1

**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

*Performance class

More course with MOTR Numbers on back page. Effective Fall 2022. Rev. 3/22/2022
1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous associate degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

3. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.

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

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

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

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

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

+ Course has prerequisite
## Associate of Arts in Teaching Degree

**General Education:**  (✓  Has MOTR number)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
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<tr>
<td>ENG1330</td>
<td>English Comp I</td>
<td>3</td>
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<td>ENG1340</td>
<td>English Comp II</td>
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<tr>
<td>ENG1440</td>
<td>Public Speaking</td>
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### Mathematics (3 hrs.)

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<tr>
<td>MAT1240</td>
<td>Quantitative Reasoning or other</td>
<td>3</td>
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<td>approved Math Pathway Course</td>
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### Science (8-10 hrs.) (See list on left)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIO1150</td>
<td>General Biology</td>
<td>5</td>
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<tr>
<td>PHS</td>
<td>Any Physical Science course</td>
<td>3-5</td>
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### History and Political Science (6 hrs.)

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<th>Course Code</th>
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<tbody>
<tr>
<td>POS1180</td>
<td>American Political Systems</td>
<td>3</td>
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<tr>
<td>HIS 0000</td>
<td>MO Higher Ed Civics Exam</td>
<td>0</td>
</tr>
<tr>
<td>HIS1230 or</td>
<td>American History I or II</td>
<td>3</td>
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<tr>
<td>HIS1240</td>
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</table>

### Humanities (9 hrs.)

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>EDU 2150</td>
<td>Multicultural Education (recommended)</td>
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<td></td>
<td>or Humanities Course with MOTR#</td>
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<tr>
<td>EDU2530 or</td>
<td>Young Adult Lit. or Lit Course</td>
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<td></td>
<td>Any Humanities Course with a</td>
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<td></td>
<td>MOTR#</td>
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### Social Science (6 hrs.)

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<tr>
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<tbody>
<tr>
<td>PSY1130</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GE01130</td>
<td>Regional World Geography</td>
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### Teacher Education Courses (12 hrs.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU2030</td>
<td>Foundations of Education in a</td>
<td>3</td>
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<tr>
<td></td>
<td>Diverse Society</td>
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<tr>
<td>EDU2100</td>
<td>Field Experience</td>
<td>3</td>
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<tr>
<td>EDU2280</td>
<td>Educational Technology</td>
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<tr>
<td>EDU2320</td>
<td>Educational Psychology</td>
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### Institutional Requirements

**First Year Seminar (1 hrs.) Required for all freshmen**

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
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### Major Elective Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU 1100 or</td>
<td>Psychology of the Adolescent</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1300</td>
<td>or Child Development</td>
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<tr>
<td>EDU 2500</td>
<td>Education of the Exceptional Learner</td>
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**Physical Education Activity (2 hrs.)**

<table>
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<tr>
<th>Activity</th>
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<tr>
<td>PED2700 Wellness Center I (1)</td>
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<tr>
<td>PED2710 Wellness Center II (1)</td>
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<tr>
<td>PED2780 Fit for Life (2)</td>
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</tbody>
</table>

**Total Hours Towards Degree (62)"
### Associate of Arts in Teaching Degree

#### 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:**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
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#### TO BE COMPLETED BY EDUCATION PROGRAM COORDINATOR OR DEPARTMENT CHAIR

<table>
<thead>
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<th>Requirement</th>
<th>Credits</th>
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<td>MoGEA:</td>
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<td>Math:</td>
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<tr>
<td>English:</td>
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<tr>
<td>Writing:</td>
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**AAT Completion Date:** ______________________

**Program Coordinator or Department Chair Signature**

**verifying required components:**

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<tr>
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<td>_______</td>
</tr>
</tbody>
</table>

**Direct questions to**

Dr. Shawn Young  smyoung@mineralarea.edu  or 573-518-2339

### GENERAL REQUIREMENTS FOR THE AAT DEGREE

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate’s degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.
3. All applicants are required to complete 60 approved semester hours PLUS 2 hours of PE activity course(s). School Health may be taken as a substitute only with a physician’s excuse.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
5. Complete all program applications, maintain a minimum institutional and cumulative GPA of 2.75 or higher with no grade less than a “B” in all education coursework and content area and no grade less than a “C” in all other courses, undergo a background screening, and have a clear record prior to being admitted to the program and participating in field experience (See detailed background check policy).
6. Complete the Missouri Educator Profile (MEP)
7. All degree-applicable courses, including electives must be 1000 level or higher.
8. Take no more than six elective credits by participating in ensembles. Ensembles do not satisfy the humanities requirements.
9. Pass the mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.
The Associate of General Studies is primarily intended for students not planning to transfer to another college or university. For this reason, the requirements for the General Studies degree are not as stringent as for the Associate of Arts degree. Students who transfer with a General Studies degree may have courses evaluated on a course by course basis by the receiving institution. Courses with a MOTR number will transfer.

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

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

- HIS 0000 MO Higher Ed Civics Exam 0 3

### SOCIAL & BEHAVIORAL SCIENCES (6 hrs.) (see list on back)

- HIS 0000 MO Higher Ed Civics Exam 0 3

### ELECTIVES (MOTR numbers recommended but not required)

<table>
<thead>
<tr>
<th>SEM/yr</th>
<th>Course#</th>
<th>Course Title</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENGLISH (9 hrs. (see list to the left))</td>
<td>ENGL1330 English Comp I</td>
<td>3</td>
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<tr>
<td></td>
<td>ENGL1340 English Comp II</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>ENGL1440/ENG1670</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HUMANITIES (9 hrs. (see list on back))</td>
<td>HIS 0000 MO Higher Ed Civics Exam</td>
<td>0 3</td>
<td></td>
</tr>
<tr>
<td>SOCIAL &amp; BEHAVIORAL SCIENCES (6 hrs.) (see list on back)</td>
<td>HIS 0000 MO Higher Ed Civics Exam</td>
<td>0 3</td>
<td></td>
</tr>
<tr>
<td>ELECTIVES (MOTR numbers recommended but not required)</td>
<td>GUI1010 First Year Experience</td>
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</tbody>
</table>

TOTAL HOURS TOWARDS ASSOCIATE OF GENERAL STUDIES DEGREE (62)
## Associate of General Studies Degree

### General Requirements for the AGS Degree

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

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate’s degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

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

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

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

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

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

### Institutional Requirements – No MOTR Numbers

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Semester(s)</th>
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<tr>
<td>GUI1000</td>
<td>Principles of College Success</td>
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<td>GUI1010</td>
<td>First Year Seminar</td>
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<tr>
<td>GUI1960</td>
<td>Career Planning</td>
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### Electives

See advisor to determine appropriate courses.

### Math

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<tbody>
<tr>
<td>MAT1185</td>
<td>Fundamentals of Algebra (4) +</td>
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### Guidance

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<td>GUI1010</td>
<td>First Year Seminar</td>
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<tr>
<td>GUI1960</td>
<td>Career Planning</td>
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### Computer Info or Physical Ed

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<tr>
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<tr>
<td>CIS1025</td>
<td>Computer Fundamentals</td>
</tr>
<tr>
<td>CIS1050</td>
<td>Introduction to Computers (3) +</td>
</tr>
<tr>
<td>CIS1100</td>
<td>Microcomputer Graphics (3) +</td>
</tr>
<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 Mgt (3) +</td>
</tr>
<tr>
<td>CIS2200</td>
<td>Microcomputer Spreadsheet Apps (3) +</td>
</tr>
<tr>
<td>CIS2210</td>
<td>Adv Microcomputer Spreadsheet Apps (3) +</td>
</tr>
<tr>
<td>CIS2350</td>
<td>Word Processing-Microsoft Word (3) +</td>
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<tr>
<td>CIS2400</td>
<td>Web Page Development (3) +</td>
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<tr>
<td>CIS2450</td>
<td>Word Processing-Adv Microsoft Word (3) +</td>
</tr>
<tr>
<td>CIS2930</td>
<td>Advanced Microcomputer Applications (3)</td>
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<tr>
<td>CIS2940</td>
<td>Advanced Desktop Publishing +</td>
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<tr>
<td>PED1380</td>
<td>Beginning Archery</td>
</tr>
<tr>
<td>PED2130</td>
<td>Tai Chi I (1)</td>
</tr>
<tr>
<td>PED2132</td>
<td>Tai Chi II (1)</td>
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<tr>
<td>PED2180</td>
<td>Beginning Basketball (1)</td>
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<tr>
<td>PED2650</td>
<td>Fundamentals of Trap and Skeet (1)</td>
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<tr>
<td>PED2700</td>
<td>Wellness Center I (1)</td>
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<td>Wellness Center II (1)</td>
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<tr>
<td>PED2720</td>
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<td>PED2730</td>
<td>Cycling for Fitness (1)</td>
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<tr>
<td>PED2760</td>
<td>Principles of Strength Training (1)</td>
</tr>
<tr>
<td>PED2780</td>
<td>Fit for Life (2)</td>
</tr>
<tr>
<td>PHY1120</td>
<td>School Health (2)</td>
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</tbody>
</table>

+ Course has prerequisite
### Freshman Year

#### Fall Semester
- ENG1330 English Comp I 
- MAT1240 Quantitative Reasoning 
- PHS1250 Introductory Chemistry* 
- ADN1450 Fund of Nursing* 
- ADN1572 Basic Pharmacology* 
- BIO2600 Human Anatomy* 
- PSY1130 General Psychology 
- GUI1010 First Year Seminar 

#### Spring Semester
- ENG1340 English Comp II* 
- PSY1250 Human Growth/Dev 

#### Summer Semester
- ENG1340 English Comp II* 
- PSY1250 Human Growth/Dev* 

### Sophomore Year

#### Fall Semester
- ADN1490 Med-Surg Nursing I* 
- ADN1512 Clinical Pharmacology* 
- BIO2700 Microbiology* 

#### Spring Semester
- ADN1480 Contemporary Nursing* 
- ADN1500 Med-Surg Nursing II* 
- ADN1610 Nursing of Children* 
- POS1180 Amer Political Sys or 
- HIS1230 Amer History I or 
- HIS1240 Amer History II 
- HIS0000 MO H. Ed. Civics Exam 
- SOC1130 General Sociology 
- TSA0000 Technical Skills Assess 

### General Requirements and Policies for Degree

1. Compete 75 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher:
   a. 30 Academic credit hours
   b. 45 Nursing credit hours
2. Complete all courses included in the nursing curriculum with a “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the Spring Term - Sophomore Year.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

### NCLEX-RN Application Submitted: ____________________________ Semester/Year

* Course has pre-requisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Advisor Signature: ____________________________ Date: ____________________________
Mineral Area College
Degree Plan

Student Name: ___________________________________ ID#: __________________

Associate of Science
Nursing
Advanced Placement
(Major Code: ANAP) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

<table>
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<tr>
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<th>Course</th>
<th>Grade</th>
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<tr>
<td>___</td>
<td>MAT1240</td>
<td>Quantitative Reasoning Math..3</td>
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<tr>
<td>___</td>
<td>PHS1240</td>
<td>Introductory Chemistry * ........5</td>
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<tr>
<td>___</td>
<td>BIO2600</td>
<td>Human Anatomy * ...............5</td>
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<td>___</td>
<td>BIO2620</td>
<td>Human Physiology * ..........5</td>
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<tr>
<td>___</td>
<td>ENG1340</td>
<td>English Composition II * ......3</td>
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<td>___</td>
<td>GUI1010</td>
<td>First Year Seminar ...........1</td>
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<td>___</td>
<td>PSY1130</td>
<td>General Psychology ..........3</td>
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<tr>
<td>___</td>
<td>PSY1250</td>
<td>Human Growth &amp; Dev ..........3</td>
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</tbody>
</table>

Total Hours (counting program pre-reqs) 95-98

*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

BRIDGE COURSE

Summer Semester

<table>
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<tr>
<th>Sem</th>
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<td>___</td>
<td>ADN1420</td>
<td>LPN-ADN Bridge ..................3</td>
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ADVANCED PLACEMENT COURSES

Fall Semester

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<td>ADN1490</td>
<td>Med-Surg Nursing I .............10</td>
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<td>___</td>
<td>ADN1512</td>
<td>Clinical Pharmacology ..........3</td>
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<td>BIO2720</td>
<td>Microbiology Lecture ..........3</td>
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<td>BIO2722</td>
<td>Microbiology Lab .............1</td>
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Spring Semester

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<td>ADN1500</td>
<td>Med-Surg Nursing II ..........6</td>
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<td>ADN1610</td>
<td>Nursing of Children ..........5</td>
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<td>___</td>
<td>POS1180</td>
<td>Amer Political Systems .......3</td>
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<td>Amer Nat’l Government &lt; or</td>
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<td>___</td>
<td>HIS1230</td>
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<tr>
<td>___</td>
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<td>Amer History II</td>
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<tr>
<td>___</td>
<td>SOC1130</td>
<td>General Sociology ............3</td>
</tr>
<tr>
<td>___</td>
<td>TSA0000</td>
<td>Technical Skills Assess .......0</td>
</tr>
</tbody>
</table>

Total Hours (counting program pre-reqs) 95-98

GPA: ______________________
TSA Test Date: ______________________
NCLEX-RN Application Submitted: ______________________

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: ______________________

Back to Appendix Main
# Associate of Science - Respiratory Therapy

**MINERAL AREA COLLEGE**  
**ASSOCIATE OF SCIENCE**  
**Respiratory Therapy**  
(Major Code: RT-AS) CIP 51.0908

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Trimester I:</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>RST 1000 Intro to Respiratory (CC)</td>
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<tr>
<td></td>
<td>RST 1020 Pharmacology (CC)</td>
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<td></td>
<td>RST 1040 Basic Science (CC)</td>
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<tr>
<td></td>
<td>RST 1060 Anatomy &amp; Physiology (CC)</td>
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<td></td>
<td>RST 1080 Cardiopulmonary A &amp; P (CC)</td>
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<tr>
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<td>RST 1100 Fundamentals of R. T. I (CC)</td>
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<tr>
<td></td>
<td>RST 1120 Laboratory I (CC)</td>
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<td>RST 1140 Clinical Observation (CC)</td>
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28 Cr. Hrs.

