

# **MINERAL AREA COLLEGE 2010-12 CATALOG**

## **PLEASE NOTE**

ACT and COMPASS placement scores changed April 4, 2011 for the following courses:

ENG0960 – Basic Writing Skills I  
Learning Center Modules ENG0210, 0220, 0230

ENG0970 – Basic Writing Skills II  
Learning Center Modules ENG0240, 0250, 0260

Learning Center Modules ENG0010, 0020 Reading Improvement/Vocabulary Improvement

ENG0990 – Reading & Study Skills  
Learning Center Modules ENG0070, 0080, 0090

ENG1330 – English Composition I

MAT0900 – Arithmetic  
Learning Center Modules MAT0020, 0030, 0040

MAT0950 – Elementary Algebra  
Learning Center Modules MAT0110, 0120, 0130

MAT1130 – Intermediate Algebra

MAT1230 - College Algebra

MAT1330 - Trigonometry

MAT1530 – Foundations of Math

MAT1600 – Calculus for Business and the Social Sciences

MAT1650 – Analytical Geometry & Calculus I

TEC1900 – Technical Mathematics I

Please see Addendum on the last page of the catalog for specific placement score information.

# 2010-2012 Mineral Area College Catalog

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

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

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with regulations

implementing Title VI, Title IX, or Section 504, or the Americans with Disabilities Act.

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

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

This catalog is effective beginning September 2006, for the 2006-2007 and 2007-2008 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

The college reserves the right to change regulations, policies and fees or to revise certain curricula as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

### ACCREDITATION

Mineral Area College and its outreach centers are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

30 North LaSalle Street  
Suite 2400  
Chicago, IL 60602  
1-800-621-7440 or  
(312) 263-0546  
FAX: (312) 263-7462

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

#### Department Affiliations

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

# Telephone Numbers, Addresses of College & Outreach Centers

## Main Campus

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

## Outreach Centers

Farmington High School... (573) 701-1310 ext. 2139 1 Black Knight Drive Farmington, MO 63640	Potosi High School ..... (573) 438-3479 after 5 p.m. .... (573) 438-2156 ext. 26 1 Trojan Drive Potosi, MO 63664
Fredericktown ..... (573) 783-7932 1450 Madison 517 Fredericktown, MO 63645	Winona High School ..... (573) 325-8101 ext. 5 Highway 19 North Winona, MO 65588
Perryville Higher Education Center .. (573) 547-4143 St. Mary's of the Barrens Facility 108 South Progress Drive Perryville, MO 63775	

## Important Phone Numbers

Access Office..... 518-2152	Enrollment Verification..... 518-2130
Admissions ..... 518-2228	EXCEL..... 518-2131
Allied Health ..... 518-2172	Financial Aid ..... 518-2133
Arts & Sciences Dean..... 518-2100	Fine Arts Theatre ..... 518-2125
Alumni Services..... 518-2114	Learning Center..... 518-2140
Assessment (Testing) ..... 518-2202	Library (C.H. Cozean Library)..... 518-2141
Athletics ..... 518-2197	Mineral Area College Foundation ..... 518-2114
Bookstore ..... 518-2106	Mineral Area Council on the Arts ..... 518-2125
Business Office..... 518-2287 or 2232	Missouri Center for Career Education ..... 518-2255
Campus Housing (College Park)..... 518-1330	Police, Campus (cell)..... 631-2831
C.A.R.D.S. Freshman Orientation ..... 518-2130	President's Office ..... 518-2146
Career & Technical Education Dean..... 518-2157	Public Service Center ..... 518-2148
Career Planning..... 518-2115	Regional Technical Education Council (RTEC) ..... 518-2157
Career Placement..... 518-2198	Registrar's Office/Registration..... 518-2130
Central Methodist University..... 518-2112	Student Services Dean..... 518-2154
Computer Help Desk ..... 518-2137 or 2240	TCRC..... 518-2324
Continuing Education ..... 518-2342	Tech Prep ..... 518-2155
Course Registration..... 518-2126	Upward Bound..... 518-2156
Customized Training..... 518-2157	Wellness Center ..... 518-2104
Educational Talent Search I..... 518-2380	
Educational Talent Search II..... 518-2387	

# Greetings

Dear Friends,

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

Since 1922, Mineral Area College and its predecessor (Flat River Junior College) have served as one of the leading providers of intellectual, cultural, and economic stimulation for our surrounding communities.

Whether you're striving to hone your skills for the workforce or whether you're planning to further your studies by transferring to a four-year college or university, our faculty are committed to providing you a high-quality, convenient, affordable education. Our support staff is dedicated to giving you the best in customer service. This is our pledge to you.

We provide opportunities to participate in campus clubs and organizations, cultural and social events, intercollegiate athletics and activities designed to balance with a rigorous academic program in order to provide you with an exceptional college experience.

Please feel free to use this document as you plan your academic journey. If you need any clarification or more information, please don't hesitate to call or e-mail us.

Thanks once again for choosing Mineral Area College. We look forward to helping you achieve your goals and dreams.

Very truly yours,  
Dr. Steve Kurtz  
President



**Dr. Steven J.  
Kurtz**  
*President*

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## Disclaimers and Conditions

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

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

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

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

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

This general catalog is effective beginning January 1, 2010, for the 2010-2012 academic years and their respective summer sessions. Each student is responsible for compliance with the information, rules, regulations, and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for non-compliance.

# Trustees



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# Administration

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**Carolyn Kay Crecelius** Dean of Arts & Sciences Division

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**Peggy Ropelle** Assistant to the President

**Kathryn Neff** Human Resources

# Academic Calendar

## Fall 2010

Monday, August 16	Semester Begins
Saturday, September 4	Labor Day Holiday, No Classes
Monday, September 6	Labor Day, No Classes
Wednesday-Friday, November 3-5	MCCA Meetings
Friday, November 5	Fall Break, No Classes
Wednesday, November 24	No Evening Classes
Thursday & Friday, November 25 & 26	Thanksgiving Break
Saturday, November 27	No Saturday Classes
(Last MWF class is on December 3, Last TR Class is on November 30)	
Thursday, December 2	Review Day
Monday December 6-	
Friday, December 10	Final Exams-Day Classes
Monday, December 6	Monday Evening Final Exams
Tuesday, December 7	Tuesday Evening Final Exams
Wednesday, December 8	Wed. Evening Final Exams
Thursday, December 9	Thurs. Evening Final Exams
Friday, December 10	Friday Evening Final Exams
Saturday, December 11	Saturday Final Exams
Saturday December 11	Semester Ends
Monday, December 13	Grades Due

## Fall 2011

Monday, August 22	Semester Begins
Saturday, September 3	Labor Day Holiday, No Classes
Monday, September 5	Labor Day, No Classes
Wednesday-Friday, November 2-4	MCCA Meetings
Friday, November 4	Fall Break, No Classes
Wednesday, November 23	No Evening Classes
Thursday & Friday, November 24 & 25	Thanksgiving Break
Saturday, November 26	No Saturday Classes
(Last MWF class is on December 9, Last TR Class is on December 6)	
Thursday, December 8	Review Day
Monday, December 12-	
Friday, December 16	Final Exams-Day Classes
Monday, December 12	Monday Evening Final Exams
Tuesday, December 13	Tuesday Evening Final Exams
Wednesday, December 14	Wed. Evening Final Exams
Thursday, December 15	Thurs. Evening Final Exams
Friday, December 16	Friday Evening Final Exams
Saturday, December 17	Saturday Final Exams
Saturday, December 17	Semester Ends
Monday, December 19	Grades Due

## Spring 2011

Wednesday, January 12	Semester Begins
Monday, January 17	MLK, Jr. Day-No Classes
Monday, February 21	President's day-No Classes
Monday, March 14-	
Saturday, March 19	Spring Break-No Classes
Friday, April 22	Spring Holiday
(Last MWF Class May 9, Last TR Class May 3)	
Thursday May 5	Review Day
Saturday, May 7	Commencement
Tuesday, May 10-	
Monday, May 16	Final Exams-Day Classes
Monday, May 16	Monday Evening Final Exams
Tuesday, May 10	Tuesday Evening Final Exams
Wednesday, May 11	Wed. Evening Final Exams
Thursday, May 12	Thurs. Evening Final Exams
Friday, May 13	Friday Evening Final Exams
Saturday, May 14	Saturday Final Exams
Monday, May 16	Semester Ends
Tuesday, May 17	Grades Due

## Spring 2012

Wednesday, January 11	Semester Begins
Monday, January 16	MLK, Jr. Holiday
Monday, February 20	President's day-No Classes
Monday, March 12 -	
Saturday, March 17	Spring Break-No Classes
Friday, April 6	Spring Holiday
(Last MWF Class May 7, Last TR Class May 1)	
Thursday, May 3	Review Day
Saturday, May 5	Commencement
Tuesday, May 8-	
Monday, May 14	Final Exams-Day Classes
Monday, May 14	Monday Evening Final Exams
Tuesday, May 8	Tuesday Evening Final Exams
Wednesday, May 9	Wed. Evening Final Exams
Thursday, May 10	Thurs. Evening Final Exams
Friday, May 11	Friday Evening Final Exams
Saturday, May 12	Saturday Final Exams
Monday, May 14	Semester Ends
Tuesday, May 15	Grades Due

## Summer 2011

Monday, June 6	Semester Begins
Monday, July 4	Independence Day-No Classes
Monday, August 1	Final Exam Day-Day Classes
Monday, August 1	Monday Evening Final Exams
Tuesday, July 26	Tuesday Evening Final Exams
Wednesday, July 27	Wed. Evening Final Exams
Thursday, July 28	Thurs. Evening Final Exams
Friday, July 29	Friday Evening Final Exams
Saturday July 30	Saturday Final Exams
Monday, August 1	Semester Ends
Tuesday, August 2	Grades Due

## Summer 2012

Monday, June 4	Semester Begins
Wednesday, July 4	Independence Day-No Classes
Monday, July 30	Final Exam Day-Day Classes
Monday, July 30	Monday Evening Final Exams
Tuesday, July 24	Tuesday Evening Final Exams
Wednesday, July 25	Wed. Evening Final Exams
Thursday, July 26	Thurs. Evening Final Exams
Friday, July 27	Friday Evening Final Exams
Saturday, July 28	Saturday Final Exams
Monday, July 30	Semester Ends
Tuesday, July 31	Grades Due

# About Mineral Area College

## Mission Statement

The mission of Mineral Area College is to serve the community, to provide students a quality, affordable education, and to offer opportunities for professional and personal development.

## Vision Statement

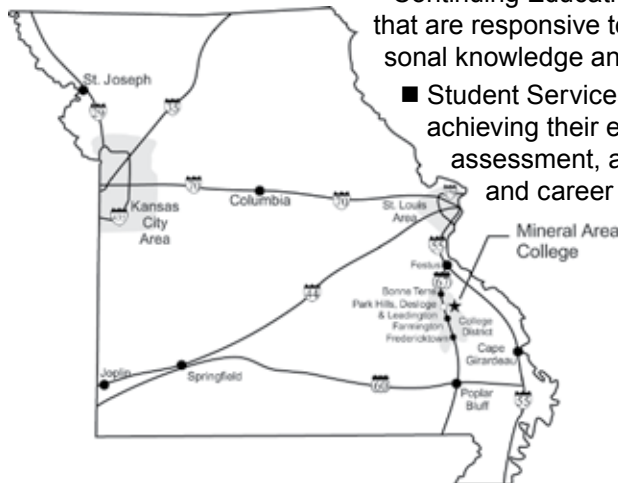
Mineral Area College will be recognized as an innovative educational institution and will:

1. Encourage and support individuals, businesses, and organizations to meet their educational needs.
2. Serve as a resource for community and cultural enrichment.
3. Attract, develop, and retain dedicated, diverse, and professional employees.
4. Recruit, develop, and retain a diverse student population by providing an accessible, quality, and affordable education.
5. Provide staff, faculty, and students with appropriate resources for programs and services.
6. Strengthen relationships with school districts and community agencies.

## Mineral Area College Fulfillment of Mission:

Mineral Area College fulfills its mission through the following goals:

- **General Education:** Provides courses that result in personal, cultural, intellectual and social development in transfer and career programs.
- **College/University Transfer:** Provides courses in general education as well as prerequisite work for students who plan to transfer to four-year institutions.
- **Career and Technical Education:** Provides courses which assist in the achievement of the technical knowledge and general background information necessary for employment.
- **Developmental Education:** Provides courses that prepare students in basic skills such as adult literacy and assists students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
- **Customized and Contract Training:** Provides specialized training to address specific needs of business and industry and to further the economic development of the region.
- **Continuing Education:** Provides a variety of lifelong learning opportunities that are responsive to people of all ages who continue their quest for personal knowledge and enrichment.
- **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.
- **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

Mineral Area College is an open-door institution with a reputation for 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.

Mineral Area College will expand on the following organizational priorities:

1. **Assessment:** Use assessment results and strategies to continuously improve the learning environment, our operational processes, and the effectiveness of all employees.
2. **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.
3. **High School Relationships:** Ensure a smooth transition for high school students entering Mineral Area College and provide resources to maximize their college experience.
4. **Diversity:** Promote a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone.
5. **Partnerships with Colleges and Universities:** Collaborate with other colleges and universities to provide baccalaureate and master degree programs to the service region.
6. **Business and Industry Training:** Develop economic growth and vitality in the region by providing training to meet the needs of employers and employees in the region.
7. **Technology and Facilities:** Strive for continuous improvement of facilities and instructional and operational technologies.
8. **Operational Effectiveness and Efficiency:** Maintain open lines of communication and cooperation among faculty, staff, and administrators. Create a working environment in which professional experience is valued and encouraged by providing the resources, tools, and freedom to achieve the college's mission and philosophy of purpose.

## Philosophy of Purpose

The Philosophy of Purpose is an educational agreement between Mineral Area College and its community that defines a mutual commitment to student success shared by students, faculty, and staff.

The college promotes a close, caring relationship among all members of the college community. The following six statements reflect Mineral Area College's philosophy:

- Mineral Area College is committed to continuous quality improvement.
- Mineral Area College 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.
- Mineral Area College contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- Mineral Area College meets the needs of those who will transfer to four-year institutions and those preparing for immediate careers.
- Mineral Area College contributes to the cultural enrichment, economic development, and general welfare of the region through continuing education and cooperative programs.
- Mineral Area College has an open-door policy that provides everyone an opportunity to learn.

## Value Statements

1. We are committed to respecting and caring for one another by being professional, fair, and honest.
2. The development of our teaching and learning environment is a responsibility we share.
3. Our students can expect excellence, opportunity, and encouragement so they may succeed.
4. Our curriculum and program offerings will effectively serve our communities' educational and training needs.

## Long-Range Plan

To fulfill its mission and achieve its envisioned future, Mineral Area College is guided by the current 2008-2013 Strategic Long-Range Plan.

The Strategic Long-Range Plan serves as a road map to guide the organization, ensuring the college stays on course as it achieves its goals.



In implementing this long-range plan, Mineral Area College will uphold its adopted philosophies and act in accordance with its values.

To fulfill its mission and achieve its goals, Mineral Area College will pursue the following six key strategies:

1. Build community awareness of Mineral Area College's strengths.
  - Inform the community about the college's credit and non-credit programs monthly.
  - Inform the community each semester about the college's financial aid options available.
  - Inform the community each semester about the college's exemplary customer service.
  - Inform the community about the college's cultural activity offerings monthly.
  - Inform the community monthly about the college's health/social well-being programs for students.
  - Inform the community each semester about the ease and efficiency afforded by the College's services and staff.
  
2. Develop community knowledge of academic and career program offerings.
  - Inform the community annually about all of the college's current degrees and majors.
  - Inform the community of availability of Mineral Area College's ITV/Web courses each semester.
  - Inform the community about accessing Mineral Area College's updated website to locate program information by July 2010.
  
3. Expand and improve marketing and student recruitment efforts.
  - Develop and implement an annual college-wide marketing plan that includes individual departments and programs by January 2010.
  - Design and implement a core recruitment package by August 2009, which includes specific strategies to recruit students through increasing access to programs.
  
4. Meet relevant and critical community education, employer, and career training needs.
  - Assess and evaluate at least one program in each department annually, with all programs in all departments examined by 2012, and determine if programs are of sufficient size and scope to meet community needs.
  - Assess annually the employers served by college programs to determine the need for additional programming and services.
  - Develop and implement a process to determine the interests of community members for new continuing education offerings by 2009.
  - Evaluate current degree programs to determine what additional on-line degree programs can be appropriately offered, with at least three additional programs offered by June 2013.
  
5. Address personnel priorities.
  - Develop a master staffing plan for instructional and support areas for all programs by June 2009.
  - Select and implement a formal performance management system by March 2010.
  
6. Address facility priorities.
  - Evaluate the ten-year master plan for the main campus in Park Hills and develop a list of priority items from the plan that may be completed by December 2013.
  - Complete the renovation of the library and theatre with funds already appropriated through the Lewis and Clark initiative by December 2009.
  - Identify technological upgrades, infrastructure needs, and emerging technologies for the college by September 2009.
  - Develop a "Clean and Green" Campus Plan that includes recommendations for environmentally responsible facility and technological upgrades, conservation, and energy usage by December 2009.

## History of Mineral Area College and Flat River Junior College

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

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

Mineral Area College was founded in April 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Washington and Ste. Genevieve counties, including North County, Central, West County, Bismarck, Farmington, and Fredericktown school districts. Since the college is a successor to Flat River Junior College, MAC is now the third-oldest public junior college in Missouri.

Since its inception, thousands of graduates have gone out into the world with the MAC degrees or certificates, and the college has become a comprehensive two-year community college. The academic transfer program almost doubled in size and scope within the first five years of the college's existence. In 1966, the vocational/technical division was added. The first vocationally-oriented programs were initiated in September 1966 and consisted of secretarial practice, business management and two technology programs. In 1967, a certificate course in practical nursing was introduced; in 1968, an associate's degree in nursing program was added.

In February 1970, the young institution moved into its new facilities on a 226-acre campus located on the east side of U.S. Highway 67 near Leadington and entered a transitional period of gradual expansion.

In 1985-86, the college completed significant, necessary additions to its facilities: a 350-seat Community Center, a remodeled learning resources center complete with second floor space that increases the facility's usable area by 3,800 square feet, and the Career Center which houses existing, new and expanded vocational programs.

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

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

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

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

Today, Mineral Area College serves more than 4,000 students each semester, and offers dozens of career and technical education programs, and required general education transfer courses that can be applied to almost all academic majors at universities. Mineral Area College is a leader in workforce development and customized training for businesses and industries in the area. Because of the foresight of college leaders and voters within the college's district, Flat River Junior College and Mineral Area College have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. Mineral Area College will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the future.

# Admissions & Records

## POLICIES YOU NEED TO KNOW

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

### Confidentiality of Financial Records

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

### Confidentiality of Student Records

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

### Directory Information/Public Information

In accordance with the Family Education Rights and Privacy Act of 1974, Mineral Area College considers the following to be a student's directory information: name, address, telephone number, date of birth, 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.

Name and addresses of Mineral Area College graduates or candidates for graduation will be released to four-year institutions upon the institution's request. (See page \_.)

### Drug-Free Work Place

Mineral Area College provides a drug-free campus and workplace and operates within the guidelines set forth in the Drug-Free Schools and Communities Act Amendments of 1989 and the Anti-Drug Abuse Act of 1988.

### Equal Opportunity Statement

Mineral Area College is committed to equal opportunity in employment and admissions. Inquiries and concerns about discrimination on the basis of race, color religion, national origin, sex, age, disability, ancestry, or veteran status may be directed to the Office of Human Resources, P.O. Box 1000, Park Hills, MO 63601. (See page 1.)

### Immunization Against Communicable Diseases

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

### Services for Students With Disabilities

It is the policy of Mineral Area College to provide accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the American With Disabilities Amendments Act of 2008. (See page 20.)

### Sexual Harassment Policy

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

### Smoke-Free Buildings and Quadrangle

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

### Student Responsibility for Catalog Information

This catalog is effective beginning January 1, 2010 for the 2010-11 and 2011-12 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

## GENERAL ADMISSIONS

### Requirements

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

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

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

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

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

### Selective Admission Programs

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

Programs	Maximum # admitted	Application Deadline
Practical Nursing	32	Dec. 15
Paramedic Technology	20	May 30
Medical Technology -Radiology	22	Feb. 15 – May 1
Associate Degree in Nursing	Freshman 36, Sophomore 48	Dec. 15
*Medical Technology - Respiratory Therapy	22	N/A

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

### Campus Visits

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

### Admissions Checklist

#### 1. Application for Admission

The Admissions Office accepts applications in person, by mail or online at [www.MineralArea.edu](http://www.MineralArea.edu).

Students should complete the application and forward it to: Admissions Office, P.O. Box 1000, Park Hills, MO 63601. Incomplete applications cannot be processed.

New and returning students are advised that the Social Security number is voluntarily disclosed to Mineral Area College 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 in application for state and federal funding.)

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

A one-time, non-refundable, \$15 application fee must accompany the admission application. Students who have previously received Mineral Area College credit are exempt from the application fee but must complete an Application Update Form, which can also be found at [www.MineralArea.edu](http://www.MineralArea.edu).

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

## **2. Financial Aid Application**

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

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

## **3. Transcripts**

Official copies of high school transcripts, home school proof of completion, and GED transcripts will be required by the Admissions Office. Previous college transcripts must be submitted prior to enrollment. Transcripts should be mailed directly from the respective school to the MAC Admissions Office.

First-time freshmen who have earned dual credit in high school from a college other than Mineral Area 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 a final transcript is received in the Admissions Office, 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 prior to orientation and registration. To request a high school, college, or Missouri GED transcript be sent to MAC, students may download a form from [www.MineralArea.edu](http://www.MineralArea.edu).

## **4. Placement Tests**

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

## **5. Confirmation of Admission**

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

## **6. Orientation**

College Advisement/Registration Day for Students (C.A.R.D.S.) is a required orientation for students entering as first-time freshmen or first-year students with fewer than 15 college credit hours. The orientation

is usually held the semester before the student begins at MAC (excluding summer). The program features academic advising, registration for classes, and information on housing, financial aid, billing, student activities, parking and student IDs.

Students who are admitted late and/or cannot attend a C.A.R.D.S. program will register after the last scheduled C.A.R.D.S. program for the semester. Exceptions to the above policy may be approved by the registrar or the dean of students.

## **Campus Housing**

College Park student housing offers affordable, convenient, on-campus housing for up to 212 Mineral Area College students. The 8-acre residential complex opened in 2000. It features 72 units: four efficiency units; 28 two-bedroom, two-bath units; and 38 four-bedroom, two-bath units. All residences are furnished and include kitchenettes. The complex has central laundry facilities, a clubhouse, a picnic pavilion with barbecue grills, a pool, and sand volleyball courts. More information can be obtained by contacting College Park, (573) 518-1330 or collegepark@MineralArea.edu.

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

## **Student Classification**

Students will be classified as follows:

### **Full-Time Classification**

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

### **Part-Time Classification**

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

### **Freshman**

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

### **Sophomore**

A student who has satisfactorily completed 30 or more semester hours of course work.

### **First-Time Student**

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

### **Transfer Student**

A student who has attended another institution of higher education since high school graduation and before applying to MAC is considered a transfer student.

### **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 session) may reactivate their files by updating their admission information with the Admissions Office. Files for students who have not attended within five years will be destroyed. 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 that have been destroyed. Returning students who have attended

another accredited institution since leaving MAC must have official and complete transcripts sent from those institutions to the Admissions Office.

### **Non-Degree Seeking Student**

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

### **Non-High School Graduate**

Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. To be admitted, non-high school graduates must be at least 16 years of age, take the college's Compass Test or submit ACT scores, and submit a high school transcript from the last school attended. These students will be admitted to the college as a provisional student until a high school or GED transcript is received by the Admissions Office.

### **Home Schools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools**

Home schooled, non-accredited or correspondence high school students may attend MAC, but must be at least 16 years old.

To be admitted, graduates of home schools, 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**

Special admission is granted to students attending accredited high schools who may want to participate in MAC's Dual Credit program. Dual credit is the enrollment of a high school student in one or more specified college courses for which the student is awarded both high school and college credit. This program is open to students who are at least 16. Some classes may require placement scores in order to enroll. Dual credit classes are taught in the local high schools by qualified high school instructors.

### **Dual Enrollment/Joint Enrollment**

Dual enrollment is the enrollment of a high school student in a college class or classes, but unlike dual credit, a student does not normally get high school credit for such classes. In addition, a dual enrollment student either takes classes on a MAC campus or takes distance learning classes from a MAC instructor. This program is also open to students who are at least 16, and placement scores may also be required in order to enroll in some of them. If they choose, students may take both dual credit and dual enrollment classes during the same semester.

### **Concurrently Enrolled Student**

Students may enroll in MAC and another college during the same semester. Such students should contact both their registrar and their dean regarding this arrangement so they may be directed to submit the appropriate paperwork.

### **Visiting Student**

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

### **International Students**

MAC is authorized under federal law to enroll international students. Admission inquiries should be directed to the Registrar's Office. All individuals who have questions regarding the application and enrollment of international students should contact the Registrar's Office at least 60 days prior to the

date classes begin. International students requesting I-20s for an F-1 visa to study at MAC must fulfill the following requirements for admission:

- (1) Complete (in English) International Application for Admission
- (2) Application fee payment of \$15.00
- (3) Evidence of English proficiency through one of the following:
  - A minimum score of 500 (paper-based), 173 (computer-based) or 61 (Internet Based) on the Test of English as a Foreign Language (TOEFL).
  - Completed ESL level of 109.
  - A minimum band score of 6 on the International English Language Testing System (IELTS).
  - A minimum ACT English score of 19.
  - A diploma from a secondary institution in an English speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
  - ACT/ESL Compass Test with scores greater than 37 on the grammar portion, with above 37 on the reading, and with above 55 on the listening portion. The applicant must have taken the test within the last two years.
- (4) Official Secondary Education documents translated into English
- (5) Notarized Certification of Finances
- (6) Finance documentation from a banking institution or sponsor
- (7) Proof of medical insurance. The plan must include repatriation and medical evacuation.

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

- Supplemental Transfer Form
- Academic transcripts from previous college institution

More detailed information can be found on our website under Admissions at [www.mineralarea.edu](http://www.mineralarea.edu) or you may contact the Registrar's Office at 573-518-2130.

MAC is a participating SEVIS school.

**Satisfactory Academic Progress** Once enrolled, international students on F-1 Visas must:

- Successfully complete a minimum of 12 credit hours per semester
- Maintain a cumulative grade point average of 2.0 or above.
- 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.
- Provide the college with proof of health insurance each semester of enrollment.

If the student completes fewer than 12 credit hours or earns a GPA less than 2.0, he/she will not be permitted to reenroll.

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

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

## RECORDS AND REGISTRATION

### Advanced Placement

MAC accepts advanced placement (AP) scores of 3 or higher for credit. Students who successfully



completed the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Students should forward the results of the AP exams through the College Entrance Examination Board to the registrar at MAC. An evaluation fee of \$25 is charged. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

### **Advanced Placement Examinations**

<b>Test</b>	<b>Score Required</b>	<b>Hours Granted</b>	<b>Institutional Courses Satisfied</b>
American History	3	3	HIS1230 American History I
	4 or 5	6	HIS1230 American History I and HIS1240 American History II
Biology	4 or 5	5	BIO1150 General Biology
Calculus AB	3, 4, or 5	5	MAT1650 Analytic Geometry & Calculus I
Chemistry	3	5	PHS1250 Introductory Chemistry
	4 or 5	5	PHS1350 General Chemistry I
English Language & Composition	3, 4, or 5	3	ENG1330 English Composition I
English Literature & Composition	3, 4, or 5	3	ENG1570 Introduction to Literature: Prose and Poetry
Physics C - Mechanics	3, 4, or 5	4	PHS1420 College Physics I
Physics C - Electricity/Magnetism	3, 4, or 5	4	PHS1440 College Physics II
French Language	3, 4, or 5	6	MFL1170 Elementary French,
			MFL1270 Intermediate French
Spanish Language	3, 4, or 5	6	MFL1370 Elementary Spanish,
			MFL1470 Intermediate Spanish

### **Change Of Program and/or Advisor Change**

Students can change majors or programs of study and/or their advisor by filing a form with the Registrar's Office. The form is available on the Web under Registrar's Forms or in Student Services.

### **College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) evaluates knowledge gained through reading, job experience, non-college training programs, etc. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. MAC will grant credit for successful scores on the general exams of CLEP and for selected subject matter exams. College credit is granted for students earning a minimum score of 50 on the exam. Credits must be applicable in the student's program of study. Credits will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. The credit by examination posting fee is \$25. No grades are assigned for CLEP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

A maximum of 30 semester hours of credit may be granted for education experiences obtained through nontraditional college programs. Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. There is no assurance that credit gained by CLEP will be accepted by another institution of higher learning will accept CLEP credit in transfer. Contact the Registrar's Office for more information.

### **Credit By Examination and For Educational Experiences**

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

### **Credit Transfer From Other Colleges**

MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following regional accrediting agencies: Middle States Association of

Colleges and Schools, Higher Learning Commission (North Central Association of Colleges and Schools), New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges. The college will consider credit from institutions accredited by an agency recognized by the U.S. Department of Education.

Transfer credit is awarded for regular academic courses taken at institutions accredited by the Accrediting Association of Bible Colleges (AABC). Mission, theology, doctrine, creation science, and religious education courses are not accepted. Six semester hours of Bible courses (i.e. Old Testament, New Testament, Life of Christ) may be accepted. To be accepted, coursework must have been completed at an institution after it received accreditation or during the time it was granted candidacy status from one of the above accrediting associations.

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

Transfer credit is generally not awarded for courses completed at institutions not accredited or approved above. Exceptions must be approved on a course-by-course basis by the registrar and by the head of the department through which each similar course is offered.

Similar transfer courses are equated to MAC credits. Unique transfer credits are counted as electives. Students with transfer credit must request 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 the transcript(s). All transfer credit with an "F" grade or higher will be transferred and calculated in the cumulative grade point average. Quality points and grade points will be transferred and averaged into the student's cumulative grade point average earned at Mineral Area College.

The designated transfer articulation officer at MAC is the dean of Arts & Sciences. Articulation appeals may be directed to the dean of Arts & Sciences. (See CBHE Guidelines for Student Transfer Articulation, June 2000).

### **Evening And Weekend Classes**

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

### **Grade Reports**

Final grades are available online through MyMAC at the end of each semester. Online grade reports list the letter grade awarded in each course, the grade points earned in each course, term totals, and cumulative GPA. The official GPA is available only on the MAC transcript. Financial obligations to the college must be met before official transcripts will be released. Mid-term grades may also be available online through MyMAC.

### **Military Experience Evaluation**

Any current member of the U.S. Armed Forces, U.S. Reserves, National Guard or eligible veterans who have successfully completed basic training may be granted two hours of college credit in physical education upon submitting his or her form DD-214 or equivalent. In some limited situations, the student may qualify for additional credit. Credit is normally granted for military coursework with an equivalent at MAC and appropriate to the student's major. Credit will be held in escrow until completion of one semester with an overall GPA of 2.0. Only official military transcripts will be evaluated by the registrar. An evaluation fee of \$25 is charged.

A maximum of 30 semester hours of credit may be granted for military experiences obtained through nontraditional college programs. Contact the Registrar's Office for more information.

## Records on Hold

If a student's record has been placed on hold for any reason (including, but not limited to an unsubmitted official transcript, a financial obligation to MAC, library fines, College Park fines, failure to pay for parking violations, or disciplinary actions), the student will not be allowed to do any of the following until the hold is removed: enroll in courses in subsequent semesters, obtain a transcript, receive a diploma or certificate, or access the student information system (MyMAC).

## Registration

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

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

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

## Release of Transcripts and Diplomas

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

## Statement on Right to Privacy and Review

In accordance with 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 with the U.S. Department of Education appropriate FERPA complaints, and to obtain MAC's FERPA policy statement.

Inquiries regarding the Act of 1974 should be directed to the Registrar's Office. Mineral Area College makes available to the public this directory information: name, address, telephone number, date of birth, 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 issues of health and safety concerns can be documented, campus community and law enforcement personnel may also be provided an individual photo. Further, the college releases lists of students who qualify for the dean's list, as well as names of graduates to newspapers which cover the permanent address of record. Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

If the student objects to the release of directory information, the student should contact the Registrar's Office before the end of the second week of classes during the fall and spring semester and by the end of the first week of classes of a summer or interim term. The request to withhold directory information must be renewed each semester.

## Student Information System

The student information system (MyMAC) is an easy and convenient way for students to access information online about their academic records, as well as information about the college.

It allows current and prospective students to check the course catalog and each semester's course offerings, and provides a convenient method for students to register and pay for classes and access academic and personal information, such as student schedules, transcripts, financial aid, and student billing.

MyMAC operates in a secure environment. Students must use their student identification number and password to access personal information. MyMAC is accessed at [www.MineralArea.edu](http://www.MineralArea.edu).

## Transcript Services

The Registrar's Office releases transcripts only on written authorization from the student. Transcripts are \$4 if mailed, \$8 if faxed, and can only be processed when payment is received. A transcript may be requested in person, or by writing the Registrar's Office. Transcript request forms are available in Student Services or may be downloaded from the Web at [www.MineralArea.edu](http://www.MineralArea.edu).

All transcript requests must include: student's full legal name and any former name(s), Social Security number or student identification number, birth date, current address including day phone number, and address to which transcript is to be mailed. The student must give complete information as to the street address and location and office or agency to which the transcript is to be mailed, and the student must have his or her original signature on the form to authorize the release of the transcript. A computer generated signature is not valid.

Transcripts can only be processed when payment is received. A faxed transcript request must contain all the above-listed information as well as credit card information including expiration date. Requests for transcripts to be faxed will not receive priority processing.

Please allow two to three working days for processing all transcript requests. Additional time is required for processing at the end of the semester. Financial obligations to the college must be met before a transcript is released.

Students may obtain an unofficial copy of their transcript through the student information system (MyMAC).