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<th>Sem/Yr</th>
<th>Trimester II:</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>RST 2000 Adult Respiratory Diseases I (CC)</td>
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<td></td>
<td>RST 2040 Microbiology (CC)</td>
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<td>RST 2060 Pediatric Respiratory Diseases (CC)</td>
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<td>RST 2080 Fundamentals of R. T. II (CC)</td>
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<td>RST 2100 Laboratory II (CC)</td>
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<td>RST 2120 Clinical Practice I (CC)</td>
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18 Cr. Hrs.

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<th>Sem/Yr</th>
<th>Trimester III:</th>
<th>Grade</th>
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<tr>
<td></td>
<td>RST 2120 Adult Respiratory Diseases II (CC)</td>
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<td>RST 2140 Fundamentals of R. T. III (CC)</td>
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<td>RST 2160 Laboratory III (CC)</td>
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<td>RST 2180 Clinical Practice II (CC)</td>
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13 Cr. Hrs.

**Communications:** (2)

|        | ENG 1330 English Composition I * ▲ written...AND... | 3     |
|        | ENG 1440 Public Speaking...OR... | 3     |
|        | ENG 1670 Interpersonal Communications I |       |

**Health:**

|        | HLT 2350 Med Terminology/Intro to Pathology ▲ | 3     |

**Political Science:** (1 course)

|        | POS 1180 American Political Systems...OR... | 3     |
|        | HIS1230 History I......OR... |       |
|        | HIS1240 History II |       |

**Human Development:** (2)

|        | PSY 1130 General Psychology I | 3     |
|        | PSY 1250 Human Growth and Development | 3     |

**Mathematics:** (1 course) ▲

|        |                                |       |

2-3

**Computer Literacy Elective:** (1 course)

|        |                                |       |

**Human Skills Assessment:**

|        | HIS0000 MO Higher Education Civics Exam | 0     |
|        | TSA 0000 Technical Skills Assessment  | 0     |

Total Credit Hours 82-83

**Advisor:**

GPA: __________________________

---

**NOTE:** See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the CGCTC Respiratory Therapy Program.
2. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

__________________________________________
Signature Required
Acknowledgement of Graduation Policies

__________________________________________
Date
### Associate of Applied Science - Automotive Collision Technology

**ID #: ___________________________ Student: ___________________________**

#### Communications – 2 courses

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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
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<td>English Composition I + * (3)</td>
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<tr>
<td>ENG 1440</td>
<td>Public Speaking + (3)</td>
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<tr>
<td>ENG 1670</td>
<td>Interpersonal Communications I (3)</td>
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</tr>
<tr>
<td>TEC 1040</td>
<td>Technical Writing * (3)</td>
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#### Human Development – 1 course

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<td>PSY 1130</td>
<td>General Psychology + (3)</td>
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<td>PSY 1180</td>
<td>Applied Psychology (3)</td>
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<tr>
<td>PSY 1250</td>
<td>Human Growth and Development (3)</td>
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<tr>
<td>SOC 1130</td>
<td>General Sociology (3)</td>
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<tr>
<td>SOC 1230</td>
<td>Social Problems (3)</td>
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<tr>
<td>SOC 1540</td>
<td>Introduction to Cultural Anthropology (3)</td>
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<tr>
<td>SOC 1600</td>
<td>Ethnicity and Cultural Differences</td>
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#### History/Political Science – 1 course

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<td>American History II (3)</td>
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<td>POS 1130</td>
<td>American National Government &lt; (3)</td>
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<td>POS 1140</td>
<td>American State and Local Government &lt; (3)</td>
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<td>POS 1160</td>
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#### Mathematics – 2 courses

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<td>TEC1910</td>
<td>Technical Math II (3)</td>
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<td>MAT1180</td>
<td>Fundamentals of Algebra (5)</td>
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<td>MAT1185</td>
<td>Fundamentals of Algebra (4)</td>
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<tr>
<td>MAT1205</td>
<td>Applications of College Math (3)</td>
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<tr>
<td>MAT1240</td>
<td>Quantitative Reasoning (3)</td>
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<td>MAT1260</td>
<td>Elementary Statistics (3)</td>
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<td>MAT1270</td>
<td>Pre-Calc: Algebraic Reasoning (3)</td>
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<td>MAT1370</td>
<td>Pre-Calc: Trig &amp; Geom Reasoning (3)</td>
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<td>MAT1600</td>
<td>Calculus for Business/Soc Sciences (3)</td>
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</tr>
<tr>
<td>MAT1650</td>
<td>Analytical Geometry &amp; Calculus I (5)</td>
<td></td>
</tr>
<tr>
<td>MAT2150</td>
<td>Analytical Geometry &amp; Calculus II (5)</td>
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</table>

#### Science – 1 course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIO 1100</td>
<td>Introduction to Biological Science (3)</td>
<td></td>
</tr>
<tr>
<td>BIO 1150</td>
<td>General Biology (5)</td>
<td></td>
</tr>
<tr>
<td>BIO 1250</td>
<td>General Botany (5)</td>
<td></td>
</tr>
<tr>
<td>BIO 1350</td>
<td>General Zoology (5)</td>
<td></td>
</tr>
<tr>
<td>BIO 1430</td>
<td>Environmental Science (3)</td>
<td></td>
</tr>
<tr>
<td>PHS 1130</td>
<td>Physical Science * (5)</td>
<td></td>
</tr>
<tr>
<td>PHS 1200</td>
<td>Introductory Astronomy (3)</td>
<td></td>
</tr>
<tr>
<td>PHS 1230</td>
<td>Oceanography (3)</td>
<td></td>
</tr>
<tr>
<td>PHS 1250</td>
<td>Introductory Chemistry * (5)</td>
<td></td>
</tr>
<tr>
<td>PHS 1350</td>
<td>General Chemistry I * (5)</td>
<td></td>
</tr>
<tr>
<td>PHS 1420</td>
<td>College Physics I * (4)</td>
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<tr>
<td>PHS 2230</td>
<td>General Physics I * (4)</td>
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</tr>
<tr>
<td>PHS 2400</td>
<td>Earth Science (5)</td>
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<tr>
<td>PHS 2420</td>
<td>Earth Science I (3)</td>
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<tr>
<td>PHS 2430</td>
<td>Earth Science II (3)</td>
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<tr>
<td>TEC 1070</td>
<td>Unified Technical Concepts I * (4)</td>
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<tr>
<td>TEC 1080</td>
<td>Unified Technical Concepts II * (4)</td>
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#### Computer Literacy – 1 course

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 1050</td>
<td>Introduction to Computers (3)</td>
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</tr>
<tr>
<td>CIS 1730</td>
<td>Computer Applications (2)</td>
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</tr>
<tr>
<td>CIS 1790</td>
<td>Microcomputer Applications * (3)</td>
<td></td>
</tr>
</tbody>
</table>

* Designates recommended courses for students planning to transfer to another institution or another program in the future.
+ Designates courses with prerequisites.
< No longer offered

(CC) These courses are available through participating Area Career Centers.

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Automotive Collision Technology**

(Major Code: AS - AP) CIP 47.0603

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td></td>
<td>ACT 1030</td>
<td>Safety with Automotive Collision (CC)............</td>
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<tr>
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<td>ACT 1130</td>
<td>Blueprinting for Auto Repair (CC) ................</td>
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</tr>
<tr>
<td></td>
<td>ACT 1210</td>
<td>Detailing, Buffing and Sanding (CC) .............</td>
<td>3</td>
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<tr>
<td></td>
<td>ACT 1220</td>
<td>Non-Structural Damage Repair (CC) ...............</td>
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<tr>
<td></td>
<td>ACT 1300</td>
<td>Refinish – Undercoats (CC) .......................</td>
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<td></td>
<td>ACT 1410</td>
<td>New Technology and Auto Materials (CC) ...........</td>
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<td>ACT 1430</td>
<td>Intro to Collision Repair I (CC) ..................</td>
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<td>ACT 1450</td>
<td>Intro to Collision Repair II (CC) ...............</td>
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<td>ACT 1500</td>
<td>Refinishing and Painting I (CC) ..................</td>
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<td></td>
<td>ACT 1520</td>
<td>Refinishing and Painting II (CC) .................</td>
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<td>ACT 1600</td>
<td>Plastics and Adhesives (CC) ......................</td>
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**Required Internship Courses:**

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<td>Auto Collision Tech Internship I ..................</td>
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<td>Auto Collision 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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**History/Political Science: (1 course)**

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**Mathematics: (2 courses)**

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<td>3-5</td>
</tr>
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**Science: (1 course)**

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**Computer Literacy: (1 course)**

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**GUI1010 First Year Seminar**

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**HIS0000 MO Higher Education Civics Exam**

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**TSA0000 Technical Skills Assessment**

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**Total Credit Hours**

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<tr>
<td></td>
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**Advisor:**

<table>
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<tr>
<th>GPA:</th>
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<tbody>
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**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 Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communications – 2 courses
- ENG 1330 English Composition I *+ (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing + (3) (written)

### Human Development – 1 course
- PSY 1130 General Psychology + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences in America (3)

### History/Political Science – 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

### Science – 1 course
- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry ¯* (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (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.

---

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Automotive Technology**

**Major Code: AO - AP** CIP 47.0604

<table>
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<tr>
<th>Sem/Yr</th>
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<th>Grade</th>
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<tr>
<td>AUT 1080</td>
<td>Introduction to Auto Tech (CC)</td>
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<tr>
<td>AUT 1200</td>
<td>Auto Electrical Systems I (CC)</td>
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</tr>
<tr>
<td>AUT 1210</td>
<td>Auto Braking Systems Drum (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1220</td>
<td>Auto Electrical Systems II (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1240</td>
<td>Auto Electrical Systems III (CC)</td>
<td>3</td>
</tr>
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<td>AUT 1320</td>
<td>Auto Braking Systems Disc (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1400</td>
<td>Auto Steering &amp; Suspension (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1500</td>
<td>Emissions &amp; Fuel Control Systems (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1600</td>
<td>Auto Heating &amp; Air Conditioning (CC)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 1700</td>
<td>Auto Tire &amp; Wheel Alignment (CC)</td>
<td>3</td>
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<tr>
<td>AUT 1800</td>
<td>Auto Electronic Test Equipment (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:**

- AUT 1900 Auto Tech Internship I ................................ 3
- AUT 1920 Auto 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)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Grade</th>
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<tbody>
<tr>
<td>PSY 1130 General Psychology +</td>
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**History/Political Science: (1 course)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Grade</th>
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<tbody>
<tr>
<td>HIS 1230 American History I</td>
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**Mathematics: (2 courses)**

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<tr>
<td>MAT 1180 Fundamentals of Algebra</td>
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<tr>
<td>MAT 1185 Fundamentals of Algebra</td>
<td>3-5</td>
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**Science: (1 course)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Grade</th>
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<tbody>
<tr>
<td>PHS 1130 Physical Science</td>
<td>3-5</td>
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**Computer Literacy: (1 course)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUI 1010 First Year Seminar</td>
<td>2-3</td>
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**Total Credit Hours**: 64 - 70

**GPA:** _________________________

**Advisor:** ____________________
GRADUATION POLICIES: (Diplomas and Certificates)

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_________________________________________
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 I * (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth & Development (3)
- POS 1130 American National Government < (3)
- POS 1210 Social Problems (3)
- POS 1540 Intro to Cultural Anthropology (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)

## History/Political Science - 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (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 1200 Consumer Chemistry * (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1400 Earth Science (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2410 Physical Geology (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered - will count if previously completed.