## Transfer to Other Colleges

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

Although acceptance of credit is at the discretion of the transfer school, 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 these programs are designed for employment preparation rather than transfer.

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

## Verification of Enrollment

All enrollment verifications are processed in the Registrar's Office. A student may either complete a verification of enrollment form on campus or write a letter and mail it to the Registrar's Office with the following information: full name, address and phone number, Social Security number or student identification number, date of birth, and semester(s) to be verified. For health insurance, provide parent name and Social Security number for identification. The student's signature is required for all enrollment verifications.

Current semester enrollment verification can be requested after classes have been in session for one week. Two or three days should be allowed for processing. The Verification of Enrollment form is available in the Student Services Office and at [www.MineralArea.edu](http://www.MineralArea.edu) on the Registrar's Forms page.

# Support Services

## Access Office

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

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

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

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

## Advisement System

The advisement system is faculty-based, in which students are assigned a faculty adviser based on their choice of major. Students can change majors or programs of study and/or their advisor by filing a form with the Registrar's Office. The form is available on the Web under Registrar's Forms or in Student Services.

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

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

## Assessment

The preferred test for placement is the ACT, administered in September, October, December, February, April and June. MAC also offers the Compass examination for those students unable to complete the ACT prior to registration. The Compass test is an un-timed examination that is taken on the computer. The student needs no computer skills to take the test. It is user-friendly and less stressful than traditional tests. Students may use their own calculators or the onscreen calculators to take the math test. The Compass is designed to measure current skills in reading, writing and math; the results are used to select appropriate levels of English and math courses. Students may take Compass more than one time, and they may take the entire battery or any of the three subject area tests. The entire battery is \$15 and any single test is \$10.

**GED** A student must present a Missouri driver's license or Missouri non-driver ID and the GED Authorization Form to be admitted to the test. To register, the student must have received his or her GED Authorization Form from Jefferson City and have completed the GED demographic form (available at the MAC Assessment Office and at UniTec Career Center Adult Education before registering at MAC. A \$20 non-refundable fee (cash or money order) is payable when registering for testing. Registration must be completed before the GED test day.

**CBASE** The Missouri General Assembly established the requirement that candidates for state-approved teacher education programs must achieve a satisfactory rating in specified subject area tests. The College Base (CBASE) was adopted by the State Board of Education. Candidates must score 235 or higher in each of four subjects areas (English, math, science and social studies). The CBASE is offered five times each year. To schedule the CBASE, the \$50 testing fee must be paid in the Student Services Office no later than

the Wednesday before testing (a late fee of \$15 will be required after the Wednesday deadline). Since this test has limited seating, students are encouraged to register well in advance.

**Exit Examination** All degree-seeking students will take an exit examination before graduating. Although the test is required, it is free and there are no required scores to meet graduation requirements.

**Certification And Distance Learning Testing** MAC is an authorized center for technology certification testing through Pearson Vue, Castle, and IQT test services. It is also available to proctor tests from other colleges and universities through their distance learning programs.

Students wishing to schedule any of these tests should contact the Assessment Office. Students should arrive at least ten minutes before the test with a picture ID (required).

## **Bookstore**

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

## **Cardinals Nest**

Breakfast, lunch and dinner are available in the Cardinals Nest next to the Field House. Hours are 8 a.m.-8 p.m., Monday-Thursday, and Fridays 8 a.m.-4 p.m. The Cardinals Nest is open for all home volleyball and basketball games.

## **Career Placement**

MAC has contracted with Workforce Employment Solutions to outsource its Career Placement Office and administration of the Work Experience Internship Program. Workforce helps students and alumni with job placement, while working with current students on internship opportunities. Students may stop by to discuss current job openings, solicit advice on interviewing techniques, research companies that are hiring or may be coming to campus, and take that first step to a new career. The office is located in the Arts and Sciences building. Job opportunities may be found at [www.MineralArea.edu](http://www.MineralArea.edu) under "Employment Options," or [www.visitworkforce.com](http://www.visitworkforce.com).

## **Career Planning Center**

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

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

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

## **Personal Counseling**

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

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

## **C.H. Cozean Library**

The college's library is a combination of resources that support, extend, and enrich the academic curriculum formulated by the college. The library helps students grow in their ability to find, generate, evaluate, and apply information that lets them continue their education into lifelong learning.

The collection consists of approximately 30,000 volumes, 140 periodical subscriptions, 5,000 audiovisual materials, 12 electronic databases, and a variety of many other resources.

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

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

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

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

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

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

## Health Services

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

## Learning Center

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

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

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

## Breaking Traditions

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

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

Breaking Traditions also provides professional development seminars for area educators.

## Parking

Free parking is provided on several large student parking lots. Parking regulations are distributed at C.A.R.D.S. student orientation and are available any time in the Student Services Office. Students have the

responsibility of familiarizing themselves with these regulations and abiding by the prescribed rules. Fines are assessed for violation of published parking and traffic regulations.

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

Student vehicles are not allowed to park in faculty lots or in handicapped parking spaces at any time.

## Regional Technical Education Council

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

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

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

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

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

## TRIO Programs

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

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

The first **Upward Bound** program started at Mineral Area College in November 1995, and a second one was funded in September 2007. 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 and 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 100 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 Mineral Area College and transfer to a four year institution. Tutoring, advising, workshops, and cultural activities are the primary components of EXCEL/SSS. Limited financial aid, subject to availability of funds, is available to students who meet federal and EXCEL/SSS eligibility criteria. This aid includes both scholarships and grants. EXCEL/SSS facilities include a computer lab for the exclusive use of its students. In addition, laptops, calculators, tape recorders, and other learning aids are available for short term loans to EXCEL/SSS students.

**Educational Talent Search** was the third TRIO program to be added to the MAC campus, effective October 2002. The first ETS program serves students in St. Francois and Madison Counties. A second ETS program was started September 1, 2006, to serve students in Washington and Iron Counties. Each Educational Talent Search is designed to serve 600 young people in grades 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

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

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

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

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

## TUITION AND FEES

### Tuition for Credit Classes:

(Subject to change with notice.)

- **Resident of the Taxing District:** **\$83/semester credit hour.**
- **Student from Outside Taxing District:** **\$108/semester credit hour.**
- **Out of State and International Tuition:** **\$132/semester credit hour.**

## Classification for Tuition Purposes

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

The burden of proof of eligibility for taxing district tuition rests solely with the student.

### Resident of the Taxing District of Mineral Area College

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

1. Reside 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. Has attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at MAC.

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

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

In the event that an additional appeal is necessary, students should follow published procedures for student due process at MAC, available in the Dean of Students Office or online at [www.MineralArea.edu](http://www.MineralArea.edu).

## Students from Outside the Taxing District of Mineral Area College

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 the state of 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 United States, and studying in the United States on a temporary visa. (See pg. 15.)

## 65 Years of Age or Older (Senior Scholar Program)

All residents age 65 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 pay for textbooks, lab fees and other course materials. Students must provide proof of age and residency and meet all entry requirements and course prerequisites. Courses will be taken on an audit basis only, and students must declare their intent to audit when they enroll. All courses are available only when class space is available. Students in this program must follow college policies regarding audit courses and other student policies in the Board Policy Manual. Contact the Registrar's Office for registration and more information.

## Penalty for False Information

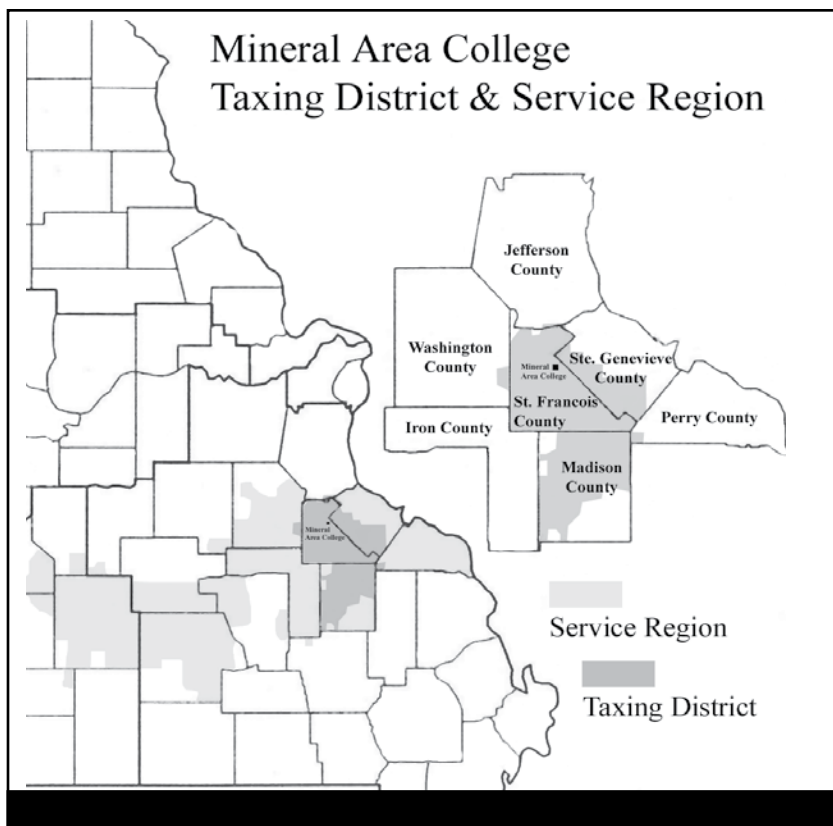
If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address altering his/her residency classification, the student will be subject to the following penalties:

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

## Tuition and Course Fees Set by the Board of Trustees

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

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



laboratory fees are reflected in the current semester schedule of courses and are available in the Business Office.

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

### **Books and Materials**

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

### **Fees for Non-Credit Classes**

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

## **Payment of Tuition and Fees**

Tuition and fees are payable before or on the deadlines published in the semester course schedule booklet. Students should write their 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 can be made at the Business Office, by mail, or online at [www.MineralArea.edu](http://www.MineralArea.edu).

### **Payment Deadlines**

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

Payment schedules are published in the course schedule booklets each semester and are available at [www.MineralArea.edu](http://www.MineralArea.edu).

### **Current Address**

It is imperative that students inform the Business Office of any changes of address. Invalid addresses could delay receiving statements and/or student refunds. 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 billed monthly for unpaid remaining balances. All balances may be paid off early.

On the next day following the final payment date (consult the appropriate semester's course schedule booklet, "Important Dates" section), students with any remaining unpaid balance will be assessed a one-time, \$25 late fee. Students will also be assessed an interest/finance charge of .75 percent per month on unpaid balances (i.e.,  $\$100 \times .75\% = .75$ ).

### **Third-Party Billing**

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

## Delinquent Accounts

The student must meet all financial obligations each semester by paying all money due to Mineral Area College including tuition, fees, rent, fines, charges for unreturned library books, and any other financial obligations by payment deadline. A student with a delinquent account is not permitted to enroll in succeeding terms, is not entitled to 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 finally to the Missouri Department of Revenue for interception of the individual's tax refund.

## Refunding Tuition and Fees

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

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

## Student Liability Insurance Program

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

# FINANCIAL ASSISTANCE

## Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

1. Obtain, complete and submit the Free Application for Federal Student Aid (FAFSA). This form may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The FAFSA form will allow the student to apply for federal and state sources of student financial aid and to receive a student aid report to be considered for any combination of the programs available. No fee is charged to apply.
3. The FAFSA should be submitted after January 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 Stafford Loan, and Scholarship Programs.

## Return of Title IV Funds Policy

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

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

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

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

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

*Fall 2009 Semester: Oct. 16, 2009;*

*Spring 2010 Semester: March 21, 2010.*

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

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

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

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

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

**Minimum Academic Standards For Financial Aid Eligibility**

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

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

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

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

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

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

<b>ENROLLMENT STATUS</b>	<b>MAXIMUM *** TIME FRAME</b>
Full-Time	6 semesters (or 93 credit hours attempted)
3/4-Time	9 semesters
1/2-Time	12 semesters

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

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

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

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

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

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

**Federally Funded Financial Aid Programs Federal Pell Grant**

1. The Higher Education Act Amendments of 1972 has authorized a federal program of grants for all eligible students, not just those of exceptional financial need.
2. Federal Pell Grants cannot exceed the difference between the student's family contribution and the actual cost of Mineral Area College attendance.
3. In the event federal appropriations are insufficient to meet full entitlement, the Federal Pell Grants will be adjusted downward.

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

Full-time = 12 or more credit hours course load

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

1/2 time = 6, 7, 8 credit hours course load

### **Federal Supplemental Educational Opportunity Grant**

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

### **Federal College Work-Study Program**

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

### **Federal Stafford Loan**

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

## **State-Funded Financial Aid Programs**

### **A+ Schools Program**

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

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

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

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

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

The Bright Flight Program provides scholarship awards of \$2,000 per academic year. To be eligible, a student must

- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri post-secondary school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Interested students should contact their high school counselor's office.

### **Marguerite Ross Barnett Memorial Scholarship**

This scholarship was established for students employed while attending school part-time. To be eligible, a student must

- Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- Work and be compensated for at least 20 hours per week;
- Be 18 years of age or older;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Award amounts vary based upon individual financial need but are limited to actual tuition at MAC.

## **Special Loan Funds, Emergency Loan Fund**

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

### **Veterans**

Mineral Area College programs of study are approved for veterans' educational benefits. The Financial Aid Office serves as the college's veterans' representative and provides services to persons who are eligible to receive educational assistance (G.I. Bill) as administered through the U.S. Department of Veterans' Affairs.

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

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

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

#### **For Fall and Spring Semesters:**

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

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

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

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

### **Servicemembers Opportunity Colleges**

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

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

### **Vocational Rehabilitation**

Mineral Area College is approved by the Department of Elementary and Secondary Education for

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

### **College-Funded Scholarships and Awards**

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

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

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

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

### **Outside Aid Reporting Requirement**

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

### **Verification**

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

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

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

### **Selective Service Requirement**

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

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

### **Financial Aid Confidentiality Policy**

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

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

Other information contained in the student's file may be reviewed, and if inaccurate information is



included, the student may request the expunging of such information. The information will then be expunged upon authorization of the official responsible for the file.

## **Student Consumer Rights Information**

### **Student Rights and Responsibilities**

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

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

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

### **Special Condition Procedures**

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

### **Amounts of Awards**

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

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

### **Payment of Awards**

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

# Student Activities

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

## Student Organizations

### Art Club

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

### Christian Student Union

CSU gives students opportunities for fellowship, Bible study, personal growth, and ministry to others. Membership is open to all denominations.

### Collegiate Music Educators National Conference

The music department sponsors a student chapter of the MENC. The group helps sponsor both professional and social activities for the Music Department.

### Delta Psi Omega

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

### Fellowship of Christian Athletes

This Christian organization is open to all students, athletes and nonathletes alike. Meetings, called "Huddles," are held weekly on campus and are a great way to make friends, work together on fun and important projects, and learn to explore faith. FCA sports and leadership camps are held each summer.

### International Club

This club, open to all students, 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 observances during events throughout the year.

### Little Theatre Guild

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

### Mineral Area College Ambassadors

A MAC ambassador represents 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 for their work. Ambassadors help during registration, recruitment, campus tours, events, phone surveys for student retention and tracking, and other activities and events.

### **Missouri State Teachers Association**

S-MSTA provides personal/professional growth opportunities through leadership, experience, ethics, and ideals, creating opportunities through which students observe and share the work of teachers in school and in the community.

### **Marketing-Management Club**

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

### **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 elevate 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.

### **New Journeys**

New Journeys (returning learners) provides support, encouragement and friendship to students who are non-traditional by age. Whether a student has been out of school for several years, never got around to starting, is a single parent, displaced homemaker, dislocated worker, facing a career change, or just looking for personal enrichment, there are many students in similar situations who are waiting to offer support, advice, encouragement and to share commonalities.

### **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, environmental activities, an annual eyeglasses collection drive and occasional field trips. There are no dues or minimum GPA requirements.

### **PAS, Postsecondary Agricultural Student**

Postsecondary Agricultural Student (PAS) provides an opportunity for leadership and career preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in career program areas such as Landscaping, Floriculture, Soil Science, Equine Management, Livestock, Dairy and Crop Production. Other competition areas include public speaking, employment interview and career planning and progress.

### **Phi Beta Lambda**

Phi Beta Lambda is a national organization of post-secondary students interested in pursuing a business and business-related career. PBL members develop leadership skills, initiate business ventures, and organize community service projects. All PBL students are encouraged to participate in state and national leadership conferences and competitions each year. Through participation in these activities, students are better prepared for careers, continuing their education, and life. Membership is open to any student enrolled at Mineral Area College.

### **Phi Theta Kappa**

Phi Theta Kappa is the international scholastic honor society for community college students. The Lambda Chapter was established at Flat River Junior College in 1926 and continued at MAC. Induction requires that a student be enrolled at MAC and have completed 12 credit hours with a cumulative GPA of

3.5 on a 4.0 scale. Members failing to maintain their scholastic averages receive probation for one semester and are dropped if the required 3.0 GPA is not maintained.

### **Psi Beta**

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

### **Student Radiology Club**

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

### **Robotics, Automation, Design And Information Technology (Rad-I.T.) Club**

RAD-I.T. promotes students' study and involvement in the areas of computers, computer science, electronics, computer-aided design, engineering, and other related technical disciplines. It acts as a support group for students in these areas, facilitates student support for academic programs across these disciplines, and provides social and educational activities and opportunities. Any student may join. RAD-I.T. holds regular meetings, attracts lecturers and demonstrators with skills knowledge, takes field trips, attends meetings, seminars, and conventions, and collaborates on technology projects and artifacts.

### **Student Activities Council**

Student Activities Council is a student-run club responsible for directing, administering and executing student activities and social events for the student body to enhance the college experience. The council is composed of representatives from recognized student clubs and organizations and the general student body.

### **Student Government Association**

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

### **Student 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 Mineral Area College 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.

## **DEPARTMENTAL ACTIVITIES**

### **Art Department**

The MAC Art Department offers a variety of culturally-enriching experiences for students, allowing them to view a wide variety of art and participate in art exhibits. The college has two different areas for exhibits: a hallway gallery near the art studio for student work, and a gallery in the lobby of the Fine Arts Theatre. The exhibits are changed often to allow maximum exposure to students' art work. The program

offers a high-energy exchange of work and ideas with the Music and Theater Departments through several interdisciplinary projects.

The program motivates the student's creative talents while preparing him/her for continuation in other colleges or universities. After completing the program, the art student should have a strong portfolio which could be presented to any Art Department in the country. The student should also have basic skills to complete various art endeavors within the community.

## Music Department

The Music Department consists of a variety of performing ensembles:

**Chamber Singers**— A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. Open to all students through audition only.

**Concert Band**— Meets for one, 2-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed including marches, overtures, and pop, film and Broadway medleys.

**Community Choir**— The evening version of the MAC Singers, a large choral ensemble (Soprano/Alto/Tenor/Bass) made of MAC students and community vocalists. It is open to all.

**Jazz Ensemble**— Performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballads, rock, bossa novas, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

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

**Kicks Band**— Community version of the daytime Jazz Ensemble meets for one, 2-hour rehearsal throughout the year and is the main performing group at the Jazz Festival. MAC Students welcome to audition, depending on need.

**MAC Singers**— Performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with instructor's consent.

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

**Studio Orchestra**— A performing ensemble focusing on creating and producing a large-scale musical-variety show. Open to all students by audition who sing or play an instrument in any style of music.

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

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

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

## Student Music Educators National Conference

The student chapter of the Music Educators National Conference promotes music education and professional growth of the student members.

Activities of the organization include social events, attendance at local, state, and national MENC conventions and meetings, participation with a public school in promoting and observing "Music in Our Schools Day," service activities that promote music on the campus and in the community, and other professional music activities planned by the student members. Membership in MENC is open to any interested student.

## Theater Department

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

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

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

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

## ATHLETICS DEPARTMENT

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition in men's basketball, baseball and golf, and women's basketball, softball and volleyball.

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

**MASCOT – KIRBY THE CARDINAL** 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. The student chosen to portray Kirby will be awarded a scholarship.

**MEN'S BASKETBALL** The Cardinals have won over 70% of their games over the past 25 seasons, including multiple national rankings (#2 in 2006). Program highlights include 10 MCCAC Conference Championships, 4 Regional Championships, 13 All-Americans, 13 Academic All-Americans (3.6 GPA or higher), over a 90% graduation rate, and over 55 players that transferred to NCAA DI universities. MAC plays a national schedule, and hosts multiple nationally ranked teams each year.

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

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

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

**WOMEN'S SOFTBALL** The Cardinals play NJCAA Division 2 softball and the home field is the Farmington Sports Complex. Scholarships are available. The Lady Cards won the 2009 Region Championship in their inaugural year and went on to represent the region at the Softball World Series in Normal, Ill.

**MEN'S GOLF** The Cardinals play NJCAA Division 2 golf and the home course is Crown Pointe. Scholarships are available. The men's golf team competed in Region 16 tournament play their first year out.

# Academic & General College Policies

## Academic and General Policies

Students are responsible for keeping themselves informed on the policies that govern their studies at MAC. This section contains information regarding credits, course loads, graduation, academic progress, and other policies.

## Academic Integrity

**Level I Violation:** A student commits an act of plagiarism or cheating, as evidenced by the instructor.

**Level I Consequences:**

1. The student will receive a failing grade for the assignment.
2. The student's academic integrity report will be forwarded to the dean of students.

**Level II Violation:** A student commits a significant act of plagiarism or cheating, as evidenced by the instructor.

In a significant act of plagiarism, the student commits numerous acts of plagiarism with numerous sources within one particular assignment; the student plagiarizes a significant portion of his or her assignment from one source; or, the student borrows, purchases, or steals an entire paper and submits it as his/her own.

In a significant act of cheating, the student gives or receives unauthorized help before, during, or after an examination; the student uses notes, books, or other aids during an examination (unless permitted by the instructor); the student looks on someone else's examination in class; or, the student collaborates with another student(s) enrolled in the same course and shares examination subject matter in advance of testing.

**Level II Consequences:**

1. The student will receive a failing grade for the course.
2. The student's academic integrity report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education), and the department chairperson of the faculty member making the sanction.

**Level III Violation:** A student commits multiple acts of plagiarism or cheating as evidenced by the instructor(s) on assignments and/or examinations at any time during his/her tenure at MAC.

**Level III Consequences:**

1. The student will receive a failing grade for the course.
2. The student's Academic Integrity Report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education), and the department chairperson of the faculty member making the sanction.
3. The student may be suspended from MAC for one semester.

## Administrative Withdrawal

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

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

For absences due to school-related activities such as athletic games, music performances, field trips

etc., an electronic notice will be issued by the appropriate dean's office stating who is to be excused and for what period of time.

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

## Applying for Graduation

MAC does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student's responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.

Graduation seminars held each semester explain Mineral Area College's graduation process.

To be eligible for graduation, a student must adhere to the following:

1. File an Application for Graduation Candidacy form with the Registrar's Office during the first two weeks of the fall or spring semester or during the first week of the eight-week summer term.
2. Attach a completed degree/certificate plan, signed by an advisor, to the Application for Graduation Candidacy form.
3. Submit the nonrefundable \$40 graduation processing fee, due at the time of application. The graduation processing fee is charged one time per degree. (See "Earning More Than One Degree," below.)
4. Complete the specific requirements of each degree/certificate program as outlined in the college catalog, with the last 15 semester hours earned at MAC.
5. Earn a cumulative GPA of at least 2.0 or better.
6. Resolve all financial obligations to the college and return all library and college materials.
7. Spring (May) candidates for graduation are required to be measured for a cap and gown in the MAC Bookstore. Dates for measurements are posted on the Web, placed in the announcements, and e-mails are sent to students. The cost of the cap and gown is included in the graduation fee.
8. Candidates for graduation are required to attend a graduation seminar.
9. Candidates for graduation are required to complete a MAPP exit exam. Candidates will be notified of exit exam dates by the director of assessment and posted on the Web site.
10. Students should watch for e-mails from the director of assessment regarding the dates and times of the graduation seminars. These dates and times are also posted on the Web.
11. If a student decides to postpone graduation to the following semester, the graduation processing fee is transferable so long as the Registrar's office is notified in writing six weeks before the original anticipated date of graduation.

## Earning More Than One Degree

A separate application must be filed for each degree or certificate whether they were earned at the same time or during different semesters.

The specific requirements of each degree or certificate must be completed.

If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, the \$40 graduation processing fee must be paid each semester that a degree is awarded.

## Auditing a Course

Students may audit a course, which means they will enroll in a course and receive no credit for it. An "AU" grade appears on the transcript. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Once registered, students may not change their registration status (audit vs. credit). Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisite requirements for other courses. Normally, an auditor attends the course on a regular basis and is not required to take examinations nor complete homework assignments. Fees are the same for audit courses and credit courses. Financial assistance does not apply to audited courses. Students receiving financial aid or veterans benefits cannot count audit courses to establish full- or part-time status.

## Change in Class Schedule

### Adding a Class

This term refers to the short period of time at the beginning of any semester or session when students can add an open class with or without the instructor's signature. Restricted classes require a signature by



the instructor in order for a student to register. Students may not add a course during the fall or spring terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first week of a 16-week term (3 days for a summer term).

A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class.

To add a class the student must:

1. Obtain a Request to Add Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of adding a class
5. Pay any additional fees required

### **Dropping a Class**

This term refers to the time a student may drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing from a class. Unless otherwise indicated for specific programs, students may officially withdraw from a 16-week course up to the 13th week of the semester. From the beginning of the 14th week through the end of the 16th week semester, students will not be permitted to withdraw from a class and must accept the grade earned. The date of a drop will determine if there is a refund. Courses that are dropped during the first 1/4th of a term will not appear on an official academic transcript.

To officially drop or withdraw from a course, the student must:

1. Obtain a Request To Withdraw From Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of official withdrawal

Important course withdrawal dates are published in the Course Schedule Booklet and are available on the College's web site. Students may also drop or withdraw from a class on the student information system (MyMAC) at [www.MineralArea.edu](http://www.MineralArea.edu). The responsibility of dropping a course rests with the student. Any informal arrangements made with the instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student cannot drop a course merely by not attending classes.

If entitled to a refund, checks are processed weekly and mailed. Students who receive any type of financial assistance or veterans benefits should notify the Financial Aid Office before withdrawing from courses.

### **Class Cancellations**

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

## **Commencement Exercises and Issuance of Diplomas**

The commencement ceremony is the culmination of the student's program of study. Each May, Mineral Area College conducts a graduation exercise whereby faculty, staff, family and friends come together to recognize and honor academic achievements. Graduates from each term are encouraged to attend, but May graduates are required to participate in the ceremony unless excused by the appropriate dean.

Participation in the graduation ceremony is allowed prior to verification of completion of final courses. Diploma covers and certificates are distributed at the May graduation ceremony. The actual degree or certificate is posted to the official transcript and the certificate or diploma is released after final degree audits have been completed and all degree requirements have been verified by the registrar. Diplomas and certificates will be mailed to the address indicated on the Application for Graduation Candidacy.

Diplomas and certificates for August and December graduates are mailed by the appropriate dean's office after the final degree audit has been completed by the registrar.

## **Course Grade Appeal Procedures**

Students with concerns about course requirements, class procedures, teaching styles, or grades should whenever possible first approach the instructor for clarification/resolution. Concerns about final grades must be expressed by the end of the next regular semester. If concerns exist after consulting with the instructor,

students should then contact the appropriate program coordinator, director, or department chair. Individual departments may establish their own internal procedures for handling student concerns.

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

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

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

## Correspondence Courses

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

## Dean's List

The Dean's List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each semester. Students meeting the following requirements qualify for the Dean's List:

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

## Degrees and Certificates

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

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

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

**Associate of Arts in Teaching Degree (AAT)** is awarded to students seeking the first component of a degree in teacher education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. Students are encouraged to contact the coordinator of teacher education to obtain specific information about degree requirements and areas of study. The AAT is a transferable degree articulated with all public universities and many private universities in Missouri. While completing the AAT, students should also work with the transfer institution for additional requirements.

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

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

**Associate of Science Degree (AS)** The Associate of Science degree is awarded to students

completing the requirements of specifically identified programs (Nursing-RN, Medical Technology-Radiology, and Medical Technology-Respiratory Therapy) with at least a minimum of 62 semester hours.

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

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

## Degree and Certificate Time Limits

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

## Distance Education

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

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

MAC is approved by the Higher Learning Commission of the North Central Association to offer the AAS in Criminal Justice entirely by Internet. For more information, please call the director of public safety.

## Dual Credit

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

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

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

## E-Mail

**College use of e-mail** E-mail is the primary means for official communication at MAC. The college has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended only to meet the academic, student activities and administrative needs of the campus community.

**Assignment of student e-mail** Official college e-mail accounts are activated upon students' acceptance. Official e-mail addresses are not considered directory information unless the students request otherwise. For directions on accessing the MAC e-mail account, students should follow the link to "MAC E-mail" on the MAC website. If further assistance is needed, the student should click on the "HELP" link.

All MAC e-mail addresses are composed using the following form: The first initial of the first name, full last name and last 3 digits of the student ID number +@mineralarea.edu.

For example *Dan Goodperson, ID 68189* would be: *dgoodperson189@mineralarea.edu*.

To log in to the e-mail system, students will use the name + three-digit portion of the e-mail address for the user name and their ID+0 for the password (Example, *User Name: dgoodperson189, Password: 681890*). This is not the same as logging in to MyMAC.

If students wish to redirect e-mail from the official MAC address to another e-mail address (e.g., @aol.com, @hotmail.com, etc.), they may do so, but at their own risk. The college will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her MAC account.

**Expectations about the use of MAC e-mail** All students and MAC employees are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-critical.

**Privacy** Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters and should not assume that e-mail 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” command during e-mail correspondence. Students will have an opportunity to request that their e-mail address not be disclosed to others as part of courses utilizing electronic teaching tools.

**Educational uses of e-mail** Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes and will specify their requirements in the course syllabus. This “Official Student E-mail Policy” will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore assume that students’ official MAC e-mail accounts are being accessed, and faculty can use e-mail for their classes accordingly.

## Electronics Usage in the Classroom

In an effort to ensure that MAC can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside Mineral Area College 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 instructor’s course syllabus. The MAC Board of Trustees gives the administration the right to amend the following procedure as new technology deems necessary.

The following devices should not be readily accessible without instructor approval:

- Computers
- Mp3 players and other audio devices
- PDAs
- Cell phones
- Personal gaming systems
- Cameras
- Camcorders
- Audio recording devices
- Pagers
- 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 or future assignments.
- Following procedures outlined in the academic integrity policy (these actions would be subject to appeal in accordance with the policy).

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

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

Students may appeal any decisions concerning the above policy by contacting the Dean of Students. Students may obtain the Student Due Process from the Dean of Students, the student handbook, or on MAC’s web page under Students, Student Resources, Handbook.

## English as a Second Language

Mineral Area College offers a comprehensive English as a Second Language instructional program for academic, personal or professional purposes. Grammar, composition, reading/ vocabulary and speaking/ listening are available at the beginning, intermediate and advanced levels.

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

## General Education Block (42 Credit Hour Block)

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

## Grading System

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

A – Superior. The student has demonstrated outstanding proficiency in mastering course objectives.

B – Above average. The student has demonstrated above-average proficiency in mastering course objectives.

C – Average work. The student has demonstrated average proficiency in mastering course objectives.

D – Below average. The student has demonstrated below average but proficiency in mastering course objectives. A grade of "D" may be considered unsatisfactory in some programs.

F – Failing. Work done is undeserving of credit. The student has not demonstrated a minimum passing proficiency in mastering course objectives.

W – Withdrew from course.

I – Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances.

AU – Audit (no credit). Students who audit a class attend class meetings but do not receive credit or a grade for the course.

P – Passing. This mark indicates the student has completed the coursework satisfactorily.

College credit is valued in grade points as follows:

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = No grade points

W = No grade points

I = No grade points

AU = No grade points

P = No grade points

Once a grade is recorded in the Registrar's Office, it is a permanent grade. Changes cannot be made unless the instructor has made an error in calculating the grade. Any change in a grade must be approved by the dean of the respective division.

## Grade Point Average

The semester grade point average is calculated by:

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

Courses with grades of a “P, W, AU” and “I” are excluded from these calculations.

## Graduation Requirements

The requirements for graduation are those specified in the course catalog when a student enters the college. However, any student may elect to meet the requirements stated in a catalog printed in a later year. Students who discontinue enrollment for two consecutive semesters (summers excluded) must follow the catalog in effect upon their return. Students should be aware that 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, certificate or diploma program. The student must satisfy course prerequisites/corequisites as specified in the college catalog even if graduating under the provisions of an earlier catalog.

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

Annual deadlines to file an Application for Graduation Candidacy are as follows:

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 (August graduate) – end of first week of 8-week summer term

See page \_\_\_\_ for specific information about applying for graduation. One commencement ceremony is held annually in May.

## Honors Program

An Honors Program is offered for students wishing to further participate in their education and gain an increased understanding of the subject matter. Honors classes offer an opportunity to meet peers of comparable abilities and experience greater teacher-student interaction. Course work emphasizes individuality, originality, and participative learning. Critical thinking, analytical writing, and/or oral expression may also be required in honors classes.

First time students must meet any one of the requirements to qualify for the program:

- High School GPA of 2.75 or above on a 4.0 scale, or a 7.5 on an 11.0 scale;
- ACT composite score of 19 or above;
- Minimum Compass reading score of 81.

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

To successfully complete the Honors Program and receive recognition at commencement, students must complete 12 credit hours of Honors credit with a “B” or better in each honors course, have a final cumulative GPA of 3.0, and complete an exit interview with the dean of Arts & Sciences.

## Incomplete Policy

Assigning an “I” grade is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder, due to unusual or extenuating circumstances. A grade of “I” may not be assigned merely 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 may not re-enroll in courses in which they have received an “I” grade.

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

The deadline for removing an incomplete grade 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, which is provided by the Registrar’s Office. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an “I” grade is not cleared within the specified time period, the Registrar’s Office will automatically convert the grade to an “F”.