Gen Ed Cr. Hrs. ................................. 15-18
Major Cr. Hrs. .................................. 49
Total Cr. Hrs. ................................. 64-76

### Communications (1 written & 1 oral):
- ENG 1330 English Composition I * (3)
ASSOCIATE OF APPLIED SCIENCE
Business Management
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GRADUATION POLICIES: (Diplomas and Certificates)

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3. All applicants are required to complete a graduation interview with the Career Placement Office.
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5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Communications - 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 1040 Consumer Chemistry * (3)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I * (5)
PHS 1400 Earth Science (5)
PHS 1420 College Physics I * (4)
PHS 2230 General Physics * (4)
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PHS 2420 Earth Science I (3)
PHS 2430 Earth Science I (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.
SP – Spring Only
FA – Fall Only
>Must take first year
^ Instructor approval

Gen Ed Cr. Hrs. .......................... 15-18
Major Cr. Hrs. ............................ 49
Total Cr. Hrs. .............................. 64-67

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

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
# Associate of Applied Science - Business Management - IT Specialist

**COMMUNICATIONS - 1 written & 1 oral**

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<th>Credits</th>
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<td>ENG 1440 Public Speaking*</td>
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<td>(oral)</td>
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<tr>
<td>ENG 1670 Interpersonal Communications</td>
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<td>(oral)</td>
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**HUMAN DEVELOPMENT - 1 course**

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<tbody>
<tr>
<td>PSY 1130 General Psychology I</td>
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<td>PSY 1610 Applied Psychology*</td>
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<td>PSY 1250 Human Growth &amp; Development*</td>
<td>3</td>
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<td>SOC 1130 General Sociology*</td>
<td>3</td>
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<td>SOC 1230 Social Problems*</td>
<td>3</td>
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<td>SOC 1540 Intro to Cultural Anthropology*</td>
<td>3</td>
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<td>SOC 1600 Ethnicity &amp; Cultural Differences*</td>
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**HISTORY/POLITICAL SCIENCE - 1 course**

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<td>HIS 1240 American History II*</td>
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<tr>
<td>POS 1130 American National Government*</td>
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<td>POS 1140 American State and Local Government*</td>
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<td>POS 1180 American Political Systems*</td>
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**SCIENCE - 1 course**

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<tr>
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<td>PHS 1200 Introductory Astronomy*</td>
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<td>TEC 1080 Unified Technical Concepts II</td>
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**SCIENCE - 1 course**

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**COMMUNICATIONS (1 written & 1 oral):**

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<tr>
<td>ENG 1330 English Composition I*</td>
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**HUMAN DEVELOPMENT:**

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<tr>
<td>PHS 1350 General Psychology II</td>
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**HISTORY/POLITICAL SCIENCE:**

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<tr>
<td>HIS 1130 American History II*</td>
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**MATHEMATICS:**

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**SCIENCE:**

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<tr>
<td>BUS 2530 Legal Environment of Business</td>
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<tr>
<td>CIS 1030 Information Technology for Business</td>
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<tr>
<td>CIS 1620 A+ Computer Repair*</td>
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<td>CIS 1670 Fundamentals of Networking*</td>
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<td>CIS 1730 Office Applications*</td>
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<td>CIS 1750 Micro Applications*</td>
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<td>CIS 1930 Computer Ethics*</td>
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<td>CIS 2200 Micro Spreadsheet Applications</td>
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<td>MGT 2980 Capstone – Business Management*</td>
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<td>MGT 2980 Business Communications I</td>
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**Communications**

- 3 credits

- 3 credits

- 3 credits

- 3 credits

- 3 credits

**Human Development**

- 3 credits

- 3 credits

**History/Political Science**

- 3 credits

**Mathematics**

- 3 credits

**Science**

- 3 credits

- 3 credits

- 3 credits

- 3 credits

- 3 credits

**Total Credit Hours**

- 67-70

---

**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Business Management - IT Specialist

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
## Associate of Applied Science - Child Development

### Degree

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Child Development**

(Major Code: CD-AP) CIP19.0708

### Program – 2 courses

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<td>ECE 1060</td>
<td>CDA Credential Prep (3)</td>
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<td>EDU 2020</td>
<td>Children’s Literature * (3)</td>
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<td>MFL 1370</td>
<td>Elementary Spanish I (3)</td>
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<td>American Sign Language I (3)</td>
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<td>Ethnicity and Cultural Differences in America (3)</td>
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### Communications – 2 courses

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<td>ENG 1440</td>
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### Human Development – 2 courses

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<td>SOC 1130</td>
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<td>Quantitative Reasoning (3)</td>
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<td>PreCalc: Trig &amp; Geom Reasoning* (3)</td>
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<td>BIO 1150</td>
<td>General Biology w/Lab (5)</td>
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### Computer – 1 course

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<td>Intro to Computers (3)</td>
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<td>CIS 1700</td>
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<td>CIS 1730</td>
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<td>CIS 1750</td>
<td>Microcomputer Applications * (3)</td>
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<td>Micro Database Management * (3)</td>
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### Communications Elective

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### Total Credit Hours

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**NOTE:** See graduation policies on back

**NOTE:** ECE 2300 Professional Portfolio Assessment (1) hour required for graduation

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<td>Early Child Hlth/Safety/Nutrition * (3)</td>
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<td>Practicum Classroom Experiences * (3)</td>
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<td>EDU 2400</td>
<td>Infant/Toddler Curr Methods &amp; Mtls * (3)</td>
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### Communications: (1 written & 1 oral)

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GPA: ____________________________

Advisor: ____________________________

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**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

Child Development

(Major Code: CD-AP) CIP19.0708

Sem/Yr

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BEGINNING SPRING 2012.

ASSOCIATE OF APPLIED SCIENCE
Child Development
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.
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5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Degree

ASSOCIATE OF APPLIED SCIENCE
Computer Networking
(Major Code: CN - AP) CIP 11.0901

MINERAL AREA COLLEGE

ID #: Student:

Program Elective - 1 course
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) (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 1140 American State and Local Government *< (3)
POS 1180 American Political Systems *< (3)

Mathematics - 1 course
MAT 1180 Fundamentals of Algebra * (5)
MAT 1185 Fundamentals of Algebra * (4)
MAT1205 Applications of College Math* (3)
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 1040 Consumer Chemistry * (3)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy* (3)
PHS 1230 Oceanography* (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I* (5)
PHS 1400 Earth Science* (5)
PHS 1420 College Physics I* (4)
PHS 2230 General Physics I* (4)
PHS 2420 Earth Science I* (3)
PHS 2430 Earth Science II* (3)
TEC 1070 Unified Technical Concepts I* (4)
TEC 1080 Unified Technical Concepts II* (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
• Recommended course
< No longer offered-will count if previously completed.

NOTE: See graduation policies on back.

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<td>CIS 1670 Fundamentals of Networking</td>
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<td>CIS 1680 Fundamentals of Net Security*</td>
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<td>CIS 1840 Microsoft Networking Admin *</td>
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<td>CIS 1930 Computer Ethics</td>
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<td>CIS 2980 Capstone – Computer Networking*</td>
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<td>CSC 1100 Programming Logic*</td>
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Communications (1 written & 1 oral):

Human Development:

History/Political Science:

Mathematics:

Science:

GUI1010 First Year Seminar

HIS0000 MO Higher Education Civics Exam

TSA0000 Technical Skills Assessment

Total Credit Hours 62-66

GPA: Advisor:

NOTE: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Computer Networking

GRADUATION POLICIES: (Diplomas and Certificates)

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Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Computer Networking-Cyber Security Option
(Major Code: CQ - AP) CIP11.0901

Sem/Yr | Course | Description | Grade |
--------|--------|-------------|-------|
CIS 1610 | IT Fundamentals | 3 |
CIS 1620 | A+ Computer Repair | 3 |
CIS 1670 | Fundamentals of Networking | 3 |
CIS 1680 | Fundamentals of Network Security* | 3 |
CIS 1840 | Microsoft Networking Admin | 3 |
CIS 1875 | CCNA1: Introduction to Networks | 4 |
CIS 1885 | CCNA2: Routing, Switching & Wireless | 4 |
CIS 1930 | Computer Ethics | 3 |
CIS 1950 | Computer Forensics* | 3 |
CIS 2080 | Fundamentals of Linux* | 3 |
CIS 2520 | Ethical Hacking* | 3 |
CIS 2680 | Management of Information Security | 3 |
CIS 2120 | CCNA3: Enterprise Networking, Security | 4 |
CIS 2980 | Capstone - Computer Networking* | 1 |
CSC 1100 | Programming Logic* | 3 |
GUI1010 | First Year Seminar | 1 |
HIS0000 MO Higher Education Civics Exam | 0 |
TSA0000 Technical Skills Assessment | 0 |

Total Credit Hours: 65-69

Communications (1 written & 1 oral):

Human Development:

History/Political Science:

Mathematics:

Science:

Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
+ Recommended course
< No longer offered-will count if previously completed.

NOTE: See graduation policies on back.

GPA:___________ Advisor: ___________

Degree
ASSOCIATE OF APPLIED SCIENCE
Computer Networking-Cyber Security Option
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen hours (15) hours of Mineral Area College must be included in the degree.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
### Communications – 2 courses
- ENG 1330 English Composition I + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

### Human Development – 1 course
- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

### Mathematics – 2 courses
- TEC 1900 - Technical Math I (3)
- MAT 1180 - Fundamentals of Algebra (5)
- MAT 1185 - Fundamentals of Algebra (4)
- MAT 1205 - Applications of College Math (3)
- MAT 1260 - Elementary Statistics (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)
- MAT 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.

### NOTE: See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice - Correctional Administration
(Major Code: CM-AP) CIP 43.0107

Program – 2 courses
Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC

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)

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 (4)
MAT 1205 Applications of College Math (3)
MAT 1240 Quantitative Reasoning* (3)
MAT 1260 Elementary Statistics (3)
MAT 1370 PreCalc: Algebraic Reasoning* (3)

Computer Literacy – 1 course
CIS 1050 Introduction to Computers (3)
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications * (3)

Electives
CONCEPTS OF COMMUNITY CORRECTIONS* (3)
ADMINISTRATION OF CORRECTIONAL SERVICES .. 3
CRIMINAL PROCEDURE ........................................ 3
INTRODUCTION TO FORENSIC SCIENCE .............. 3

Comm.: Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offer will count if previously completed.

Gen Ed Cr. Hrs: 21-22
Major Cr. Hrs: 39
Total Cr. Hrs: 60-61

NOTE: See graduation policies on back.
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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________ Date
ID#: ___________________________ Student: ___________________________

**Communications - 2 courses**
- CRJ2000 Criminal Justice Report Writing (written)
- ENG1330 English Comp I + (3)
- ENG1340 English Composition II + (3) (written)
- ENG1440 Public Speaking (3)
- ENG1670 Interpersonal Communications I (3) (oral)

**Human Development - 1 course**
- PSY1130 General Psychology I + (3)
- PSY1160 Applied Psychology (3)
- PSY1250 Human Growth & Development (3)
- SOC1130 General Sociology (3)
- SOC1230 Social Problems (3)

**History/Political Science - 1 courses**
- CRJ1520 Criminology (3)
- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1130 American National Government < (3)
- POS1140 American State and Local Government < (3)
- POS1180 American Political Systems + (3)

**Mathematics - 1 course**
- MGT 1800 Business Math (3)
- TEC 1900 Technical Math I (3)
- TEC 1910 Technical Math II (3)
- MAT 1180 Fundamentals of Algebra (5)
- MAT 1185 Fundamentals of Algebra (4)
- MAT 1205 Applications of College Math (3)
- MAT 1240 Quantitative Reasoning (3)
- MAT 1260 Elementary Statistics (3)
- MAT 1270 Pre-Calc: Algebraic Reasoning (3)
- MAT 1370 Pre-Calc: Trig & Geom Reasoning (3)

**Computer Literacy - 1 course**
- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications + (3)

Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if completed previously.

Gen Ed Cr. Hrs: 21-22
Major Cr. Hrs: 39
Total Cr. Hrs: 60-61

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**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**

**Criminal Justice - Judicial Administration**

(Major Code: J A-AP) CIP 43.0107

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<td>CRJ1100</td>
<td>Intro to Criminal Justice</td>
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<td>CRJ1170</td>
<td>Intro to Courts</td>
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<td>CRJ1400</td>
<td>Criminal Law</td>
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<td>CRJ1440</td>
<td>Criminal Court Processes &amp; Issues</td>
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<td>Criminal Evidence</td>
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<td>Criminal Procedures</td>
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<td>Juvenile Justice</td>
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<td>Ethics for Legal Professionals</td>
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**Communications:**

**Human Development:**

**History/Political Science:**

**Math:**

**Science:**

CRJ1130 Intro to Forensic Science

**Computer Literacy:**

GUI1010 First Year Seminar

HIS0000 MO Higher Education Civics Exam

TSA0000 Technical Skills Assessment

**Total Credit Hours:** 60-61

GPA: ____________

Advisor: ___________________________

**NOTE:** See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Criminal Justice - Judicial Administration
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
## MINERAL AREA COLLEGE

### ASSOCIATE OF APPLIED SCIENCE

**Criminal Justice – Law Enforcement**  
(Major Code: LE-AP) CIP 43.0107

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Program Elective... OR

CRJ1000 | Basic Police Science I* | | 3 |

Program Elective... OR

CRJ1050 | Basic Police Science II# | | |

### Communications:

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### Human Development:

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### History/Political Science:

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### Computer Literacy:

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### Total Credit Hours

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### Notes:
- **Recommended for transfer students.**
- **Course has prerequisite.** See MAC Catalog.
- **No longer offer-will count if previously completed.**
- **LEA Students only**

Student: ____________________________

GPA: ____________________________  
Advisor: ____________________________

---

**NOTE:** See graduation policies on back.

---

**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
Digital Media Technology
(Major Code: DM - AP) CIP 10.0202

<table>
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<td>Audio Systems (CC)</td>
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<td>RTV 1100</td>
<td>Lighting (CC)</td>
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<td>RTV 2000</td>
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<td>RTV 2040</td>
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<td>PAW 1060</td>
<td>Preparation for Employment (CC)</td>
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</table>

### Required Internship Courses:
- RTV 2100 Radio/TV Broadcasting Production
  - Tech Internship I * | 3
- RTV 2120 Radio/TV Broadcasting Production
  - Tech Internship II * | 3

### Communications: (2 courses – 1 written & 1 oral)
- ______ | RTV 1150 | General Psychology | 3 |
- ______ | RTV 1160 | Applied Psychology | 3 |
- ______ | RTV 1250 | Human Growth and Development | 3 |
- ______ | RTV 1130 | General Sociology | 3 |
- ______ | RTV 1230 | Social Problems | 3 |
- ______ | RTV 1540 | Introduction to Cultural Anthropology | 3 |
- ______ | RTV 1600 | Ethnicity and Cultural Differences in America | 3 |

### History/Political Science: (1 course)
- ______ | HIS 1230 | American History I | 3 |
- ______ | HIS 1240 | American History II | 3 |
- ______ | POS 1130 | American National Government < (3) |
- ______ | POS 1140 | American State and Local Government < (3) |
- ______ | POS 1180 | American Political Systems * (3) |

### Mathematics – 2 courses
- TEC1900 - Technical Math I | 3 |
- TEC1910 - Technical Math II | 3 |
- MAT1180 - Fundamentals of Algebra | 5 |
- MAT1185 - Fundamentals of Algebra | 4 |
- MAT1205 - Applications of College Math | 3 |
- MAT1240 - Quantitative Reasoning | 3 |
- MAT1260 - Elementary Statistics | 3 |
- MAT1270 - Pre-Calc: Algebraic Reasoning | 3 |
- MAT1370 - Pre-Calc: Trig & Geom Reasoning | 3 |
- MAT1600 - Calculus for Business/Soc Sciences | 3 |
- MAT1650 - Analytical Geometry & Calculus I | 5 |
- MAT2150 - Analytical Geometry & Calculus II | 5 |

### Science – 1 course
- BIO 1100 - Introduction to Biological Science | 3 |
- BIO 1150 - General Biology | 5 |
- BIO 1250 - General Botany | 5 |
- BIO 1350 - General Zoology | 5 |
- BIO 1430 - Environmental Science | 3 |
- PHS 1130 - Physical Science | 5 |
- PHS 1200 - Introductory Astronomy | 3 |
- PHS 1230 - Oceanography | 3 |
- PHS 1250 - Introductory Chemistry | 5 |
- PHS 1350 - General Chemistry I | 5 |
- PHS 1420 - College Physics I | 4 |
- PHS 2230 - General Physics I | 4 |
- PHS 2400 - Earth Science | 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.

### Total Credit Hours
- 64 - 70

### GPA:

### Advisor:

---

NOTE: See graduation policies on back.
GRADUATION POLICIES:  (Diplomas and Certificates)

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

2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

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

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Communications – 2 courses
ENG 1330 English Composition I +/- (3) (written)
ENG 1440 Public Speaking + (3) (oral)
ENG 1670 Interpersonal Communications I (3) (oral)
TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course
PSY 1130 General Psychology I+ (3)
PSY 1160 Applied Psychology (3)
SOC 1250 Human Growth and Development (3)
SOC 1230 General Sociology (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences in America (3)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1140 American State and Local Government < (3)
POS 1180 American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1185 - Fundamentals of Algebra (4)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-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
BIO 1100 Introduction to Biological Science (3)
BIO 1150 General Biology (5)
BIO 1250 General Botany (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I * (5)
PHS 1420 College Physics I * (4)
PHS 2230 General Physics I * (4)
PHS 2400 Earth Science (5)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I * (4)
TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(C) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Electrical Technology
(Major Code: EW - AP) CIP 46.0302

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<td>EEE 1580 Practical Electronics I (CC)</td>
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<td>EEE 1710 National Electrical Code (CC)</td>
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<td>EEE 1970 Programmable Logic Controls (CC)</td>
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<td>PAW 1060 Preparation for Employment (CC)</td>
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</table>

Required Internship Courses:

|        | ETT 1700 Electrical Tech Internship I | 3     |
|        | ETT 1720 Electrical Tech Internship II | 3     |

Communications: (2 courses – 1 written & 1 oral)

|        |                              |       |
|        |                              | 3     |

Human Development: (1 course)

|        |                              | 3     |

History/Political Science: (1 course)

|        |                              | 3     |

Mathematics: (2 courses)

|        |                              | 3.5   |
|        |                              | 3.5   |

Science: (1 course)

|        |                              | 3.5   |

Computer Literacy: (1 course)

|        |                              | 2.3   |

GUI1010 First Year Seminar

|        |                              | 1     |

HIS0000 MO Higher Education Civics Exam

|        |                              | 0     |

TSA0000 Technical Skills Assessment

|        |                              | 0     |

Total Credit Hours: 61-68

GPA: ___________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
(Major Code: AL AP) CIP15.0303

Sem/Yr | Course | Credit Hours | Grade
-------|--------|--------------|-------
EEE 1550 | Electrical Systems | 3 | 
EEE 1580 | Practical Electronics I | 3 | 
EEE 1710 | National Electric Code* | 3 | 
EEE 1970 | Programmable Logic Controllers* | 3 | 
EEE 2040 | Digital Electronics | 3 | 
PAW 1060 | Prep for Employment | 1 | 
TEC 1040 | Technical Writing or | | 
ENG 1330 | English Composition I | 3 | 
TEC 1300 | Computer Aided Design | 3 | 
TEC 1425 | Elements of Automation | 3 | 
TEC 1580 | Quality Control and Testing | 3 | 
TEC 1610 | Introduction to Engineering Design | 3 | 
TEC 1630 | Principles of Engineering* | 3 | 
TEC 1780 | Blueprint Reading | 3 | 
TEC 1920 | Teamwork Workplace Communication | 3 | 
TEC 1930 | General Industry Safety | 3 | 

Communications: (1 Course)

Computer Literacy: (1 Course)

History/Political Science: (1 Course)

Mathematics: (2 Courses)

Science: (1 Course)

GUI1010 First Year Seminar
HIS0000 MO Higher Education Civics Exam
TSA0000 Technical Skills Assessment

Total Credit Hours 60-68

NOTE: See graduation policies on back.

GPA: __________
ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
Page -2

GRADUATION POLICIES:  (Diplomas and Certificates)

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2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

5. Fifteen (15) hours must be earned at Mineral Area College.

6. No more than 50% of the course work for this degree may be completed online.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
## Communicaitons-Oral - 1 course
- ENG1440 Public Speaking+ (3)
- ENG1670 Interpersonal Communications I (3)

## Computer Literacy - 1 Course
Any CIS course (1-3)

## History/Political Science - 1 course
- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

## Mathematics - 2 courses
- TEC1900 Technical Mathematics I ^ (3)
- TEC1910 Technical Mathematics II * ^ (3)
- MAT1180 Fundamentals of Algebra*(5)
- MAT1185 Fundamentals of Algebra*(4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCalc: Algebraic Reasoning* (3)
- MAT1370 PreCalc: Trig and Geometric Reasonings* (3)
- MAT1600 Calculus for Bus/Soc Sci * (3)
- MAT1650 Analytical Geometry & Calculus I +* (5)

## Science - 1 course
Any Science or Bio course (3-5)

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs ......................................... 17-25
Major Cr. Hrs ........................................... 43
Total Cr. Hrs ......................................... 60-68

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## MINERAL AREA COLLEGE

**ASSOCIATE OF APPLIED SCIENCE**

Engineering Technology - Design Drafting
(Major Code: DB-AP) CIP15.0101

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<td></td>
<td>TEC1040</td>
<td>Technical Writing* ^ OR</td>
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<td>English Composition I+</td>
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<td>Computer Aided Design/Drafting</td>
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<td>TEC1320</td>
<td>Advanced CADD*</td>
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<td>TEC1580</td>
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<td>Principles of Engineering*</td>
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<td>Blueprint Reading</td>
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<td>TEC1920</td>
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### Communications-Oral: (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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### Science: 1 Course

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**Total Credit Hours**: 60-68

GPA: _________________________

Advisor: _________________________

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**NOTE**: See graduation policies on back.
ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design and Drafting

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Manufacturing
(Major Code: EG AP) CIP15.0101

Sem/Yr: Grade

EEE1550 Electrical Systems..........................3
EEE1970 Programmable Logic Controllers........3
PAW1060 Prep for Employment ....................1
TEC1040 Technical Writing** OR
ENG1330 English Composition I + ..................3
TEC1300 Computer Aided Design/Drafting ........3
TEC1425 Elements of Automation ....................3
TEC1560 Mfg. Process & Estimating...............3
TEC1580 Quality Control & Testing................3
TEC1610 Introduction to Engineering Design ....3
TEC1630 Principles of Engineering*.................3
TEC1710 Computer Integrated Mfg*.................3
TEC1780 Blueprint Reading ..........................3
TEC1790 Basic Numerical Control ..................3
TEC1920 Teamwork/Workplace Communication ....3
TEC1930 General Industry Safety ...................3
TEC2050 Engineering Design & Devel.* ............3

Communications-Oral: (1 Course)

Computer Literacy: (1 Course)

History/Political Science: (1 Course)

Mathematics: (2 Courses)

Science: (1 Course)

GUI1010 First Year Seminar .............................1
HIS0000 MO Higher Education Civics Exam ........0
TSA0000 Technical Skills Assessment ...............0

Total Credit Hours 63-68

GPA: ___________________________

Advisor:

NOTE: See graduation policies on back.