## Overload Policy

The maximum course load for the fall and spring semesters is 18 credit hours. The maximum course load for the summer term is 8 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with dean approval.

## Pass-Fail Grading System

A maximum of six credit hours on a "pass-fail" basis may be applied to the requirements of the Associate of Science, Associate of Applied Science or an Associate of General Studies degree. A maximum of three credit hours on a "pass-fail" basis may be applied toward the requirements of a one-year career and technical education certificate. A student must enroll on a pass-fail basis at registration and will not be allowed to change registration after the class has met. A student must have a minimum 2.1 GPA for all other credit hours presented for graduation requirements.

## Prerequisites, Corequisites

A prerequisite is a course that a student must successfully complete before enrolling for another course. Prerequisites and corequisites are listed in the catalog with the course description. Students will be administratively withdrawn if a prerequisite is not met.

Certain courses require that a student be concurrently registered for another course, a corequisite. For example, a student enrolled in MUS1310 Music Theory I must also enroll in MUS1370 Sight Singing/Ear Training I. When registering, a student must sign up both for the course and for any corequisite. If a student later wishes to drop the course, the corequisite course must also be dropped. If a student fails one of the courses, the student will be allowed to repeat it without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until both have been successfully completed.

## Professional Teacher Education Program

The Associate of Arts in Teaching is approved by the Missouri Department of Elementary and Secondary Education and is consistent with the degree and coursework offered at other community colleges in the state. The program also includes electives in major areas of certification. Students are required to pass a criminal background check before participating in field experience and must receive a passing score on the C-BASE exam before graduating with the Associate of Arts in Teaching. Students are encouraged to contact the teacher education coordinator for more information by calling (573) 518-2252.

### General Education Core: 43-45 Credit Hours

#### Teacher Education Core:

- EDU2040 – Foundations of Education (3 hrs.)
- EDU2100 – Field Experience (3 hrs.)
- EDU2200 – Technology for Teachers (3 hrs.)
- EDU2320 – Educational Psychology (3 hrs.)
- EDU2600 – Portfolio Evaluation (1 hr.)

#### Electives:

##### Early Childhood:

- EDU1300 – Child Development
- EDU2020 – Children's Literature
- EDU2400 – Infant Toddler Curriculum
- EDU2420 Organization and Management of Early Childhood Programs

##### Elementary Education:

- EDU1300 – Child Development
- EDU2020 – Children's Literature

##### Secondary Education:

- EDU1100 – Adolescent Psychology

Other electives by subject.

## Repeat Of A Course

If a student received a grade of “C” or lower in any course, he or she may repeat the course. The original grade will appear on the transcript, and all grades for each attempt are recorded on the transcript. MAC will use the latter grade to calculate the cumulative GPA. Some colleges and universities will recalculate the GPA for admissions purposes and include both grades earned.

Students may not repeat a lower level course that serves as a prerequisite for a course already completed with a “C” or better. For example, if a student receives a grade of “C” in MAT1130 and subsequently completes MAT1230 in a following term with a grade of “C”, the student is not allowed to repeat MAT1130 in a future semester.

For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

## Student Conduct (Excerpt)

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

Misconduct for which students are subject to college discipline is as follows:

1. Dishonesty such as cheating, plagiarism or knowingly furnishing false information to the college.
2. Forgery, alteration or use of college documents, records or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities, including public service functions and activities on college premises.
4. Physical abuse of any person on college premises, at college-sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft from or damage to college premises, or theft from or damage to property of a member of the college community on college premises.
6. Failure to comply with directions of college officials acting in performance of their duties.
7. Use of, being under the influence of, possession of or distribution of alcohol or illegal drugs on campus or at college-sponsored functions is prohibited under the rule of expulsion.
8. Disorderly conduct, breach of the peace, or infringement upon the rights of others, whether on college-owned property or at college-sponsored or supervised functions.
9. Possession or use of firearms, explosives, dangerous chemicals or other weapons on campus or at college-sponsored activities.
10. Violation of published college regulations, including regulations relating to entry and use of college facilities and any other regulation which may, from time to time, be enacted.

## Student Due Process

Students have a right to appeal any decision made by faculty, student-faculty committee, or administration. In all cases, the final board of appeal will be the Mineral Area College Board of Trustees. Copies of the Student Conduct and Student Due Process information is available in the Dean of Students Office.

Except where a definite procedure exists, the following will serve as guidelines for all appeals:

1. Any student wishing to make an appeal may or may not choose a faculty adviser to help advise and represent him or her in the due process procedure.
2. It will be the student’s responsibility to see that the appeal is placed with the dean of Student Services.
3. The dean of Student Services will review the circumstances of the student’s appeal and will channel said appeal to the appropriate office, dean or committee.
4. The appropriate office, dean or committee will review the case referred by the dean of Student Services and render a decision. In the cases of committee jurisdiction, the student will have the right to a formal hearing.
5. If the student disagrees with the decision made by the appropriate office, dean or committee, he/she



may appeal that decision to the president, who will review the case with the student and render a decision.

6. In the case of such appeal, a final appeal requesting a hearing of the case may be made in writing to the chairman of the Mineral Area College Board of Trustees.
7. In order to protect the welfare of the student, all appeals will be resolved expeditiously.

## 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 one hour each week during a semester (16 weeks).

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

Sixteen semester hours constitute a normal course load for a full-time student in one semester. Students who wish to register for more than 18 credit hours during the fall or spring semester or in more than 8 hours during the summer term should refer to the Overload Policy on page 14.

Students should be aware that, on the 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.

## Videotaping and Photography

Mineral Area College 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, Mineral Area College 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 Public Information Office.

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

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

## Withdrawal From College

When a student must stop attendance in all classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar's Office. 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 25 percent of the semester are not entered on the student's permanent record. After 25 percent of a semester or term has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed. Regardless of whether the student was passing or failing at the time, a "W" (withdrawal) will be entered upon the student's record. Any drop completed after 75 percent of a term has passed may result in a grade of "F".

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

To withdraw from the College the student must:

1. Obtain a Withdrawal/Exit Form;
2. Complete the form;
3. Submit the Withdrawal/Exit form to the Registrar's Office for processing;
4. Wait for any refund due to be mailed by the Business Office, if entitled to a refund.

When a student withdraws from a class or from the college, his/her record will show a grade of "W"

(withdrawal), whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75 percent of the term.

## Withdrawal for Students Mobilized for Military Duty

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

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

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

The student shall receive a full refund for textbooks purchased at the MAC Bookstore.

The College Park housing refund will be prorated based on the actual number of days room and board were used.

# Degrees & Certificates

## Arts & Sciences Division

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

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

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

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

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

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

## General Education Philosophy

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

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

## General Education Key Quality Indicators/Competency Statements

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

These indicators include:

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

how to analyze problems and explore possible solutions. Courses at Mineral Area College are designed to apply problem solving skills and improve problem solving abilities.

3. **Critical/Creative Thinking** In addition to memorizing facts and figures and other “concrete-sequential” problem solving activities, students should be challenged to apply what they have learned to the real world, including thinking “outside the box” while solving real world issues. Mineral Area College graduates will be prepared to apply what they have learned to the real world.
4. **Computer** The electronic world is increasing exponentially. Graduates who are not familiar with typical microcomputer applications simply have fewer chances for success in the business environment of today. A Mineral Area College education helps students develop skills in these areas because most classes and instructional resources will require the use of computer knowledge and electronic research abilities.
5. **Self-Directed Learning** A knowledgeable, informed person is one who actively participates in life-long learning activities and takes ownership in individual learning situations. No matter which instructional medium students choose (traditional class, online, telecourse), Mineral Area College faculty utilize student-teacher interactive techniques, critical thinking exercises, small group activities, and other related assignments in order to create a learning curiosity and to prevent students from just memorizing material.
6. **Personal/Social Development** At Mineral Area College education not only involves academic achievement, but also life-management skills as well. A Mineral Area College graduate should be mature and considerate, with self-confidence and the ability to interact with others in a successful, ethical way.
7. **Teamwork/Team Leading** Many employers and four-year universities are looking for people who have the ability to work with others on a team. In fact, the higher a professional or employee rises in most fields, the more important teamwork and leadership abilities will become. At Mineral Area College, students will find many curricular and extra-curricular activities to apply these skills and develop their proficiency at working in and leading teams.
8. **Multicultural Experiences** Recognizing diversity is one of the stated values of the overall mission and vision of Mineral Area College. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts and every Associate of Arts in Teaching student is

required to complete one course that is “culturally diverse.” The College recognizes diversity as a value to be upheld by faculty, staff and students so that a learning environment can be maintained that encourages inclusiveness and discourages acts of thoughtlessness and disrespect.

9. **Cultural Enrichment** Part of being knowledgeable is having an admiration for the most meaningful accomplishments of human society. Whether it is listening to steel drums or vocal ensembles, visiting the campus art gallery, attending a play or watching the Cozean Lecture Series or a visiting scholar from another country, experiencing cultural events is essential to broaden one’s perspectives.
10. **Wellness and Health** An educated successful person involves the whole person, including mental and physical health, well-being, and fitness. A Mineral Area College graduate should understand the value of a healthy diet, exercise, physical fitness, and a variety of activities to help a person understand and develop a pattern of life-long health and fitness.

## General Education State Level Skill Areas

1. **Communicating** To develop students’ effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
2. **Higher Order Thinking** To develop students’ ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
3. **Managing Information** To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
4. **Valuing** To develop students’ abilities to understand moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
5. **Social and Behavioral Sciences** To develop

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

6. **Humanities** To develop students' understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. **Mathematics** To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.
8. **Life and Physical Sciences** To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs their imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

## Associate of Arts Fields of Study:

Art  
Biological Science  
Business Administration  
Chemistry  
Computer Science  
Earth Science  
English  
Foreign Language  
History  
Information Systems  
Mass Communications  
Mathematics  
Music  
Physical Education  
Physical Science  
Physics  
Political Science  
Psychology  
Social Work  
Speech  
Theatre Arts

### Pre-Professional Areas:

Architecture  
Engineering  
Forestry  
Journalism  
Law  
Medicine  
Pharmacy  
Physical Therapy

### Secondary Education:

Agriculture  
Art  
Biology  
Business Education  
Chemistry  
English  
Family and Consumer Science  
Foreign Language  
Mathematics  
Music  
Physical Education  
Social Studies  
Speech

## Requirements for Associate of Arts Degree:

### General Requirements for the Associate of Arts (AA) Degree

1. A student must complete a minimum of 42 semester hours in general education selected from the above categories. The remaining 18-20 hours will be planned according to the student's major and the requirements of the school to which he/she plans to transfer.
2. Six hours of Career and Technical Education courses may be applied toward the AA degree.
3. Application for graduation candidacy must be filed during the first two weeks of the fall and spring semesters and during the first week of the summer term. Applications received after that date will be held until the following semester.
4. All potential graduates are required to attend a graduation seminar.
5. Spring Semester graduates must attend commencement exercises to receive a diploma. Fall and Summer graduates have the option of attending commencement exercises in the spring and may have their diploma mailed to them.
6. Completion of an exit exam is required of all graduates.
7. Six elective credits may be fulfilled through participation in ensembles (see Course Description section for listing). Students must have prior musical experience. These classes do not satisfy humanities requirements.

8. The last fifteen (15) hours must be earned at MAC.
9. Students must earn a 2.0 or better cumulative grade point average.
10. The student must have sixty (60) semester hours PLUS two (2) hours of PE courses.

**AREA:****COMMUNICATIONS (9 semester hours)**

- English Composition I (ENG1330)
- English Composition II (ENG1340)
- One (1) oral communication course required:
  - Public Speaking (ENG1440)
  - Interpersonal Communications (ENG1670)
  - Oral Interpretation of Literature (ENG2000)

**HUMANITIES (9 semester hours)**

Three (3) courses from at least two (2) disciplines; 3 hours of which must be a cultural diversity course (\*denotes class fulfills cultural diversity requirement. Registrar maintains updated list.)

**Art:**

- History of Art I (ART1490)\*
- History of Art II, (ART1500)\*
- History of Art III (ART1510)\*
- Intro to Humanities (ART1530)

**Literature:**

- Intro to Literature: Prose & Poetry (ENG1570)
- Literary Masterpieces I (ENG2120)\*
- Literary Masterpieces II (ENG2130)\*
- English Literature I (ENG2330)
- English Literature II (ENG2340)
- American Literature I (ENG2430)
- American Literature II (ENG2440)
- Readings in Short Fiction (ENG2460)
- Multi-Cultural Literature (ENG2500)\*
- Young Adult Literature (ENG2530)\*
- Poetry and the Human Experience (ENG2580)

**Theatre:**

- Intro to Theatre (THE1000)
- Intro to Literature: Drama (THE1200)
- World Drama (THE2120)\*

**Mass Communications:**

- Intro to Cinema (COM1060)\*

**Foreign Language:**

- Any Modern Foreign Language Course (MFL prefix)\*

**Music:**

- (Studio & Ensemble Courses do not fulfill humanities requirement. However, up to 6 hours of ensemble courses may count toward the AA degree as elective credit.)
- Music Theory I (MUS1310)
- Music Theory II (MUS1320)

- Music Theory III (MUS1330)
- Music Theory IV (MUS1340)
- Appreciation of Music (MUS1630)
- Appreciation of Jazz (MUS1650)
- History and Form of Rock Music (MUS1680)\*
- Introduction to Music (MUS1730)

**Social:**

- World Civilization I (HIS1100)\*
- World Civilization II (HIS1520)\*
- Western Civilization I (HIS1130)\*
- Western Civilization II (HIS1140)\*
- History of Christianity (HIS1190)
- Introduction to Latin American History (HIS1360)\*
- Modern Latin America (HIS1500)\*
- Introduction to Philosophy (PHI1400)
- Comparative Religion (PHI1410)\*
- Introduction to Ethics (PHI1420)
- Introduction to Cultural Anthropology (SOC1540)\*
- Ethnicity & cultural Differences in America (SOC1600)\*
- Human Diversity (SOC1620)\*

**PHYSICAL & BIOLOGICAL SCIENCES (8-10 semester hours)**

Two (2) courses, one from each discipline (Biology or Physical Sciences), including at least one (1) with its associated laboratory component.

**Biology:**

- Introduction to Biological Sciences (BIO1100)
- General Biology (BIO1150)
- General Botany (BIO1250)
- Local Flora (BIO1330)
- Local Fauna (BIO1340)
- General Zoology (BIO1350)
- Environmental Science (BIO1430)
- Environmental Science Lab (BIZ1430)
- Field Biology (BIO2240)
- Survey of Genetics (BIO2340)
- Human Anatomy & Physiology (BIO2540)

**Physical Science:**

- Physical Science (PHS1130)
- Principles of Geology (PHS1150)
- Introductory Astronomy (PHS1200)
- Oceanography (PHS1230)
- Introductory Chemistry (PHS1250)
- General Chemistry I (PHS1350)
- Qualitative Analysis (PHS1380)
- General Chemistry II (PHS1390)
- College Physics I (PHS1420)
- College Physics II (PHS1440)
- General Physics I (PHS2230)
- General Physics II (PHS2240)
- Modern Physics (PHS2250)
- Introduction to Organic Chemistry (PHS2300)
- Organic Chemistry I (PHS2350)

Organic Chemistry II (PHS2360)  
 Earth Science (PHS2400)  
 Physical Geology (PHS2410)  
 Earth Science I (PHS2420)  
 Earth Science II (PHS2430)

**MATHEMATICS (3 semester hours)**

One (1) course—College Algebra (MAT1230), or an alternative that includes a significant component of College Algebra, or a course which has College Algebra as a prerequisite.

**HISTORY & POLITICAL SCIENCE (6 semester hours)**

- (A) American Political Systems (POS1180) AND American History I (HIS1230) -OR-  
 (B) American Political Systems (POS1180) AND American History II (HIS1240)

**SOCIAL & BEHAVIORAL SCIENCES (3 semester hours)**

Principles of Macroeconomics (BUS2930)  
 Principles of Microeconomics (BUS2940)  
 General Psychology I (PSY1130)  
 General Psychology II (PSY1140)  
 Applied Psychology (PSY1160)  
 Human Growth & Development (PSY1250)  
 Abnormal Psychology (PSY2000)  
 General Sociology (SOC1130)  
 Social Problems (SOC1230)  
 Substance Abuse in Modern Society (SOC1240)  
 Introduction to Cultural Anthropology (SOC1540)  
 Ethnicity & Cultural Differences in America (SOC1600)  
 Human Diversity (SOC1620)

**COMPUTER INFORMATION SYSTEMS (3 semester hours)**

One (1) course with CIS or CSC prefix, with the exception of Computer Ethics (CIS1930)

**GENERAL EDUCATION ELECTIVE (1-3 semester hours)**

If necessary to fulfill 42 hour block

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

## Requirements for Associate of Arts in Teaching Degree:

**General Education****COMMUNICATIONS: (9 semester hours)**

ENG1330 English Composition I

ENG1340 English Composition II  
 ENG1440 Public Speaking

**MATHEMATICS (3 semester hours)**

MAT1530 Foundations of Math (Early Childhood and Elementary Majors only)  
 MAT1230 College Algebra (Secondary Education Majors)

**SCIENCE (10 semester hours)**

BIO1150 General Biology (5 hours)  
 PHS1250 Introductory Chemistry, PHS1130 or PHS2400 Earth Science (5 hours)  
 (3 credit hours required for secondary education majors only)

**HISTORY AND POLITICAL SCIENCE (6 semester hours)**

- (A) American Political Systems (POS1180) AND American History I (HIS1230) -OR-  
 (B) American Political Systems (POS1180) AND American History II (HIS1240)

**HUMANITIES (9 semester hours)**

MUS1630 Appreciation of Music or ART1490, 1500, or 1510 Art History I, II, III for all elementary education majors. (All others may take other approved humanities courses)  
 ENG2530 Young Adult Literature or other literature courses (Consult teacher education program coordinator)  
 Additional humanities courses (Must meet Cultural Diversity requirements)

**SOCIAL SCIENCE (6 semester hours)**

PSY1130 General Psychology  
 SOC1130 General Sociology

**PHYSICAL EDUCATION (2 semester hours)**

PED2700 Wellness Center I  
 PED2710 Wellness Center II or equivalent courses

**TEACHER EDUCATION COURSES (Required For All Education Majors) (13 semester hours)**

EDU2040 Foundations of Education (3) (should be taken before higher level education courses/ may be taken concurrently with Field Experience course)  
 EDU2200 Technology for Teachers (3)  
 EDU2100 Field Experience (3)  
 EDU2320 Educational Psychology (3)  
 EDU2600 Portfolio Assessment (1)

**ELECTIVES BY MAJOR:****EARLY CHILDHOOD EDUCATION**

(Consult Education Program Coordinator for specific transfer requirements to individual

**receiving institutions.)**

- EDU2020 – Children's Literature (Should have completed EDU1300 or EDU2040)
- EDU1300 – Child Development
- EDU2400 – Infant Toddler Curriculum (For CMU transfer student only)
- EDU2420 – Organization and Management of Early Childhood Programs (For CMU transfer student only)
- PHY1120 – School Health

**ELEMENTARY EDUCATION****(Consult Education Program Coordinator for specific transfer requirements to individual receiving institutions.)**

- EDU1300 – Child Development
- EDU2020 – Children's Literature
- BUS1330 – Introduction to Economics
- GEO1130 – Regional World Geography (For CMU transfer student only)
- PHY1120 – School Health

**SECONDARY EDUCATION****(Consult Education Program Coordinator for specific transfer requirements to individual receiving institutions.)**

- EDU1100 – Adolescent Psychology
- Miscellaneous courses in content area, such as English, Mathematics, Social Studies, or Science (Consult Education Program).

**Additional requirements:**

- Passing C-Base score of 235 composite
- Completed background check
- Completed portfolio

## Requirements for Associate of General Studies Degree:

### GENERAL REQUIREMENTS FOR THE ASSOCIATE OF GENERAL SCIENCE (AGS) DEGREE:

1. The student must complete 60 semester hours.
2. The last 15 hours must be earned at Mineral Area College.
3. Hours must total sixty (60) semester hours.
4. All potential graduates are required to attend a graduate seminar.
5. Application for graduation candidacy must be filed during the first two weeks of the fall and spring semesters and during the first week of the summer term. Applications received after that date will be held until the following semester.

6. Spring Semester graduates must attend commencement exercises to receive a diploma. Fall and summer graduates have the option of attending commencement exercises in the spring, and may have their diploma mailed to them.
7. Completion of an exit exam is required of all graduates.
8. A maximum of 15 hours of coursework under the 1000 level may be counted toward this degree as electives.
9. Courses from the Career & Technical Education Division will be accepted as electives.
10. Students must earn a 2.0 or better cumulative grade point average.

**AREA:****COMMUNICATIONS (6 semester hours)**

- English Composition I (ENG1330)
- English Composition II (ENG1340)

**HISTORY & POLITICAL SCIENCE (6 semester hours)**

- (A) American Political Systems (POS1180) AND American History I (HIS1230) OR
- (B) American Political Systems (POS1180) AND American History II (HIS1240)

**MATH (3 semester hours)**

- Intermediate Algebra (MAT1130) or higher

**SCIENCE (3 semester hours)**

- A 3-5 semester hour course with a BIO or PHS prefix. Course must be 1000 or above.

**HUMANITIES (3 semester hours)**

- Select one class from the following:

**Art:**

- History of Art I (ART1490)
- History of Art II, (ART1500)
- History of Art III (ART1510)
- Intro to Humanities (ART1530)

**Literature:**

- Intro to Literature: Prose & Poetry (ENG1570)
- Literary Masterpieces I (ENG2120)
- Literary Masterpieces II (ENG2130)
- English Literature I (ENG2330)
- English Literature II (ENG2340)
- American Literature I (ENG2430)
- American Literature II (ENG2440)
- Readings in Short Fiction (ENG2460)
- Multi-Cultural Literature (ENG2500)
- Young Adult Literature (ENG2530)
- Poetry and the Human Experience (ENG2580)

**Theatre:**

- Intro to Theatre (THE1000)
- Intro to Literature: Drama (THE1200)
- World Drama (THE2120)

**Mass Communications:**



Intro to Cinema (COM1060)

**Foreign Language:**

Any Modern Foreign Language Course  
(MFL prefix)

**Music:**

(Studio & Ensemble Courses do not fulfill humanities requirement. However, ensemble courses may count toward the AGS degree as elective credit.)

Music Theory I (MUS1310)  
Music Theory II (MUS1320)  
Music Theory III (MUS1330)  
Music Theory IV (MUS1340)  
Appreciation of Music (MUS1630)  
Appreciation of Jazz (MUS1650)  
History and Form of Rock Music  
(MUS1680)  
Introduction to Music (MUS1730)

**Social:**

World Civilization I (HIS1100)  
World Civilization II (HIS1520)  
Western Civilization I (HIS1130)  
Western Civilization II (HIS1140)  
History of Christianity (HIS1190)  
Introduction to Philosophy (PHI1400)  
Comparative Religion (PHI1410)  
Introduction to Ethics (PHI1420)  
Introduction to Cultural Anthropology  
(SOC1540)  
Ethnicity & cultural Differences in America  
(SOC1600)  
Human Diversity (SOC1620)

**PHYSICAL EDUCATION or HEALTH (2 semester hours)**

2 credit hours in PED courses or School Health (PHY1120)

## Career & Technical Education Division

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

This is accomplished in two ways.

The first way provides education for those who wish to prepare for initial employment. The program of studies is designed to provide select courses that prepare a student for entry level job skills. Some programs require a year of instruction

leading toward a certificate. Other programs require two years of instruction leading to an Associate of Science or Associate of Applied Science Degree.

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

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

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

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

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

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

### ASSOCIATE OF SCIENCE DEGREES

Allied Health Related:

Associate Degree Nursing (RN)

Medical Technology (Radiology, Respiratory Therapy)

### ONE YEAR CERTIFICATES

Automotive Collision Technology\*

Automotive Technology\*

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

## ASSOCIATE OF APPLIED SCIENCE DEGREES

Agribusiness  
 Automotive Collision Technology\*  
 Automotive Technology\*  
 Business Related:  
   Business Computer Programming  
   Business Management  
   Business Management - Accounting  
   Business Management - Banking and Finance  
   Business Management - Microcomputers  
   Office Systems Technology  
 Cabinetmaking\*  
 Child Development  
 Civil/Construction Technology  
 Computer Aided Design/Drafting Technology  
 Computer Networking  
 Construction/Building Technology\*  
 Criminal Justice – Forensic Investigation  
 Criminal Justice – Judicial Administration  
 Criminal Justice – Law Enforcement  
 Culinary Arts\*  
 Electrical/Electronics Technology  
 Electrical Technology\*  
 Fire Science Technology  
 Graphic Arts/Printing Technology\*  
 Heating, Air Conditioning and Refrigeration Technology\*  
 Horticulture Related:  
   Landscape Design/Nursery Management  
   Ornamental Horticulture  
   Turfgrass Management  
 Industrial Maintenance  
 Machine Tool Technology\*  
 Manufacturing Supervision Technology  
 Manufacturing Technology  
 Medical Coding  
 Occupational Safety, Health and Environmental Technology  
 Paramedic Technology  
 Radio/TV Broadcasting Production Technology  
 Welding Technology\*

\* Denotes a degree offered cooperatively with one of four area career and technology centers.

√ Certificate less than one-year.

## Allied Health Related

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

Both nursing programs 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

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

### OPTION A (“Generic Track”):

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

### OPTION B (“Fast Track”):

Upon successful completion of Option B, students are eligible to apply to take the NCLEX-PN. Option B students have the opportunity to take two additional courses within the PN curriculum. Graduates desiring career-ladder articulation to obtain an Associate Degree in Nursing may then apply for the Advanced Placement (LPN to RN) Program. The Advanced Placement Program allows students to further their education without repeating many successfully completed courses. Mineral Area College Practical Nursing students or Licensed Practical Nurse (LPN) graduates of Mineral Area College since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the sophomore year of the ADN program. Students accepted into the Advanced Placement Program enter the second year of the Associate Degree Nursing Program and require only two additional semesters to be eligible

to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Acceptance into the Advanced Placement Program is based on space availability and selection by the ADN Selection and Retention Committee. (See side-by-side comparison of Option A and Option B and Advanced Placement option.)

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

### Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
  - a. A high school computer course,
  - b. A college computer course, or
3. Prerequisite courses must be completed by end of Fall Semester with a grade of "C" or above:
  - a. Elementary Algebra
  - b. English Composition I
  - c. Introductory Chemistry (Option B only and must be completed by the end of summer semester)
  - d. Equivalent high school courses may be substituted if completed in the past five years with a "C" grade or above:
    - 1.) English Comp I — for college credit
    - 2.) Math — Algebra I and Algebra II
    - 3.) Chemistry
4. American College Test (ACT) or Compass Test: Applicants must be scheduled to take the ACT test on or before the December test date, and have the following minimum scores:
  - A. ACT:
    - 1.) English — 18\*
    - 2.) Math — 19\*
    - 3.) Composite — 19

\*See adviser for comparison scores on the Compass

B. Compass (must be taken by December 15):

- 1.) Writing — 68
- 2.) Algebra — 36

5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a nursing career as determined by Mineral Area College.
7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.
8. It is the student's responsibility to assure the following documents are on file in the Allied Health Department, prior to selection (a \$20 application fee applies).
  - a. Application form
  - b. High school transcripts or GED scores
  - c. ACT or Compass scores
  - d. College or university transcripts
  - e. Complete names and addresses for references on application (a college form letter will be sent).
  - f. Handwritten autobiography (3-5 pages).
9. All applicants accepted into the program are on conditional status, pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious diseases, passing the drug screen, passing the background check and successfully completing all prerequisites.
10. Those who do not meet the above requirements should contact the Allied Health Department or a counselor.
11. No classes may be added after the first three days of fall and spring classes without permission of the dean.
12. A personal interview may be required.

NOTE: Substitute courses must be approved.

### 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 Mineral Area College Practical Nursing graduate from 1991 to present and 2. The Mineral Area College Practical Nursing graduate prior to 1991 or Practical Nursing graduates of another school. Mineral

Area College graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (26 credit hours). Mineral Area College 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 (39 credit hours).

**Entrance Requirements For Advanced Placement**

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges, and/or Career and Technical schools

attended with proof of graduation from high school or the equivalent GED.

4. If requested, provide copies of final record, performance evaluations, and course outlines from program in Practical Nursing from which the student graduated.
5. Provide references from PN Program director and one instructor, employer and personal references.
6. Entrance requirements must be met by the end of Spring Semester with a grade of "C" or above:

<b>Courses</b>	<b>Credit Hours</b>
MAT0950 Elementary Algebra .....	3
PHS1250 Introductory Chemistry .....	5
ENG1340 English Composition II .....	3
PSY1130 General Psychology .....	3
PSY1250 Human Growth & Development .....	3
BIO2600 Human Anatomy .....	5

**ONE-YEAR CERTIFICATE IN PRACTICAL NURSING CURRICULUM  
(Side-by-side comparison)**

**OPTION A**

**Program Prerequisites**

MAT0950 Elem Algebra* or higher .....	3
ENG1330 English Comp I* .....	3
<b>Subtotal</b> .....	<b>6</b>

**1st Trimester**

NUR1290 Fund of Nursing* .....	6
NUR1300 Therapeutic Nutrition* .....	3
NUR1310 Personal/Voc Concepts* .....	1
NUR1370 Basic Pharmacology* .....	2
BIO2600 Human Anatomy* .....	5
PSY1130 General Psychology I .....	3
<b>Subtotal</b> .....	<b>20</b>

**2nd Trimester**

NUR1320 Geriatric Nursing* .....	2
NUR1350 Maternity Nursing* .....	4
NUR1420 Pediatric Nursing* .....	3
NUR1430 Mental Health Nursing* .....	4
PSY1250 Human Growth & Dev .....	3
<b>Subtotal</b> .....	<b>16</b>

**3rd Trimester**

NUR1270 Body Function* .....	2
NUR1380 Med-Surg Nursing* .....	12
NUR1410 Applied Pharmacology* .....	1
HLT2400 Intravenous Therapy* .....	3
<b>Subtotal</b> .....	<b>18</b>

**Total Cr Hrs (including program prerequisites): 60**

\*Course has prerequisite. See MAC Catalog.

**OPTION B**

**Program Prerequisites**

MAT0950 Elem Algebra* or higher .....	3
ENG1330 English Comp I* .....	3
PHS1250 Intro Chemistry* .....	5
<b>Subtotal</b> .....	<b>11</b>

**1st Trimester**

NUR1290 Fund of Nursing* .....	6
NUR1300 Therapeutic Nutrition* .....	3
NUR1310 Personal/Voc Concepts* .....	1
NUR1370 Basic Pharmacology* .....	2
BIO2600 Human Anatomy* .....	5
PSY1130 General Psychology I .....	3
<b>Subtotal</b> .....	<b>20</b>

**2nd Trimester**

NUR1320 Geriatric Nursing* .....	2
NUR1350 Maternity Nursing* .....	4
NUR1420 Pediatric Nursing* .....	3
NUR1430 Mental Health Nursing* .....	4
BIO2620 Human Physiology* .....	5
PSY1250 Human Growth & Dev .....	3
<b>Subtotal</b> .....	<b>21</b>

**3rd Trimester**

NUR1380 Med-Surg Nursing* .....	12
NUR1410 Applied Pharmacology* .....	1
ENG1340 English Comp II*+ .....	3
HLT2400 Intravenous Therapy* .....	3
<b>Subtotal</b> .....	<b>19</b>

**Total Cr Hrs (including program prerequisites):71**

+ If English Comp II is already completed, students could take other general education courses for ADN program such as Government or Sociology.

- BIO2620 Human Physiology ..... 5  
**Total ..... 27**  
 Equivalent high school courses in Chemistry, and Algebra I and II may be substituted if completed in the past 5 years with a grade of “C” or above.
7. American College Test (ACT) or Compass
    - A. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
      1. English - 20\*
      2. Math - 19\*
      3. Composite - 20
    - B. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
      1. Writing - 81
      2. Algebra - 36
  8. Have a GPA of 2.5 or above.
  9. LPN-GAP or NLN Nursing Acceleration Challenge Exams: A score at or above the national average percentile is required to be considered for placement in the ADN Program. Mineral Area College revised PN curriculum for 1997 graduates forward, exempt from GAP/NLN requirements.
  10. A high school computer course with approved course substitution form or a 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 advanced placement adjusted fee rate. Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.
    - B. The nursing faculty, utilizing their professional judgment, will determine if the student's clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

13. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended.
14. It is the student's responsibility to assure the following documents are on file in the Allied Health Department before selection. There is a \$20 application fee.
  - a. Application form
  - b. High School transcripts or GED scores
  - c. ACT or Compass scores
  - d. College or university transcripts
  - e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
  - f. Handwritten autobiography (3-5 pages)
15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
16. Persons who do not meet the above requirements should contact the director of a counselor.
17. No classes may be added after the first three days of fall and spring classes without permission of the dean.
18. Graduates of the Mineral Area College Program in Practical Nursing are required to pass the NCLEX-PN to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
19. A personal interview may be required.