ID#: ___________________________ Student: ___________________________

Communications-Oral - 1 course
ENG1440 Public Speaking + (3)
ENG1670 Interpersonal Communications I (3)

Computer Literacy - 1 Course
Any CIS course (1-3)

History/Political Science - 1 course
HIS1230 American History I (3)
HIS1240 American History II (3)
POS1180 American Political Systems + (3)

Mathematics - 2 courses
TEC1900 Technical Math I ^ (3)
TEC1910 Technical Math II ^ * (3)
MAT1180 Fundamentals of Algebra* (5)
MAT1185 Fundamentals of Algebra* (4)
MAT1205 Applications of College Math* (3)
MAT1240 Quantitative Reasoning* (3)
MAT1260 Elementary Statistics* (3)
MAT1270 Pre-Calc: Algebraic Reasoning* (3)
MAT1370 Pre-Calc: Trig & Geometric Reasoning* (3)
MAT1600 Calculus for Business/Soc Sciences (3)
MAT1650 Analytical Geometry & Calculus I (5)

Physical Science - 1 course
Any Science or Bio course (3-5)

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..........................17-25
Major Cr. Hrs..........................46
Total Cr. Hrs..........................63-68

Effective Fall 2021

Degree
ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Manufacturing
Page -2

GRADUATION POLICIES:  (Diplomas and Certificates)

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3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

__________________________
Signature Required
Acknowledgement of Graduation Policies

__________________________
Date
### 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)

<table>
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<th>Course</th>
<th>Title</th>
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<td>GRA 1160</td>
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<td>GRA 1230</td>
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<td>GRA 1500</td>
<td>Bindery and Finishing (CC)</td>
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**Optional Elective @ AVCTC & CapeCTC**

- GRA 1510 - Embroidering Techniques (CC) | 3

**Required Internship Courses:**

- GRA 1600 - Graphic Arts/Print Tech Internship I | 3
- GRA 1620 - Graphic Arts/Print Tech Internship II | 3

**Communications:** (2 courses – 1 written & 1 oral)

- Human Development: (1 course) | 3

**History/Psychological Science:** (1 course)

- Mathematics: (2 courses) | 3

**Science:** (1 course)

- Computer Literacy: (1 course) | 2-3

**GUI1010 First Year Seminar** | 1

**HIS0000 MO Higher Education Civics Exam** | 0

**TSA0000 Technical Skills Assessment** | 0

**Total Credit Hours:** 64 - 73

**GPA:** _____________________

**Advisor:** _______________________________________________
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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communications – 2 courses
- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I + (3) (oral)
- TEC 1040 Technical Writing + (3) (written)

### Human Development – 1 course
- PSY 1130 General Psychology + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

### History/Political Science – 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

### Mathematics – 2 courses
- TEC 1900 - Technical Math I (3)
- TEC 1910 - Technical Math II (3)
- MAT 1180 - Fundamentals of Algebra (5)
- MAT 1185 - Fundamentals of Algebra (4)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-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)

### 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)
- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)

### Human Development:
- PSY 1130 General Psychology + (3)

### History/Political Science:
- HIS 1230 American History I (3)

### Mathematics:
- MAT 1180 - Fundamentals of Algebra (5)

### Science:
- BIO 1100 Introduction to Biological Science (3)

### Computer Literacy:
- CIS 1050 Introduction to Computers (3)

### Total Credit Hours: 64 - 70

---

### MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Heating, Air Conditioning, and Refrigeration Technology
(Major Code: HE - AP) CIP 47.0201

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<td>Air Condition &amp; Refrigeration I (CC)</td>
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<td>Residential Cooling/Heating (CC)</td>
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- **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)**
  - ENG 1330 English Composition I +* (3) (written)
  - ENG 1440 Public Speaking + (3) (oral)

- **Human Development:**
  - PSY 1130 General Psychology + (3)

- **History/Political Science:**
  - HIS 1230 American History I (3)

- **Mathematics:**
  - MAT 1180 - Fundamentals of Algebra (5)

- **Science:**
  - BIO 1100 Introduction to Biological Science (3)

- **Computer Literacy:**
  - CIS 1050 Introduction to Computers (3)

---

**GPA:** ____________________

**Advisor:** ____________________
GRADUATION POLICIES:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### MINERAL AREA COLLEGE

#### ASSOCIATE OF APPLIED SCIENCE

**Industrial Maintenance**

(Major Code: IM AP) CIP470303

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<td>EEE1710 National Electric Code</td>
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<td>EEE1780 Electronic Circuit Analysis</td>
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<td>TEC1040 Technical Writing OR</td>
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<td>TEC1300 Computer Aided Design Drafting</td>
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<td>ENG1330 English Composition I</td>
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<td>ENG1670 Interpersonal Communication</td>
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<td>TEC1600 Technical Math I</td>
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<td>TEC1610 Introduction to Engineering Design</td>
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<td>TEC1780 Blueprint Reading</td>
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<td>TEC1930 General Industry Safety</td>
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<td>TEC2030 Basic Fluid Power</td>
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### Degree Requirements

- **Communication-Oral -1 Course**
  - ENG1440 Public Speaking + (3)
  - ENG1670 Interpersonal Communications I (3)

- **History/Political Science - 1 course**
  - HIS1230 American History I (3)
  - HIS1240 American History II (3)
  - POS1180 American Political Systems + (3)

- **Computer Literacy - 1 Course**
  - Any CIS Course (1-3)

- **Mathematics Electives - 2 Courses**
  - TEC1900 Technical Math I ^ (3)
  - TEC1910 Technical Math II ^ (3)
  - MAT1180 Fundamentals of Algebra* (5)
  - MAT1185 Fundamentals of Algebra* (4)
  - MAT1205 Applications of College Math* (3)
  - MAT1240 Quantitative Reasoning* (3)
  - MAT1260 Elementary Statistics* (3)
  - MAT1270 PreCalc: Algebraic Reasoning* (3)
  - MAT1370 PreCalc: Trig and Geometric Reasonings* (3)
  - MAT1600 Calculus for Bus/Soc Sci * (3)
  - MAT1650 Analytical Geometry & Calculus I +* (5)

- **Science - 1 Course**
  - Any Science or Bio (3-5)

---

^ Recommended for students not planning to transfer.

+ Recommended for transfer students.

* Course has prerequisite. See MAC Catalog.

**GPA:** ______________________

**Advisor:** ______________________________________

---

**NOTE:** See graduation policies on back.

**Total Credits Hours:** 60-68
ASSOCIATE OF APPLIED SCIENCE
Industrial Maintenance

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### Communications - 2 courses
- 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/Psychology - 1 course
- HIS 1230 American History I+ (3)
- HIS 1240 American History II+ (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

### Mathematics - 2 courses
- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1280 - 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 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

### Computer Literacy - 1 course
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

---

### MINERAL AREA COLLEGE

**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
- TEC 1770 Intro to Computer Numerical Control * .3
- TEC 1790 Basic Computer Numerical Control ....... 3
- TEC 1800 Adv Computer Numerical Control * ....... 3
- TEC 1810 Applied Computer Numerical Control * .2

**Communications:** (2 courses – 1 written & 1 oral)

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**Human Development:** (1 course)

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**History/Psychology:** (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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**Total Credit Hours** 69-75

GPA: ________________

NOTE: See graduation policies on back.

**Advisor:** ____________________

---

**NOTE:** See graduation policies on back.
GRADUATION POLICIES: (Diplomas and Certificates)

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2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

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

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
Mineral Area College
Associate of Applied Science
MEDICAL LABORATORY TECHNICIAN
(Major Code: MT-AP) CIP 51.1004

Student Name: __________________________________________        ID#: _______________________

The NAACLS Accredited Missouri Health Professions Consortium (MHPC) MLT Program curriculum includes virtual classroom instruction, on-campus laboratory instruction, and an off-campus clinical rotation component encompassing the areas of Hematology and Coagulation, Clinical Microbiology, Parasitology, Mycology and Virology, Immunohematology, Clinical Chemistry and Urinalysis, Immunology and Phlebotomy.

The classroom lecture component is taught by MACC faculty and is recorded for the MLT students located at East Central College, Mineral Area College, MACC, North Central Missouri College, Three Rivers College, and State Fair Community College campuses using online learning management system technology.

In addition, all MLT students will be required to travel to the MACC Mexico Campus at designated times during the fall and spring semesters to participate in “centralized lab” sessions that bring the students from all campuses together for group lab activities and testing. Any required lodging will be at the student’s expense.

Pre-Professional Coursework
BIO2600  Human Anatomy..................5
BIO2620  Human Physiology..............5
HIS1230  American History I  OR
HIS1240  American History II  OR
POS1180  American Political Systems........3
PHI1420  Intro to Ethics  OR
SOC1130  General Sociology................3
ENG1330  Composition I..................3
MAT1270  Precalculus Algebra  OR
MAT1240  Quantitative Reasoning........3
PHS1250  Intro to Chemistry...............5
GUI1010  First Year Seminar..............1

Total Pre-reqs Cr Hrs........28

Fall:  Professional Coursework
____  MLT1500 Intro to Lab Science Methods....2
____  MLT2100 Immunology..................3
____  MLT2500 Hematology and Coagulation....5
____  MLT2600 Phlebotomy..................2
____  MLT2910 Hematology & Coag Practicum...2

Total Sem Cr Hrs........14

Spring:  Professional Coursework
____  MLT2700 Immunohematology............5
____  MLT2800 Clinical Microbiology..........4
____  MLT2900 Parasitology, Mycol & Virol....1
____  MLT2930 Clinical Microbiology Pract....2
____  MLT2940 Immunohematology Practicum...2

Total Sem Cr Hrs........14

Summer:  Professional Coursework
____  MLT2200 Clinical Chem & Urinalysis.....5
____  MLT2920 Clinical Chem & Urine Pract...2
____  HIS0000  MO Higher Ed. Civics Exam....0

Total Sem Cr Hrs........7

Total degree hours........................................63

Note: Please see MAC graduation polices on back
ASSOCIATE OF APPLIED SCIENCE
Medical Laboratory Technician
Page -2

**It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree.

^Please refer to the course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and/or enroll in the co-requisite course(s).

Additional Program Notes:

Off-campus clinical rotation components occur at designated clinical affiliates near the “home campus” area for each student. Students should be prepared to drive a minimum of one hour to their designated clinical locations each day assigned.

Students are NOT required to have a personally owned computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, it is strongly recommended that students have their own computer for use throughout the program.

General education classes may be completed at colleges other than the MHPC partner community colleges. Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.

To successfully complete MLT Professional Coursework, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components.

The MHPC MLT Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job related condition or disability.

For additional information, please see the MLT Application located on the MACC website (https://www.macc.edu/application-packet-mhcp-mlt) or contact Alese Thompson, MLT Program Executive Director, at aleset@macc.edu or 1-573-582-0817 ext. 13624.

Mineral Area College GRADUATION POLICIES: (Diplomas and Certificates)

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2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Acknowledgement of Graduation Policies
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: # ____________________________

**Semester 1**

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Total Sem Cr Hrs. ................ 15

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<td>PAR2123</td>
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Total Sem Cr Hrs. ................ 16

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Total Sem Cr Hrs. ................ 8

**Semester 4**

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Total Sem Cr Hrs. ................ 5

### Required General Education Courses

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<tr>
<td></td>
<td>BIO2540</td>
<td>Human A&amp;P*</td>
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<td>POS1180</td>
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<td>HIS1230</td>
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<td>American History II</td>
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<td>PSY1130</td>
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<td>HIS0000</td>
<td>MO Higher Ed.Civics Exam</td>
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</table>

Total Hrs……...23

Total Gen Ed Cr Hrs. .......................................... 23

### Paramedic Tech Core Cr Hrs.

| Credit Purchase May Be Required for Non-Mac Graduates. |

- Course has pre-requisite(s).
- Course has restricted enrollment.
- Crs no longer offered-will count if previously completed.

**Total AAS CR HRS ..................................... 67**

GPA: _______________

NREMT Registration completed:

/ / / 

Advisor Signature

/ / / Date

---

Note: See graduation policies on back.
The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies
1. Program admission is based on a selection process.
2. All courses must be completed with a grade of “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
7. Applicant must make NREMT account.

___________________________________________  _____________________________
Signature Required  Date
Acknowledgement of Graduation Policies
## Associate of Applied Science - Physical Therapist Assistant

### Purpose
The Physical Therapist Assistant program is designed to prepare students for entry-level positions in physical therapy assisting. This program includes coursework in anatomy, physiology, kinesiology, and disease processes. Students will also complete a clinical component, gaining hands-on experience in a clinical setting.

### Degree Information
- **Major Code**: PT-AP
- **CIP Code**: 51.0806
- **Effective Fall 2019**
- **Total Credit Hours**: 74 – 79

### Course Requirements

#### 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** (oral)
- **ENG 1670 Interpersonal Communications I** (oral)
- **TEC 1040 Technical Writing** (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 1180 American Political Systems** (3)

#### Mathematics – 1 course
- **TEC 1900 - Technical Math I** (3)
- **MAT 1180 - Fundamentals of College Algebra** (5)
- **MAT 1185 - Fundamentals of Algebra** (4)
- **MAT 1190 - 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-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)

#### Computer Literacy – 1 course
- **CIS 1050 Introduction to Computers** (3)
- **CIS 1730 Computer Applications** (2)
- **CIS 1750 Microcomputer Applications** (3)

* Designates courses with prerequisites

**Note**: Biology – SEMO reflects course at Southeast Missouri University and TRCC relates to course at Three Rivers Community College.

#### Special Considerations
- This course is part of the Physical Therapist Assistant program core and available through the Cape Girardeau Career and Technology Center.