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

<b>Courses</b>	<b>Credit Hours</b>
MAT0950 Elementary Algebra .....	3
PHS1250 Introductory Chemistry .....	5
ENG1340 English Composition II .....	3
PSY1130 General Psychology .....	3
PSY1250 Human Growth & Development .....	3
BIO2600 Human Anatomy .....	5
BIO2620 Human Physiology .....	5
<b>Subtotal .....</b>	<b>27</b>

**PN or LPN Graduates of Mineral Area College since 1991**

<b>Fall Semester (Fourth Semester)</b>	<b>Credit Hours</b>
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ADN1490 Medical-Surgical Nursing I*	5
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
<b>Subtotal</b>	<b>10</b>

\*NOTE: 5 credit hours articulate from PN Program

<b>Spring Semester (Fifth Semester) Credit Hours</b>	
ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II*	4
POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
<b>Subtotal</b>	<b>16</b>

\*NOTE: 2 credit hours articulate from PN Program

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

## LPN Graduates of Mineral Area College

### Prior to 1991 or from Another School

<b>Prerequisites*</b>	<b>Credit Hours</b>
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1340 English Composition II	3
PSY1130 General Psychology	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
<b>Subtotal</b>	<b>27</b>

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

<b>Summer Semester (Third Semester) Credit Hours</b>	
ENG1340 English Composition II	3
ADN1420 Bridge Course	3
<b>Subtotal</b>	<b>6</b>

<b>Fall Semester (Fourth Semester) Credit Hours</b>	
ADN1490 Medical-Surgical Nursing I	10
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
<b>Subtotal</b>	<b>15</b>

<b>Fall Semester (Fourth Semester) Credit Hours</b>	
ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II	6
POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
<b>Subtotal</b>	<b>18</b>

## Associate Degree Nursing

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

Nursing (BSN) programs in institutions of higher education. The college has an on-campus 2+2 BSN completion program in cooperation with Central Methodist University.

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

The 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 with approved course substitution form.
  - b. A college computer course, or
3. Prerequisite courses must be completed by end of Fall Semester in the following order.\*
  - a. Elementary Algebra (or above) with a grade of "C" or above.
  - b. Followed by Introductory Chemistry (5 cr hr) with a grade of "C" or above.
  - c. Equivalent high school courses may be substituted if completed in the past five years with a grade of "C" or above (substitution does not mean that college credit is granted. These courses for college credit will be required for a baccalaureate degree.)
    1. Chemistry
    2. Algebra I and Algebra II

4. American College Test (ACT) or Compass
  - A. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
    1. English - 22\*
    2. Math - 21\*
    3. Composite - 21
  - B. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
    1. Writing - 89
    2. Algebra - 49
    5. Have a GPA of 3.0 or above.
    6. Evidence the personal qualifications necessary for a nursing career as determined by Mineral Area College.
    7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so reference letters are returned before selection.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file. There is a \$20 application fee.
  - a. Application form
  - b. High school transcript or GED scores (official, not hand carried)
  - c. ACT or Compass scores
  - d. College or University transcripts (official, not hand carried)
  - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
  - f. Handwritten autobiography (3-5 pages)
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the Allied Health Department or a counselor.
11. No classes may be added after the first three days of fall & spring classes without permission of the dean.
12. A personal interview may be required.

## Curriculum Plan for Associate Degree

### Nursing Program

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra .....	3
PHS1250 Introductory Chemistry .....	5
<b>Subtotal</b> .....	<b>8</b>

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

#### First Year

Fall Semester	Credit Hours
ENG1330 English Comp I .....	3
BIO2600 Human Anatomy .....	5
NUR1450 Fundamentals of Nursing .....	6
NUR1570 Basic Pharmacology .....	1
PSY1250 General Psychology .....	3
<b>Subtotal</b> .....	<b>18</b>

Spring Semester	Credit Hours
ADN1460 Maternity Nursing.....	4
ADN1630 Mental Health Nursing .....	4
BIO2620 Human Physiology .....	5
ADN1640 Therapeutic Nutrition .....	3
<b>Subtotal</b> .....	<b>16</b>

Summer Semester	Credit Hours
ENG1340 English Comp II .....	3
PSY1250 Human Growth & Development.....	3
<b>Subtotal</b> .....	<b>6</b>

NOTE: PSY1250 Human Growth & Development is a prerequisite for ADN1610 Nursing of Children.

#### Second Year

Fall Semester	Credit Hours
ADN1490 Medical-Surgical Nursing I.....	10
BIO2700 Microbiology .....	4
ADN1510 Clinical Pharmacology.....	1
<b>Subtotal</b> .....	<b>15</b>

Spring Semester	Credit Hours
ADN1610 Nursing of Children .....	5
ADN1480 Contemporary Nursing.....	1
ADN1500 Medical-Surgical Nursing II.....	6
POS1180 American Political Systems.....	3
SOC1130 General Sociology.....	3
<b>Subtotal</b> .....	<b>18</b>

**Prerequisites - 8 credit hours**

**Total Credit Hours - 73 (32 Academic + 41 Nursing)**

### Paramedic Technology

MAC offers a Certificate and Associate of Applied Science degree in Paramedic Technology. The certificate is a three semester curriculum of 42 credit hours, and the Associate of Applied Science degree consists of an additional 33 credit hours. Paramedic Technology graduates are prepared to deliver emergency treatment at the site of an accident or other medical emergency. Training consists of classroom instruction, laboratory practice, internship rotations, and training within the

hospital and from ambulance services. Paramedics are trained to provide advanced life support to sick or injured patients.

**ENTRANCE REQUIREMENTS**

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
  - a. EMT license for a period of one year or 100 documented patient contacts.
  - b. Must be at least 18 years of age.
  - c. Current certification in BLS for Health Care Providers.
3. Prerequisites:
  - a. Must hold current Missouri EMTB license.
  - b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
  - c. Medical Terminology/Intro to Pathology, 3 credit hours with a grade of "C" or better.
4. American College Test (ACT) or Compass
  - a. ACT -Applicants must have taken the ACT with these minimum scores by December 15:
    1. English - 18
    2. Math - 19
    3. Composite - 19
  - b. Compass - Applicants must have taken the Compass by December 15 within the past 3 years and have the following minimum scores:
    1. Writing - 68
    2. Algebra - 36
5. Have a Grade Point Average (GPA) of 2.5 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted from January 2 - April 15 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. There is a \$20 application fee.
  - a. Application form
  - b. High school transcript or GED scores (official copies, not hand-carried)
  - c. ACT or Compass scores
  - d. College or University transcripts (official copies, not hand-carried)

- e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
  - f. Handwritten autobiography (3-5 pages)
  - g. Personal interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
  10. Persons who do not meet the above requirements should contact the director of the Allied Health Department, Coordinator of Paramedic Technology, or a counselor.

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

1. Program admission is based on a selection process. Applications will be accepted from January 2 until April 15.
2. All courses must be completed with a grade of "C" or above.
3. Last 15 credit hours must be earned at MAC.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam and Graduation Interview must be completed during the final semester.

**One-Year Certificate — Paramedic Technology Prerequisites:**

Must hold EMT Certification

PAR2100 Paramedic Anatomy & Phys.....	4
HLT2350 Medical Terminology/Introduction to Pathology .....	3

**Semester 1**

Sem/Yr	Credit Hours
PAR2000 Princ of Paramedic Tech I.....	8
PAR2140 Paramedic Laboratory I.....	1
PAR2200 Paramedic Clinical I.....	1
PAR2080 Pharmacology for Paramedics.....	3
PAR2300 Paramedic Internship I.....	1
<b>Total Sem Credit Hours .....</b>	<b>14</b>

**Semester 2**

Sem/Yr	Credit Hours
PAR2020 Princ of Paramedic Tech II.....	8
PAR2040 Princ of Paramedic Tech III.....	3
PAR2220 Paramedic Clinical II.....	2



PAR2160 Paramedic Laboratory II.....	1
PAR2320 Paramedic Internship II .....	1
<b>Total Sem Credit Hrs.....</b>	<b>15</b>

**Semester 3**

<b>Sem/Yr</b>	<b>Credit Hours</b>
PAR2060 Princ of Paramedic Tech IV .....	4
PAR2240 Paramedic Clinical III .....	1
PAR2340 Paramedic Internship III .....	4
<b>Total Sem Credit Hrs.....</b>	<b>9</b>

**TOTAL CERTIFICATE CREDIT HOURS..... 45**

**Associate of Applied Science—Paramedic Technology**

**Required General Education Courses**

ENG1330 English Composition I*.....	3
ENG1340 English Composition II*.....	3
MAT0950 Elementary Algebra*.....	3
PHS1250 Introductory Chemistry* .....	5
BIO2600 Human Anatomy*+ .....	5
BIO2620 Human Physiology*+.....	5
BIO2700 Microbiology*+.....	4
POS1180 American Political Systems.....	3
PSY1130 General Psychology.....	3
Total Gen Ed Credit Hrs. ....	34
Paramedic Tech Certificate Credit Hrs< .....	45
<b>TOTAL AAS CREDIT HRS&lt; .....</b>	<b>79</b>

\* Course has prerequisite(s).  
 + Course has restricted enrollment.  
 < Credit hours may vary depending on certificate program.

**Medical Technology — Respiratory Therapy**

**Cooperating Institution: Cape Girardeau Career & Technology Center**

Mineral Area College has an established articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Science degree in Medical Technology —Respiratory Therapy. Students may apply for the degree after successful completion of both the general education courses offered by MAC and the “Technical Component” courses offered by Cape Girardeau CTC. Students must apply and be accepted to the program before taking the “Technical Component” courses. An application for graduation must be submitted during the first two weeks of the final semester. An exit exam is also required for all degree candidates and a minimum of 15 credit hours must be completed at MAC.

<b>General Education Courses</b>	<b>Credit Hours</b>
★◆ ENG1330 English Composition I .....	3
★ENG1340 English Composition II .....	3
●◆ HLT 2350 Medical Terminology/Intro Path ....	3
★◆MAT0950 Elementary Algebra or higher .....	3
PSY1130 General Psychology I.....	3

POS1180 American Political Systems.....	3
PSY1250 Human Growth & Development.....	3
■CIS1050 Intro to Computers or higher .....	3
<b>Total.....</b>	<b>24</b>

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

**Medical Technology — Radiology**

In the fall of 2009 Mineral Area College moved the radiologic technology program from Mineral Area Regional Medical Center to the college campus in Park Hills. With the move to the college, students may now take advantage of additional financial aid opportunities and will also have all college services available to them. Many of the area hospitals, including Mineral Area Regional Medical Center, will still serve as clinical sites and will also serve in an advisory capacity for the program. Applications will be accepted from February 15 thru May 1. Please submit applications early so reference letters and other materials can be returned before selection. For additional information and entrance requirements, please call the office of the program director at (573) 518-2334.

**Program Prerequisites:**

BIO2540 Human Anatomy & Physiology* .....	5
CIS1050 Intro to Computers* or higher .....	3
ENG1330 English Composition I* .....	3
ENG1440 Public Speaking .....	3
HLT2350 Medical Terminology/Intro Pathology ....	3
MAT1130 Intermediate Algebra* or higher .....	3
POS1180 American Political Systems .....	3
PSY1130 General Psychology .....	3
SOC1620 Human Diversity .....	3
<b>Credit Hours .....</b>	<b>29</b>

**Major Courses:**

RDL1000 Patient Care .....	3
RDL1020 Radiation Protection .....	3
RDL1040 Radiographic Anatomy I .....	3
RDL1060 Radiographic Procedures I .....	3
RDL1080 Intro to Radiology and Ethics .....	3
RDL1100 Clinical I .....	4
RDL1200 Film Screen Image Acquisition .....	3
RDL1220 Radiographic Exposure I .....	3
RDL1240 Radiographic Procedures II .....	3
RDL1260 Radiographic Physics I .....	3
RDL1280 Image Analysis I .....	3
RDL1300 Clinical II .....	6
RDL1400 Clinical III .....	5

RDL2000 Radiographic Biology .....	3
RDL2020 Radiographic Physics II .....	3
RDL2040 Radiographic Procedures III .....	3
RDL2060 Digital Image Acquisition .....	3
RDL2080 Radiographic Exposure II .....	3
RDL2100 Clinical IV .....	6
RDL2200 Image Analysis II .....	3
RDL2220 Radiographic Physics III .....	3
RDL2240 Cross Sectional Anatomy .....	3
RDL2260 Radiographic Anatomy II .....	3
RDL2280 Clinical V .....	6
HLT2400 Intravenous Therapy .....	3
<b>Credit Hours .....</b>	<b>87</b>

**Program Prerequisites/General Education: ... 29**

**Major Courses: ..... 87**

**Total Credit Hours ..... 116**

## Tech Prep Education

### Southeast Missouri Regional Tech Prep Consortium

#### Articulated Associate of Applied Science Degree Programs

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

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

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

The local program is somewhat unique in that secondary Tech Prep students, through their area career center or comprehensive high school, are

technically dual-enrolled in their secondary program and MAC. MAC waives tuition for the college course credit earned through the secondary career and technical education program as a high school Tech Prep student. MAC course credit is earned and grades are transcribed as students proceed through the competency based courses.

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

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

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

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

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

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

# Associate of Applied Science Degrees & Certificates

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

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

## COMMUNICATIONS 6 HOURS

Choose two courses, from English and Communications. Choose one written and one oral communication course. Choose from the following communications courses:  
 ENG1330 English Composition I\*\* (written)  
 ENG1440 Public Speaking+ (oral)  
 ENG1670 Interpersonal Communication (oral)  
 TEC1040 Technical Writing\* (written)

## HUMAN DEVELOPMENT 3 HOURS

Choose from the following human development courses:  
 SOC1130 General Sociology  
 SOC1400 Human Relations\*  
 PSY1130 General Psychology I+  
 PSY1160 Applied Psychology

## EMPLOYMENT 2 HOURS

The following two courses must be completed for most AAS degrees:  
 PAW1060 Preparation for Employment  
 MGT1940 Management Seminar, Work Place and Life Skills

## HISTORY and POLITICAL SCIENCE 3 HOURS

Choose from the following history and political science courses:  
 HIS1230 American History I  
 HIS1240 American History II  
 POS1180 American Political Systems  
 POS1140 American State & Local Government  
 POS1330 International Relations

## MATHEMATICS 6-7 HOURS

Choose two from the following mathematics courses:  
 MAT1130 Intermediate Algebra\*  
 MAT1230 College Algebra\*\*  
 MAT1330 Trigonometry\*\*  
 MAT1600 Calculus for Business/Soc. Sciences\*\*  
 MAT1650 Analytic Geometry and Calculus I\*  
 MAT2150 Analytic Geometry and Calculus II\*  
 TEC1900 Technical Math I\*  
 TEC1910 Technical Math II\*

## PHYSICAL SCIENCE 3-5 HOURS

Choose from the following science courses:  
 PHS1100 Introduction to Physics  
 PHS1250 Introductory Chemistry\*  
 PHS1420 College Physics I\*  
 PHS1350 General Chemistry I\*  
 PHS2230 General Physics I\*\*  
 PHS2400 Earth Science  
 PHS2420 Earth Science I  
 PHS2430 Earth Science II  
 TEC1070 Unified Technical Concepts I\*\*

TEC1080 Unified Technical Concepts II\*\*

## COMPUTER LITERACY 3 HOURS

**TOTAL GENERAL EDUCATION FOR MOST AAS DEGREES 23-25 HOURS**

**RECOMMENDED MAJOR COURSES AND ELECTIVES 44-51 HOURS**

**TOTAL CREDIT HOURS FOR MOST AAS DEGREES 67-70 HOURS**

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

## Agribusiness

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

### PROGRAM CORE

AGR1120 Animal Science .....	5
AGR1230 Plant Science .....	5
AGR1430 Intro to Soils OR AGR1420 Soils ** .....	3-5
AGR1770 Contemporary Ag Issues I* .....	1
AGR1790 Contemporary Ag Issues II* .....	1
AGR1800 Ag Leadership & Employment .....	1
AGR2100 Ag Industry Seminar* .....	1
AGR2200 Ag Internship I* .....	3
AGR2250 Ag Internship II* .....	3
BUS2000 Principles of Accounting I* .....	3
BUS2330 Marketing .....	3
Business Elective .....	3
Agriculture Electives .....	6-8
<b>Subtotal .....</b>	<b>38-42</b>

### GENERAL EDUCATION

Communication .....	6
Human Development .....	3
History/Political Science .....	3
Mathematics .....	6-8
Science .....	3-5
Computer Literacy .....	6
<b>Subtotal .....</b>	<b>27-33</b>

**TOTAL CREDIT HRS..... 65-75**

\*Designates courses with prerequisites.  
 +Designates recommended courses for transfer students.

## Business Related

Mineral Area College offers an extensive array of degree and certificate programs related to the business world. These programs provide students

with multiple options to specialized careers in business.

## Banking and Finance

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

### One-Year Certificate or First Year A.A.S. Degree First Year

#### Fall Semester

ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
<b>Subtotal</b>	<b>18</b>

#### Spring Semester

ENG1440 Public Speaking	3
Math Elective	3
Accounting Elective	3
OST2200 Introduction to Business	3
Banking Elective	3
Computer Elective	3
<b>Subtotal</b>	<b>18</b>

### Second Year

#### Fall Semester

BUS2100 Fund of Management or MGT2660 Super Mid Management	3
BUS/MGT Elective	3
Computer Elective	3
Political Science/History Elective	3
BUS/MGT Elective	3
Banking Elective	3
<b>Subtotal</b>	<b>18</b>

#### Spring Semester

MGT1710 Human Resource Management	3
MGT1840 Finance	3
Banking Elective	3
MGT2200 Business Internship*	3
Science Elective	3
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
<b>Subtotal</b>	<b>17-19</b>

**General Education Credit Hours** ..... 18-20

**Major & Elective Credit Hours** ..... 53

**TOTAL PROGRAM CREDIT HOURS** ..... 71-73

\*Designates courses with prerequisites.