### Course Notes
- **Course must be completed with a grade of "C" or above prior to acceptance into the PTA technical program component**

### Additional Information
- **GPA**: ____________

---

### Graduation Policies

**NOTE**: See graduation policies on back.

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### Total Credit Hours

<table>
<thead>
<tr>
<th>Trimester I</th>
<th>Grade</th>
<th>Trimester II</th>
<th>Grade</th>
<th>Trimester III</th>
<th>Grade</th>
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<tr>
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<td>PTA 1040 Human Development* (CC)</td>
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<td>PTA 2302 Therapeutic Exer. II &amp; Lab* (CC)</td>
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<td>PTA 2220 Funct. Anatomy &amp; Kinesiology &amp; Lab* (CC)</td>
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<td>PTA 2224 Tests and Measures (CC)</td>
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<td>PTA 2362 Clinical Practice III* (CC)</td>
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</table>

**Total Credit Hours**: **74 – 79**

---

**Advisor**: ____________
GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Applied Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the PTA technical program component.
2. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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

**ID #: __________________ Student: __________________**

## Communications - 2 courses
- ENG 1330 English Composition I + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I + (3) (oral)
- TEC 1040 Technical Writing + (3) (written)

## Human Development - 1 course
- PSY 1130 General Psychology + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences in America (3)

## History/Political Science - 1 course
- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

## Mathematics - 2 courses
- TEC 1900 Technical Math I (3)
- TEC 1910 Technical Math II (3)
- MAT 1180 Fundamentals of Algebra (5)
- MAT 1185 Fundamentals of Algebra (4)
- MAT 1205 Applications of College Math (3)
- MAT 1240 Quantitative Reasoning (3)
- MAT 1260 Elementary Statistics (3)
- MAT 1270 Pre-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.

**NOTE:** See graduation policies on back

---

## 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

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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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<th>Grade</th>
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<thead>
<tr>
<th>Human Development: (1 course)</th>
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<table>
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<tr>
<th>History/Political Science: (1 course)</th>
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<th>Mathematics: (2 courses)</th>
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<tr>
<td>3-5</td>
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<table>
<thead>
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<th>Science: (1 course)</th>
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<table>
<thead>
<tr>
<th>Computer Literacy: (1 course)</th>
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<tbody>
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<td>2-3</td>
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**GUI1010 First Year Seminar** ........................................ 1
**HIS0000 MO Higher Education Civics Exam** ............... 0
**TSA0000 Technical Skills Assessment** .................. 0

**Total Credit Hours** 61 - 68

GPA: __________________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________________________
Signature Required
Acknowledgement of Graduation Policies

________________________________________
Date
Associate of Applied Science - Welding Technology

**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 + (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**
- MAT180 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 – Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

**Science – 1 course**
- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

**Computer Literacy – 1 course**
- CIS 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.

**MINERAL AREA COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE**
Welding Technology
(Major Code: WE - AP) CIP 48.0508

**Sem/Yr** | **Grade**
--- | ---
WLD 1020 | Orientation to Welding (CC) ................. 3
WLD 1100 | Welding Print Read/Layout/Fabr (CC) .... 3
WLD 1160 | Shielded Metal Arc Welding (CC) .......... 3
WLD 1180 | Adv. Shielded Metal Arc Welding (CC) ... 3
WLD 1200 | Gas Metal Arc Welding (CC) ............ 3
WLD 1220 | Flux Cored Arc Welding (CC) ........... 3
WLD 1240 | Gas Tungsten Arc Welding (CC) ....... 3
WLD 1310 | Plasma Arc Cut & Carbon Arc Gouging (CC) ... 3
WLD 1400 | Metallurgy and Heat Treating (CC) .... 3
WLD 1510 | Other Cutting Processes (CC) .......... 3
WLD 1610 | AWS Sense Program (CC) ............. 3
PAW 1060 | Preparation for Employment (CC) .... 1

**Required Internship Courses:**
- WLD 1700 | Welding Tech Internship I ............ 3
- WLD 1720 | Welding Tech Internship II ............ 3

**Communications:** (2 courses – 1 written & 1 oral)
- ................................. 3
- ................................. 3

**Human Development:** (1 course)
- .................................. 3

**History/Political Science:** (1 course)
- .................................. 3

**Mathematics:** (2 courses)
- .................................. 3-5
- .................................. 3-5

**Science:** (1 course)
- .................................. 3-5

**Computer Literacy:** (1 course)
- .................................. 2-3

**Certification:**
- GUI1010 First Year Seminar ................. 1
- HIS0000 MO Higher Education Civics Exam 0
- TSA0000 Technical Skills Assessment ........ 0

**Total Credit Hours** 64-71

---

**NOTE:** See graduation policies on back.

(CC) These courses are available through participating Area Career Centers.

**GPA:** ______________

**Advisor:** ____________________________
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________  
Signature Required  
Acknowledgement of Graduation Policies  
_________________________________________  
Date
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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<th>Description</th>
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<td>Safety with Automotive Collision (CC)</td>
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<td>ACT 1130</td>
<td>Blueprinting for Auto Repair (CC)</td>
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<td>ACT 1210</td>
<td>Detailing, Buffing and Sanding (CC)</td>
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<td></td>
<td>ACT 1220</td>
<td>Non-Structural Damage Repair (CC)</td>
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<td></td>
<td>ACT 1300</td>
<td>Refinish – Undercoats (CC)</td>
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<td>ACT 1410</td>
<td>New Technology &amp; Auto Materials (CC)</td>
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<td>ACT 1430</td>
<td>Intro to Collision Repair I (CC)</td>
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<td>ACT 1450</td>
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<td>ACT 1500</td>
<td>Refinishing and Painting I (CC)</td>
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<td>ACT 1520</td>
<td>Refinishing and Painting II (CC)</td>
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<td></td>
<td>ACT 1600</td>
<td>Plastics and Adhesives (CC)</td>
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</table>

Total Career Center Credits: 21

Communications: (1 course) | 3

Human Development: (1 course) | 3

Mathematics: (1 course) | 3-5

Physical: (1 course) | 3-5

Computer Literacy: (1 course) | 2-3

GUI1010 First Year Seminar | 1

TSA0000 Technical Skills Assessment | 0

Total Credit Hours: 36-41

NOTE: See graduation policies on back

GPA: 

Advisor: 

GPA: 

Advisor: 

Back to Appendix Main
GRADUATION POLICIES: (Diplomas and Certificates)

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

2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.

3. All applicants are required to complete a graduation interview with the Career Services Director.

4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.

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

____________________________
Signature Required
Acknowledgement of Graduation Policies

____________________________
Date
Certificate - Automotive Technology

MINERAL AREA COLLEGE

CERTIFICATE
Automotive Technology
(Major Code: AO - CE) CIP 47.0604

Choose seven (7) courses from the following Automotive Technology Courses: 21 credit hours

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<td>AUT 1240 Auto Electrical Systems III (CC)</td>
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<td>AUT 1320 Auto Braking Systems Disc (CC)</td>
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<td>AUT 1400 Auto Steering &amp; Suspension (CC)</td>
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<td>AUT 1500 Emissions &amp; Fuel Control Systems (CC)</td>
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<td>AUT 1600 Auto Heating &amp; Air Conditioning (CC)</td>
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<td>AUT 1700 Auto Tire &amp; Wheel Alignment (CC)</td>
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</tr>
<tr>
<td></td>
<td>AUT 1800 Auto Electronic Test Equipment (CC)</td>
<td>3</td>
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</tbody>
</table>

Total Career Center Credits: 36-41

Communications: (1 course)

Human Development: (1 course)

Mathematics: (1 course)

Science: (1 course)

Computer Literacy: (1 course)

GUI10100 First Year Seminar: 1

TSA0000 Technical Skills Assessment: 0

Total Credit Hours: 36-41

(2) These courses are available through another institution or another program in the future.

Recommendation: See graduation policies on back.

ID #: ___________________________ Student: ___________________________

GPA: ___________________________

Advisor: ___________________________

---

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
ID#: ____________________________  Student: _______________________________________

MINERAL AREA COLLEGE

CERTIFICATE
Business Management
(Major Code: MG - CE) CIP 52.0101

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>________</td>
<td>BUS2100 Fundamentals of Management</td>
<td>3</td>
</tr>
<tr>
<td>________</td>
<td>CIS1650 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>________</td>
<td>CIS1730 Office Applications</td>
<td>2</td>
</tr>
<tr>
<td>________</td>
<td>CIS2200 Micro Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>________</td>
<td>ENG1330 English Composition I*</td>
<td>3</td>
</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>
</tr>
<tr>
<td>________</td>
<td>MGT1800 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>________</td>
<td>MGT2980 Capstone – Business Management* .... 1</td>
<td></td>
</tr>
<tr>
<td>________</td>
<td>OST1400 Business Communications I..................</td>
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<td>OST1500 Applied Accounting I..........................</td>
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</tr>
<tr>
<td>________</td>
<td>OST1520 Applied Accounting II*..........................</td>
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</tr>
<tr>
<td>________</td>
<td>OST2200 Intro to Business*............................</td>
<td>3</td>
</tr>
<tr>
<td>________</td>
<td>GUI1010 First Year Seminar..............................</td>
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</tr>
<tr>
<td>________</td>
<td>TSA0000 Technical Skills Assessment...............0</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours ......37

GPA: _______________________ Advisor: ________________________________________

GRADUATION POLICIES:  (Diplomas and Certificates)

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2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

______________________________
Signature Required
Acknowledgement of Graduation Policies

______________________________
Date
### Communications – 1 course
- ENG1440 Public Speaking (3)
- ENG1670 Interpersonal Communications I (3)

### Human Development – 1 course
- SOC1130 General Sociology + (3)
- SOC1230 Social Problems (3)

### Computer – 1 course
- CIS1050 Intro to Computers (3)
- CIS1700 Desktop Publishing * (3)
- CIS1750 Microcomputer Applications * (3)
- CIS2100 Micro Database Management * (3)
- CIS2200 Micro Spreadsheets * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

---

## MINERAL AREA COLLEGE

### ONE-YEAR CERTIFICATE

Child Development  
(Major Code: CD-CE) CIP190708

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>ECE1000</td>
<td>Intro to Early Childhood Educ ...3</td>
</tr>
<tr>
<td>ECE1020</td>
<td>Guiding Alternatives/Yng Child...3</td>
</tr>
<tr>
<td>ECE1040</td>
<td>Early Child Hlth/Safety/Nutr.......3</td>
</tr>
<tr>
<td>ECE2002</td>
<td>Practicum Classroom Exper * ....4</td>
</tr>
<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>
</tr>
<tr>
<td>MGT1710</td>
<td>Human Resource Mgt...............3</td>
</tr>
<tr>
<td>PAW1060</td>
<td>Preparation for Employment......1</td>
</tr>
</tbody>
</table>

**Communications:**

- ECE1440 Communications (3)

**Human Development:**

- ECE1300 Child Development (3)

**Computer:**

- CIS1050 Intro to Computers (3)

---

**Total Credit Hours** ..........36

---

GPA:_________Advisor:________________________

---

**GRADUATION POLICIES:** (Diplomas and Certificates)

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2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

---

Signature Required
Acknowledgement of Graduation Policies

---

Date
MINERAL AREA COLLEGE

NAME:_____________________________________________   ID#:__________________________

CHILD DEVELOPMENT ASSOCIATE PLAN (CDA)
(Major Code: CD-CR) CIP190708

This plan serves as a record of current and/or completed courses which the student and advisor have mutually agreed upon.

Twelve hours of college courses are required to prepare the child care provider for the CDA. A final review from the CDA Council is needed to successfully complete the Federal CDA credential process.

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>ECE1000 Intro to Early Childhood Education ..........</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE1020 Guiding Alternatives for Young Children....</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE1040 Early Childhood Health, Safety, Nutrition....</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ECE1060 CDA Credential Prep.........................</td>
<td>3</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>TSA0000 Technical Skills Assessment ..................</td>
<td>0</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>Total Web Hrs.</td>
<td></td>
<td>TOTAL CREDIT HOURS: 12</td>
</tr>
</tbody>
</table>

NOTES:

GPA: __________   ADVISOR SIGNATURE_________________________   DATE___________________

GRADUATION POLICIES: (Diplomas and Certificates)

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5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

Date
MINERAL AREA COLLEGE

NAME:_____________________________   ID#:__________________________

Community Paramedic Program
Certificate
(Major Code: PD-CR) CIP 51.0904

MO State Paramedic License #: ________________                        NREMT Paramedic Certification #: ________________

Required Courses

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Grade</th>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>PAR 2600 Community Paramedic Clinical</td>
<td>6</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 6

GPA: ____________ *  *A cumulative 2.0 grade point average is required for a certificate of completion.

ADVISOR SIGNATURE: ___________________________________________ DATE _____ / _____ / ______

□ Student acknowledges graduation policies.

STUDENT SIGNATURE: ___________________________________________ DATE _____ / _____ / ______
### 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)

### Mathematics - 1 course
- MAT1180 Fundamentals of Algebra * (5)
- MAT1185 Fundamentals of Algebra* (4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCalc: Algebraic Reasoning* (3)
- MAT1370 PreCalc: Trig & Geom Reasoning* (3)
- MAT1600 Calculus for Business/Soc. Sciences * (3)
- MAT1650 Analytical Geometry & Calculus I ++ (5)
- TEC1900 Technical Mathematics I * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

---

### MINERAL AREA COLLEGE

**CERTIFICATE**

**Computer Networking**

(Major Code: CN-CE) CIP 11.0901

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CIS1610 IT Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS1620 A+ Computer Repair &amp; Maintenance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS1670 Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS1680 Fundamentals of Network Security*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS1840 Microsoft Networking Admin *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS1875 CCNA1: Introduction to Networks</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS1885 CCNA2: Routing, Switching &amp; Wireless</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS1930 Computer Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 2980 Capstone – Computer Networking*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Communications:**
- ENG1330 English Composition I * .................. 3

**Human Development:**
- ....................................................... 3

**Mathematics:**
- ....................................................... 3-5

- GUI1010 First Year Seminar                     | 1
- TSA0000 Technical Skills Assessment            | 0

---

**Total Web Hrs.** **Total Credit Hours** 37-39

---

GPA: _______________ Advisor: __________________

---

**GRADUATION POLICIES:** (Diplomas and Certificates)

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2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

---

Signature Required

Acknowledgement of Graduation Policies

__________________________  ______________________
Date                                         

---
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>Grade</th>
<th>Course</th>
<th>Total Hrs.*</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>____</td>
<td>TEC2030 Basic Fluid Power</td>
<td>___________3</td>
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<tr>
<td>______</td>
<td>____</td>
<td>Total Hrs.*</td>
<td>TOTAL CREDIT HOURS: 3</td>
</tr>
</tbody>
</table>

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: ___________ ADVISOR SIGNATURE _________________________ DATE ________________

* A cumulative 2.0 grade point average is required for graduation.

Signature Required
Acknowledgement of Graduation Policies

Date
**Certificate - Construction/Building 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 + (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 1185 - Fundamentals of Algebra (4)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT 1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT 1600 - Calculus for Business/Soc Sciences (3)
- MAT 1650 - Analytical Geometry & Calculus I (5)
- MAT 2150 - Analytical Geometry & Calculus II (5)

**Science – 1 course**
- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

**Computer Literacy – 1 course**
- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

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

* Designates courses with prerequisites.

(CC) These courses are available through Participating Area Career Centers.

**NOTE:** See graduation policies on back

---

**MINERAL AREA COLLEGE**

**CERTIFICATE**

**Construction/Building Technology**

(Major Code: CU - CE) CIP 46.0201

Choose seven (7) courses from the following

Construction/Building Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CBT 1020</td>
<td>Construction Carpentry Skills I (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CBT 1100</td>
<td>Blueprint Reading &amp; Layout (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CBT 1160</td>
<td>Materials &amp; Cost Estimation (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CBT 1200</td>
<td>Construction Carpentry Skills II (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CBT 1300</td>
<td>Concrete and Forms (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>CBT 1400</td>
<td>Floor/Wall Layout &amp; Framing (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>CBT 1500</td>
<td>Roofing Skills (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>CBT 1600</td>
<td>Exterior Finishes (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>CBT 1700</td>
<td>Interior Finishes (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CBT 1800</td>
<td>Plumbing (CC)</td>
<td>3</td>
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<tr>
<td></td>
<td>CBT 1900</td>
<td>Fundamental Aspects of Industry (CC)</td>
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</table>

**Total Career Center Credits**

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Communications: (1 course)</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Human Development: (1 course)</td>
<td>3</td>
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<td></td>
<td>Mathematics: (1 course)</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science: (1 course)</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Literacy: (1 course)</td>
<td>2-3</td>
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<tr>
<td></td>
<td>GUI1010</td>
<td>First Year Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>TSA0000</td>
<td>Technical Skills Assessment</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 36-41

---

**GPA:** __________

**Advisor:** ________________
Certificate
Construction Building Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

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

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
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............................................................................. 32

MINERAL AREA COLLEGE
ONE-YEAR CERTIFICATE
Criminal Justice
(Major Code: LE-CE) CIP43.0107

Sem/Yr........................................................................ Grade
CRJ1100 Intro to Criminal Justice ....................... 3
CRJ1200 Criminal Investigations I....................... 3
CRJ1400 Criminal Law........................................ 3
CRJ1600 Juvenile Justice System......................... 3
CRJ1710 Community Policing............................... 3
CRJ1800 Intro to Corrections................................. 3
CRJ2300 Criminal Justice Career Prep OR............ 1
PAW1060 Prep for Employment.......................... 3

Communications:
........................................................................ 3

Human Development:
........................................................................ 3

History/Political Science:
........................................................................ 3

GUI1010 First Year Seminar................................. 1

TSA0000 Technical Skills Assessment................. 0

Total Credit Hours: ......................................................... 32

GPA: ___________  Advisor: _______________________________

GRADUATION POLICIES: (Diplomas and Certificates)

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5. Last fifteen (15) hours must be earned at Mineral Area College.

____________________
Signature Required
Acknowledgement of Graduation Policies

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Date
ID #: ____________________ Student: ____________________

**Communications – 1 course**
- ENG 1330 English Composition I + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

**Human Development – 1 course**
- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT1650 - 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.
GRADUATION POLICIES: (Diplomas and Certificates)

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2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. 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 1250 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences in America (3)

**Mathematics – 1 course**
TEC 1090 - Technical Math I (3)
TEC 1190 - Technical Math II (3)
MAT 1180 - Fundamentals of Algebra (5)
MAT 1185 - Fundamentals of Algebra (4)
MAT 1205 - Applications of College Math (3)
MAT 1240 - Quantitative Reasoning (3)
MAT 1260 - Elementary Statistics (3)
MAT 1270 - Pre-Cal: Algebraic Reasoning (3)
MAT 1370 - Pre-Cal: Trig & Geom Reasoning (3)
MAT 1600 - Calculus for Business/Soc Sciences (3)
MAT 1650 - Analytical Geometry & Calculus I (5)
MAT 2150 - Analytical Geometry & Calculus II (5)

**Science – 1 course**
BIO 1100 Introduction to Biological Science (3)
BIO 1150 General Biology (5)
BIO 1250 General Botany (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I * (5)
PHS 1420 College Physics I * (4)
PHS 2230 General Physics I * (4)
PHS 2400 Earth Science (5)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I * (4)
TEC 1080 Unified Technical Concepts II * (4)

**Computer Literacy – 1 course**
CIS 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 Electical Technology Courses: 21 credit hours

<table>
<thead>
<tr>
<th>Sem/yr</th>
<th>Course</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>_____</td>
<td>ETT 1030 Intro to Elec Tech, Materials &amp; Supplies (CC)</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>ETT 1200 Residential Circuits (CC)</td>
<td>3</td>
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<td>_____</td>
<td>ETT 1300 Commercial Circuits (CC)</td>
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<td>_____</td>
<td>ETT 1400 Industrial Circuits (CC)</td>
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<tr>
<td>_____</td>
<td>EEE 1420 Electrical Construction (CC)</td>
<td>3</td>
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<tr>
<td>_____</td>
<td>EEE 1550 Electrical Systems (CC)</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>EEE 1580 Practical Electronics I (CC)</td>
<td>3</td>
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<tr>
<td>_____</td>
<td>EEE 1710 National Electrical Code (CC)</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>EEE 1970 Programmable Logic Controls (CC)</td>
<td>3</td>
</tr>
<tr>
<td>_____</td>
<td>TEC 1780 Blueprint Reading (CC)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Career Center Credits

Communications: (1 course) ........................................ 3

Human Development: (1 course) ................................... 3

Mathematics: (1 course) ........................................... 3-5

Science: (1 course) .............................................. 3-5

Computer Literacy: (1 course) ................................... 2-3

GUI1010 First Year Seminar .................................. 1

TSA0000 Technical Skills Assessment .................... 0

Total Credit Hours 36-41

GPA: ______________________

Advisor: ____________________

Revised Core 02-28-2019clm
Effective Fall 2019
Certificate
Electrical Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Certificate - Electrical/Electronics Technology

(Major Code: AL CE) CIP 15.0303

Sem/Yr       Grade
__   EEE1550 Electrical Systems ......................... 3 ____
__   EEE1580 Practical Electronics I*.................. 3 ____
__   EEE1710 National Electric Code*.................. 3 ____
__   EEE1970 Programmable Logic Controllers .......... 3 ____
__   EEE2040 Digital Electronics ....................... 3 ____
__   TEC1300 Computer Aided Design ................... 3 ____
__   TEC1425 Elements of Automation ................... 3 ____
__   TEC1780 Blueprint Reading ......................... 3 ____
__   TEC1920 Teamwork/Workplace Communication ....... 3 ____
__   TEC1930 General Industry Safety .................... 3 ____
__   GUI1010 First Year Seminar ......................... 1 ____
__   TSA0000 Technical Skills Assessment .............. 0 ____

Total Credit Hours 31

--

GPA:__________

Advisor:________________________________________

GRADUATION POLICIES:   (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in degree.

___________________________
Signature Required
Acknowledgement of Graduation Policies

___________________________
Date
MINERAL AREA COLLEGE

NAME: _______________________________     ID#:___________________

EMERGENCY MEDICAL TECHNICIAN (EMT)
CERTIFICATE
(EM-CR) CIP510904

Semester/Year

NREMT Registration completed: __________________

HLT-1762 Emergency Medical Technician (EMT) (12)___________

NREMT Registration completed: __________________

Semester/Year

ADVISOR: ______________________________  DATE: ________________
Certificate - Engineering Technology-Design Drafting

(Major Code: DB CE) CIP 150101

Sem/Yr | Grade | Course Title | Crs | Notes
-------|-------|-------------|-----|-------
TEC1300 | 3 | Computer Aided Design/Drafting | 3 | 
TEC1320 | 3 | Advanced CADD* | 3 | 
TEC1340 | 3 | CAD/D Special Application Programs* | 3 | 
TEC1530 | 3 | 3-D Modeling * | 3 | 
TEC1580 | 3 | Quality Control & Testing | 3 | 
TEC1610 | 3 | Introduction to Engineering Design | 3 | 
TEC1630 | 3 | Principles of Engineering* | 3 | 
TEC1710 | 3 | Computer Integrated Manufacturing | 3 | 
TEC1730 | 1 | Problem Analysis | 1 | 
TEC1780 | 3 | Blueprint Reading | 3 | 
TEC2050 | 3 | Engineering Design & Development* | 3 | 
GUI1010 | 1 | First Year Seminar | 1 | 
TSA0000 | 0 | Technical Skills Assessment | 0 | 

Total Credit Hours: 32

GPA: _________________________
Advisor: _________________________

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

________________________
Signature Required
Acknowledgement of Graduation Policies

________________________
Date
ID#: ___________________________ Student: ___________________________

## MINERAL AREA COLLEGE

**Certificate**

Engineering Technology - Manufacturing  
(Major Code: EG-CE) CIP15.0101

<table>
<thead>
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<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
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<tr>
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<td>EEE1550 Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EEE1970 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1300 Computer Aided Design/Drafting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1425 Elements of Automation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1560 Mfg Process &amp; Estimating</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1580 Quality Control &amp; Testing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1710 Computer Integrated Mfg*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1790 Basic Numerical Controllers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1780 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TEC1930 General Industry Safety</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GUI1010 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>TSA0000 Technical Skills Assessment</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 31

---

^ Recommended for students not planning to transfer.  
+ Recommended for transfer students.  
* Course has prerequisite. See MAC Catalog.  
< No longer offered-will count if previously completed.

GPA: ___________________________

Advisor: ___________________________

**GRADUATION POLICIES**:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

---

Signature Required  
Acknowledgement of Graduation Policies

---

Date
Certificate - Global Studies

ID#:__________________________  Student:__________________________

Modern Foreign Language – 2 courses
(Two semester sequence in the same language)
MFL1370 Elementary Spanish I (3) +
MFL1470 Elementary Spanish II (3) +
OR
MFL1700 American Sign Language I (3) +
MFL1720 American Sign Language II (3) +

Cultural Diversity Electives – 2 courses
ART1500, ART1510 History of Art II, III (3)
HIS1520 World Civilization II (3) +
HIS1130, HIS1140 Western Civilization I or II (3) +
COM1060 Intro to Cinema (3)
MSC1801 Appreciation of Music (3)
PHI1410 Comparative Religion (3) +
SOC1540 Intro to Cultural Anthropology (3)
THE2120 World Drama (3)
THE2140 Theatre History I (3)
THE2200 Theatre History II (3)

+ Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE
GLOBAL STUDIES CERTIFICATE

Sem/Yr  Grade

General Education Courses:
ART1490  Art History I..........................3
GEO1130  Geography +..........................3
MFL1000  Global Studies Seminar..............1
HIS1100  World Civilization I +.................3
ENG2500  Multi-Cultural Literature +...........3
SOC1540  Cultural Anthropology...............3

Cultural Diversity:

Foreign Language:

Total Credit Hours 28

GPA: ________________________________

Advisor: ______________________________

GRADUATION POLICIES:
1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam.
3. A cumulative 2.0 grade point average is required for graduation.
4. At least 15 hours must be taken from MAC.

______________________________
Signature Required
Acknowledgement of Graduation Policies

__________
Date
### Communications – 1 course
- 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 1185 - Fundamentals of Algebra (4)
- MAT 1205 - Applications of College Math (3)
- MAT 1240 - Quantitative Reasoning (3)
- MAT 1260 - Elementary Statistics (3)
- MAT 1270 - Pre-Calculus: Algebraic Reasoning (3)
- MAT 1370 - Pre-Calculus: Trig & Geometry Reasoning (3)
- MAT 1600 - Calculus for Business/Social 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.

(CC) These courses are available through Participating Area Career Centers.

**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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
Certificate - Heating, Air Conditioning, and Refrigeration Technology

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)
MAT1185 - Fundamentals of Algebra (4)
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)

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.

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

GUI1010 First Year Seminar ......................... 1
TSA0000 Technical Skills Assessment ................. 0

Total Credit Hours .......................... 36-41

GPA: ________________________________
GRADUATION POLICIES:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
### MINERAL AREA COLLEGE

**CERTIFICATE**

**Industrial Maintenance**

(Major Code: IM-CE) CIP 470303

<table>
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<th>Course Description</th>
<th>Credits</th>
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<td>EEE1550 Electrical Systems</td>
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<td>EEE1580 Practical Electronics I</td>
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<td>EEE1710 National Electric Code</td>
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<td>TEC1300 Computer Aided Design/Drafting</td>
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<td>TEC1415 Industrial Maintenance Technology OR</td>
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<td></td>
<td></td>
<td>AGR1150 Introduction to Agricultural Mechanics</td>
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<td>TEC1580 Quality Control</td>
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<td>TEC1780 Blueprint Reading</td>
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<td>TEC2030 Basic Fluid Power</td>
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<td><strong>Total Credits Hours</strong></td>
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ID#: ________________________  Student: ______________________

GPA: ________________

Advisor: __________________________________________

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

__________________________
Date
# Certificate - Advanced Law Enforcement Academy - 1000 Hours

**Effective Fall 2014**  
**Revised 05-27-15**

## MINERAL AREA COLLEGE

**NAME:** ____________________________________________  
**ID#:** ____________________________________________

## ADVANCED LAW ENFORCEMENT ACADEMY  
**1000 HOURS**  
(CIP 430107)

### 1ST HALF

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<thead>
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<tr>
<td>CRJ1000 Basic Police Science I .................. 3</td>
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<td>CRJ1050 Basic Police Science II ................. 3</td>
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<tr>
<td>CRJ1100 Intro to Criminal Justice ............... 3</td>
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<td>CRJ1200 Criminal Investigations I ............... 3</td>
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<td>CRJ1400 Criminal Law ................................ 3</td>
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<td>CRJ1500 Criminal Evidence .......................... 3</td>
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<td>CRJ1700 Patrol &amp; Traffic Law ....................... 3</td>
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<td>PED2000 Basic Physical Fitness .................... 1</td>
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<td>TIMED TOTAL: 22 Hours</td>
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### 2ND HALF

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<td>CRJ1250 Basic Police Science IV .............. 3</td>
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<td>CRJ1300 Criminal Investigation II ............. 3</td>
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<td>CRJ1600 Juvenile Justice System ............... 3</td>
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<td>CRJ1750 Adv Patrol &amp; Traffic ..................... 3</td>
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<td>CRJ1800 Intro to Corrections .................... 3</td>
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<td>CRJ1900 Police Administration ................... 3</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>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>_____</td>
<td>CIS1610 IT Fundamentals</td>
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<tr>
<td>_____</td>
<td>TEC1920 Teamwork/Work Communications</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>TEC1930 General Industry Safety</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>TEC1950 CLA/CLT Assessment Prep</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>Total Hrs.*</td>
<td></td>
</tr>
</tbody>
</table>

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
## 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)
- MAT1185 Fundamentals of Algebra I (4)
- 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)
- MAT1500 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 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

## Computer Literacy - 1 course
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

### Notes
- + 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.

---

### Certificate: Machine Tool Technology

**Major Code:** MO - CE **CIP 48.0501**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 1000</td>
<td>Machine Shop I (CC)</td>
<td>6</td>
</tr>
<tr>
<td>TEC 1160</td>
<td>Machine Shop II * (CC)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Required Technical Courses:**
- TEC 1300 Computer Aided Design/Drafting            3
- TEC 1320 Adv. Comp Aided Design/Drafting           3
- TEC 1790 Basic Computer Numerical Control          3

**Total Core Credits** ........................................ 21

### Communications: (1 course)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Human Development: (1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Mathematics: (1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Physical Science: (1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Computer Literacy: (1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**GUI1010 First Year Seminar** ............. 1

**TSA0000 Technical Skills Assessment** ..... 0

**Total Credit Hours** .......................... 36-41

---

**GPA:** ______________________

**Advisor:** ____________________________

---

**NOTE:** See graduation policies on back
GRADUATION POLICIES:  (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
MINERAL AREA COLLEGE

NAME: ___________________________________________  ID#: ____________________

**Paramedic Technology Certificate**

(Major Code: PD-CE) CIP 51.0904

---

**Required Courses**

**Program Pre-Requisites**

Must hold EMT Certification: # ____________________

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>PAR2013 Princ of Paramedic Technology I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PAR2083 Paramedic Pharmacology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAR2213 Paramedic Clinical I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GUI101 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Sem Cr Hrs.</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>PAR2023 Princ of Paramedic Tech II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PAR2123 Paramedic Cardiology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PAR2223 Paramedic Clinical II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Sem Cr Hrs.</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3</td>
<td>PAR2043 Princ of Paramedic Tech III</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PAR2263 Paramedic Clinical III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Sem Cr Hrs.</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 4</td>
<td>PAR2353 Par Field Internship Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PAR2373 Par Field Internship Capstone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TSA0000 Technical Skills Assessment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Sem Cr Hrs.</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 45 (Minus Prereq's)**

---

**ADVISOR SIGNATURE:** ___________________________________________  **DATE** __/__/____

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**Graduation Policies**

1. Program admission is based on a selection process.
2. All courses must be completed with a grade of “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
6. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
7. Applicant must make NREMT account.

**STUDENT SIGNATURE:** ___________________________________________  **DATE** __/__/____

*Student Signature Required—Acknowledgement of Graduation Policies*
One-Year Certificate - Practical Nursing
(Major Code: PNA-CE or PNB-CE) CIP51.3901

### OPTION A (Major Code: PNA-CE)

<table>
<thead>
<tr>
<th>Program Pre-requisites</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1240 Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>ENG1330 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Intro Chemistry*</td>
<td>5</td>
</tr>
</tbody>
</table>

1st Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1290 Fund of Nursing*</td>
<td>6</td>
</tr>
<tr>
<td>NUR1300 Therapeutic Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1310 Personal/Voc Concepts*</td>
<td>1</td>
</tr>
<tr>
<td>NUR1370 Basic Pharmacology*</td>
<td>2</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy*</td>
<td>5</td>
</tr>
<tr>
<td>GUI1010 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Dev</td>
<td>3</td>
</tr>
</tbody>
</table>

2nd Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1320 Geriatric Nursing*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1350 Maternity Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>NUR1420 Pediatric Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1430 Mental Health Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>PSY1130 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

3rd Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1270 Body Function*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1380 Med-Surg Nursing*</td>
<td>12</td>
</tr>
<tr>
<td>NUR1410 Applied Pharmacology*</td>
<td>1</td>
</tr>
<tr>
<td>HLT2400 Intravenous Therapy*</td>
<td>3</td>
</tr>
<tr>
<td>TSA0000 Technical Skills Assess</td>
<td>0</td>
</tr>
<tr>
<td>HIS0000 MO H. Ed. Civics Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Total hrs (not including program pre-req's): 55

+ If English Comp II is already completed, students could take other general education courses for ADN program such as American Political Systems or Sociology.

*Course has pre-requisite. See MAC Catalog.

### OPTION B (Major Code: PNB-CE)

<table>
<thead>
<tr>
<th>Program Pre-requisites</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT1240 Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>ENG1330 English Comp I*</td>
<td>3</td>
</tr>
<tr>
<td>PHS1250 Intro Chemistry*</td>
<td>5</td>
</tr>
</tbody>
</table>

1st Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1290 Fund of Nursing*</td>
<td>6</td>
</tr>
<tr>
<td>NUR1300 Therapeutic Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1310 Personal/Voc Concepts*</td>
<td>1</td>
</tr>
<tr>
<td>NUR1370 Basic Pharmacology*</td>
<td>2</td>
</tr>
<tr>
<td>BIO2600 Human Anatomy*</td>
<td>5</td>
</tr>
<tr>
<td>GUI1010 First Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PSY1250 Human Growth &amp; Dev</td>
<td>3</td>
</tr>
</tbody>
</table>

2nd Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1320 Geriatric Nursing*</td>
<td>2</td>
</tr>
<tr>
<td>NUR1350 Maternity Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>NUR1420 Pediatric Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>NUR1430 Mental Health Nursing*</td>
<td>4</td>
</tr>
<tr>
<td>BIO2620 Human Physiology*</td>
<td>5</td>
</tr>
<tr>
<td>PSY1130 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

3rd Trimester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1380 Med-Surg Nursing*</td>
<td>12</td>
</tr>
<tr>
<td>NUR1410 Applied Pharmacology*</td>
<td>1</td>
</tr>
<tr>
<td>ENG1340 English Comp II*</td>
<td>3</td>
</tr>
<tr>
<td>HLT2400 Intravenous Therapy*</td>
<td>3</td>
</tr>
<tr>
<td>TSA0000 Technical Skills Assess</td>
<td>0</td>
</tr>
<tr>
<td>HIS0000 MO H. Ed. Civics Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Total hrs (not including program pre-req's): 61

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: __________

Revised: Core 2-28-2019 CLH
Effective Fall 2019
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.

Required Courses

<table>
<thead>
<tr>
<th>Sem/Yr</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>TEC1415 Industrial Maintenance Technology</td>
<td>3</td>
</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>
<tr>
<td></td>
<td>TOTAL CREDIT HOURS: 12</td>
<td></td>
</tr>
</tbody>
</table>

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: ___________ ADVISOR SIGNATURE ________________________________ DATE ________________

*A cumulative 2.0 grade point average is required for a certificate of completion.

Signature Required ________________________________ Acknowledgement of Graduation Policies ________________________________ Date ________________________________
**Certificate - Welding Technology**

**MINERAL AREA COLLEGE**

**CERTIFICATE**  
Welding Technology  
(Major Code: WE - CE) CIP 48.0508

Choose seven (7) courses from the following Welding Technology Courses: 21 credit hours

<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></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>
</tr>
<tr>
<td></td>
<td>WLD 1200 Gas Metal Arc Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WLD 1220 Flux Cored Arc Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WLD 1240 Gas Tungsten Arc Welding (CC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WLD 1310 Plasma Arc Cut &amp; Carbon Arc Gouging (CC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WLD 1400 Metallurgy and Heat Treating (CC)</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

**Total Career Center Credits**: 21 credit hours

**Communications**: (1 course)

- **Human Development**: (1 course)

**Mathematics**: (1 course)

**Science**: (1 course)

**Computer Literacy**: (1 course)

**NOTE**: See graduation policies on back
GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_________________________________________
Signature Required
Acknowledgement of Graduation Policies

_________________________________________
Date
5/3/22, Page 19: Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions and military recruiters upon request.

5/3/22, Page 43: However, a student will not be allowed to advance in a sequence of courses until both the primary course and the corequisite have been successfully completed. However, a student will not be allowed to advance in a sequence of courses until the primary course has been successfully completed.