## Business Computer Programming

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

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

### First Year

#### Fall Semester

ENG1330 English Comp I*	3
CIS1050 Intro to Computers or CIS1750 MicroApplications*	3
Math Elective	3
Political Science/History Elective	3
CSC1500 Basic Programming*	3
<b>Subtotal</b>	<b>15</b>

#### Spring Semester

ENG1340 English Comp II*	3
Math Elective	3
CIS2000 Micro Oper Systems*	3
CSC2400 C++ Programming*	3
Human Development Elective	3
MGT1940 Management Seminar	1
<b>Subtotal</b>	<b>16</b>

### Second Year

#### Fall Semester

ENG1670 Interpersonal Comm. or ENG1440 Public Speaking	3
CIS2100 Micro Database Management*	3
CSC2420 Java Script Prog*	3
CIS1850 Internetworking I*	5
CSC2440 Perl/CGI/Linux*	3
<b>Subtotal</b>	<b>17</b>

#### Spring Semester

CIS2110 Adv. Database Management*	3
CIS1900 Fund. Of Unix*	3
CIS2400 Web Page Development*	3
PAW1060 Prep for Employment	1
Science Elective	3
Elective	3
<b>Subtotal</b>	<b>16</b>

**General Education Credit Hours** ..... 24-30

**Major & Elective Credit Hours** ..... 40

**TOTAL PROGRAM CREDIT HOURS** ..... 64-70

\*Designates courses with prerequisites.

## Business Management

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

### First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
<b>Subtotal</b>	<b>18</b>

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
OST2200 Introduction to Business	3
Accounting Elective	3
Computer Elective	3
BUS/MGT Elective	3
<b>Subtotal</b>	<b>18</b>

### Second Year

Fall Semester	Credit Hours
BUS2100 Fund of Management or MGT2660 Super Mid Management	3
BUS/MGT Elective	3
Computer Elective	3
Political Science/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
<b>Subtotal</b>	<b>18</b>

Spring Semester	Credit Hours
MGT1710 Human Resource Management	3
BUS/MGT Elective	3
BUS/MGT Elective	3
MGT2200 Business Internship*	3
Science Elective	3-5
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
<b>Subtotal</b>	<b>17-19</b>
<b>General Education Credit Hours</b>	<b>18-20</b>
<b>Major &amp; Elective Credit Hours</b>	<b>53</b>
<b>TOTAL PROGRAM CREDIT HOURS</b>	<b>71-73</b>

\*Designates courses with prerequisites.

## One-Year Certificate in Business Management

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

Fall Semester	Credit Hours
ENG1330 English Composition I*	3
Accounting Elective	3
MGT1800 Business Math	3
OST1400 Business Communications I*	3
BUS2100 Fundamentals of Management	3
CIS1050 Introduction to Computers	3
<b>Subtotal</b>	<b>18</b>

Spring Semester	Credit Hours
Accounting Elective	3
OST2200 Introduction to Business	3
MGT1710 Human Resource Management*	3
Computer Elective	3
BUS/MGT Elective	3
PAW1060 Prep for Employment	1
<b>Subtotal</b>	<b>16</b>

**TOTAL CREDIT HOURS** ..... **34**

\*Designates courses with prerequisites.

## Business Management—Accounting

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

### First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
BUS2000 Principles of Accounting I*	3
Computer Elective	3
OST1400 Business Communications I*	3
<b>Subtotal</b>	<b>18</b>

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
BUS2050 Principles of Accounting II*	3
OST2200 Introduction to Business	3
BUS/MGT Elective	3

Computer Elective .....	3
<b>Subtotal .....</b>	<b>18</b>

**Second Year**

<b>Fall Semester</b>	<b>Credit Hours</b>
BUS2100 Fund of Management or MGT2660 Super Mid Management .....	3
BUS/MGT Elective .....	3
Political Science/History Elective .....	3
CIS1650 Accounting on Microcomputers* .....	3
BUS/MGT Elective .....	3
**Tax Accounting .....	3
<b>Subtotal .....</b>	<b>18</b>

<b>Spring Semester</b>	<b>Credit Hours</b>
MGT1710 Human Res Management .....	3
Science Elective .....	3-5
MGT2200 Business Internship* .....	3
MGT1940 Management Seminar .....	1
PAW1060 Prep for Employment .....	1
**Cost Accounting .....	3
**Intermediate Accounting .....	3
<b>Subtotal .....</b>	<b>17-19</b>

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

<b>General Education Credit Hours .....</b>	<b>18-20</b>
<b>Major &amp; Elective Credit Hours .....</b>	<b>44</b>
<b>Central Methodist University Credit Hours .....</b>	<b>9</b>
<b>TOTAL PROGRAM CREDIT HOURS .....</b>	<b>71-73</b>

\*Designates courses with prerequisites.

## Business Management— Microcomputers

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

**First Year**

<b>Fall Semester</b>	<b>Credit Hours</b>
ENG1330 English Comp I* .....	3
Human Development Elective .....	3
MGT1800 Business Math .....	3
Accounting Elective .....	3
Computer Elective .....	3
OST1400 Business Communications I* .....	3
<b>Subtotal .....</b>	<b>18</b>

<b>Spring Semester</b>	<b>Credit Hours</b>
ENG1440 Public Speaking .....	3
Math Elective .....	3
Accounting Elective .....	3
OST2200 Introduction to Business .....	3

BUS/MGT Elective .....	3
Computer Elective .....	3
<b>Subtotal .....</b>	<b>18</b>

**Second Year**

<b>Fall Semester</b>	<b>Credit Hours</b>
BUS2100 Fund of Management or MGT2660 Super Mid Management .....	3
BUS/MGT Elective .....	3
BUS/MGT Elective .....	3
Political Science/History Elective .....	3
Computer Elective .....	3
Computer Elective .....	3
<b>Subtotal .....</b>	<b>18</b>

<b>Spring Semester</b>	<b>Credit Hours</b>
MGT1710 Human Res Management .....	3
BUS/MGT Elective .....	3
Computer Elective .....	3
MGT2200 Business Internship* .....	3
Science Elective .....	3-5
PAW1060 Prep for Employment .....	1
MGT1940 Management Seminar .....	1
<b>Subtotal .....</b>	<b>17-19</b>

<b>General Education Credit Hours .....</b>	<b>18-20</b>
<b>Major &amp; Elective Credit Hours .....</b>	<b>53</b>
<b>TOTAL PROGRAM CREDIT HOURS .....</b>	<b>71-73</b>

\*Designates courses with prerequisites.

## Computer Networking

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

**First Year**

<b>Fall Semester</b>	
ENG1330 English Comp I* .....	3
CIS1850 Internetworking I* .....	5
Math Elective .....	3
CIS1050 Intro to Computers or CIS1750 Micro Applications* .....	3
Political Science/History Elective .....	3
<b>Subtotal .....</b>	<b>17</b>

**Spring Semester**

CIS1840 Microsoft Network Admin* .....	3
CIS1860 Internetworking II* .....	5
Math Elective .....	3
Management Elective .....	3
CIS2000 Micro Operating Systems* .....	3
<b>Subtotal .....</b>	<b>17</b>

**Second Year**

<b>Fall Semester</b>	
CIS2670 Internetworking III* .....	3

ENG1440 Public Speaking .....	3
Science Elective .....	3
CIS1830 Novell Network Admin* .....	3
Elective .....	3
<b>Subtotal .....</b>	<b>15</b>

**Spring Semester**

CIS2690 Internetworking IV* .....	3
CSC1500 Basic Programming* .....	3
Human Dev. Elective .....	3
PAW1060 Prep for Employment .....	1
MGT1940 Management Seminar .....	1
Elective .....	3
<b>Subtotal .....</b>	<b>14</b>

**General Education Credit Hours ..... 21-27**

**Major & Elective Credit Hours ..... 42**

**TOTAL PROGRAM CREDIT HOURS ..... 63-69**

\*Designates courses with prerequisites.

**Computer Networking Certificate**

**First Year**

**Fall Semester**

ENG1330 English Comp I* .....	3
CIS1850 Internetworking I* .....	5
Math Elective .....	3
CIS1750 Micro Applications* .....	3
CIS1620 A+ Computer Repair* .....	3
<b>Subtotal .....</b>	<b>17</b>

**Spring Semester**

CIS1840 Microsoft Network Admin* .....	3
CIS1860 Internetworking II* .....	5
CIS2000 Micro Operating Systems* .....	3
CSC1500 Basic Programming .....	3
Human Dev. Elective .....	3
PAW1060 Prep for Employment .....	1
<b>Subtotal .....</b>	<b>18</b>

**TOTAL CREDIT HOURS ..... 35**

\*Designates courses with prerequisites.

**Office Systems Technology**

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

The Office Systems Technology program has been designed to train workers in this exciting field. After extensive consultation with business people and business educators from many institutions, a degree plan was devised that allows students to gain expertise in the skills required of today’s secretaries and administrative assistants. This plan is open to all students. Also, this plan may begin

while the student is enrolled in area vo-tech schools (2 + 2 TECH PREP Program).

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

There are two options in this degree plan:

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

**First Year**

**Fall Semester Credit Hours**

ENG1330 English Comp I* .....	3
Human Development Elective .....	3
OST1300 Office Procedures I* .....	3
OST1500 Applied Accounting I .....	3
OST1200 Beginning Notehand* .....	3
OST1020 Keyboarding II* .....	3
<b>Subtotal .....</b>	<b>18</b>

**Spring Semester Credit Hours**

ENG1440 Public Speaking .....	3
MGT1800 Business Math .....	3
OST1520 Applied Accounting II* .....	3
OST2200 Introduction to Business .....	3
OST1320 Office Procedures II* .....	3
Computer Elective .....	3
<b>Subtotal .....</b>	<b>18</b>

**Second Year**

**Fall Semester Credit Hours**

OST1400 Business Communications I* .....	3
Math Elective .....	3
OST1080 Ten-Key Numeric Skills .....	1
OST1100 Filing Systems and Records Management* .....	2
Political Science/History Elective .....	3
MGT1710 Human Resource Management .....	3
Computer Elective .....	3
<b>Subtotal .....</b>	<b>18</b>

**Spring Semester Credit Hours**

OST2000 Transcription Skills* .....	3
OST2080 Business Applications * .....	3
OST2300 Business Communications II* .....	3
OST2400 Business Internship I* .....	3
Science Elective .....	3-5
PAW1060 Prep for Employment .....	1
MGT1940 Management Seminar .....	1
<b>Subtotal .....</b>	<b>17-19</b>

**General Education Credit Hours ..... 18-20**

**Major & Elective Credit Hours ..... 53**

**TOTAL PROGRAM CREDIT HOURS ..... 71-73**

\*Designates courses with prerequisites.

## Office Systems Technology

### Testing-Out Policy

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

#### OST1000 Keyboarding I — 3 credit hours

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

#### OST1020 Keyboarding II — 3 credit hours

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

#### OST1100 Filing Systems and Records Mgt — 2 credit hours

1. Pass a comprehensive objective exam with 80 percent accuracy.
2. Pass a practical filing exam with 80 percent accuracy.

#### OST1200 Beginning Notehand — 3 credit hours

1. Pass three minutes of dictation at 60 wpm with 95 percent accuracy.
2. Pass a comprehensive theory, punctuation, and spelling exam with 80 percent accuracy.

#### OST1500 Applied Accounting I — 3 credit hours

Score 80 percent on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

#### OST2000 Transcription Skills — 3 credit hours

Pass a comprehensive exam with 80 percent accuracy.

#### OST2400 Business Internship — 3 credit hours

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

## Office Technology Certificate

The Certificate in Office Technology is designed to provide the student with basic skills in

general office procedures and computers essential for entry into the business world.

### Fall Semester Credit Hours

CIS1050 Intro to Computers or	
CIS1750 Micro Applications* .....	3
OST1020 Keyboarding II* .....	3
OST1080 Ten-Key Numeric Skills .....	1
OST1100 Filing Systems and Records Management* .....	2
OST1300 Office Procedures I* .....	3
OST1400 Business Communications I .....	3
<b>Subtotal</b> .....	<b>15</b>

### Spring Semester Credit Hours

CIS2320 WordPerfect* or	
CIS2350 Microsoft Word* .....	3
ENG1330 English Comp I* .....	3
OST1320 Office Procedures II* .....	3
OST1500 Applied Accounting I .....	3
OST2200 Introduction to Business .....	3
PAW1060 Prep for Employment .....	1
<b>Subtotal</b> .....	<b>16</b>

**TOTAL CREDIT HOURS** ..... **31**

## Medical Coding

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

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

Students completing the AAS Degree in Medical Coding are prepared for an entry level position in one of the fastest-growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. Medical Coding graduates typically work in physicians' offices, clinics, hospitals, insurance companies, medical billing agencies, and consulting firms.

### First Year

#### Fall Semester

ENG1330 English Comp I .....	3
Human Development Elective .....	3
OST1300 Office Procedures I .....	3



OST1000 Keyboarding I.....	3
HLT0030 Orientation to Medical Terminology I.....	1
HLT0070 Orientation to Medical Terminology II.....	1
Comp. Literacy Elective.....	3
<b>Subtotal.....</b>	<b>17</b>

**Spring Semester**

ENG1440 Public Speaking.....	3
MGT1800 Business Math.....	3
OST1020 Keyboarding II.....	3
OST2200 Intro to Business.....	3
OST1320 Office Procedures II.....	3
HLT2350 Medical Terminology I.....	3
<b>Subtotal.....</b>	<b>18</b>

**Second Year**

**Fall Semester**

OST1400 Business Communication I.....	3
Math Elective.....	3
OST1080 Ten-Key Numeric Skills.....	1
OST1100 Filing Systems and Record Mgt.....	2
Political Science/History Elective.....	3
OST1600 Medical Coding I.....	4
OST1620 Medical Office Procedure.....	1
<b>Subtotal.....</b>	<b>17</b>

**Spring Semester**

OST2000 Transcription Skills.....	3
OST2600 Medical Coding II.....	4
OST1640 Medical Software/Elec. Billing.....	2
OST2400 Business Internship I.....	3
Science Elective.....	3-5
PAW1060 Prep for Employment.....	1
MGT1940 Management Seminar.....	1
<b>Subtotal.....</b>	<b>17-19</b>

**Medical Coding Certificate**

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

**Core Classes:**

HLT2350 Medical Terminology and Intro Pathology3	
OST1000 Keyboarding I.....	3
OST1080 Ten-Key Numeric Skills.....	1
OST1100 Filing Systems & Records Management	2
OST1300 Office Procedures I*.....	3
OST1400 Business Communications I*.....	3
OST1600 Medical Coding I.....	4
OST1620 Medical Office Procedures.....	1
OST1640 Medical Software/Electronic Billing.....	2
OST2600 Medical Coding II*.....	4
PAW1060 Preparation for Employment.....	1

**Elective Classes:**

Communications (Choose 1 course).....	3
ENG1330 English Composition I*	
ENG1440 Public Speaking	
ENG1670 Interpersonal Communications I	
Computers (Choose 1 course).....	3
CIS1050 Introduction to Computers	
CIS1750 Microcomputer Applications*	
<b>TOTAL CREDIT HOURS.....</b>	<b>33</b>

\* Designates courses with prerequisites.

**Child Development**

Mineral Area College provides a seamless career pathway to the student interested in working with young children (birth to age 5). The Child Development program includes a three-tiered approach in career and employment opportunities. All three tiers are designed to move the student from the Child Development Associate credential (CDA), to the Director's Credential, and to the Associate of Applied Science degree. The two-year degree can then move the student into a four-year degree in Child Development with Central Methodist University.

**Note: The AAS in Child development DOES NOT prepare the student for teacher certification.**

**Child Development Associate (national) credential**

ECE1000 Intro to Early Childhood Education.....	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety, and Nutrition.....	3
<b>Total Credit Hours.....</b>	<b>9</b>

Note: The three courses provide college credit required to apply for the credentialing process. In addition to the nine hours of college credit, the Washington D.C. Council for Recognition requires the student to prepare additional information that will be assessed by a CDA representative. The student must be working with children in a child care setting during the acquisition of college course work in order to be approved by the council.

**One-Year Certificate**

ECE1000 Intro to Early Childhood Education.....	3
ECE1020 Guiding Alternatives for Young Children.....	3
ECE1040 Early Childhood Health, Safety, and Nutrition.....	3
ECE2000 Practicum Classroom Experiences*.....	3
ECE2120 Intro to Young Children with Special Needs.....	3
EDU1300 Child Development.....	3
EDU2400 Infant/Toddler Methods and Materials*..	3
EDU2420 Organization and Management of EC Programs*.....	3
CIS1050 Intro to Computers or higher.....	3
ENG1440 Public Speaking or	
ENG1670 Interpersonal Communications.....	3

SOC1130 General Sociology or SOC1230 Social Problems .....	3
<b>Total Credit Hours .....</b>	<b>33</b>

**ASSOCIATE OF APPLIED SCIENCE**

ECE1000 Intro to Early Childhood Education .....	3
ECE1020 Guiding Alternatives for Young Children .....	3
ECE1040 Early Childhood Health, Safety, and Nutrition .....	3
ECE2000 Practicum Classroom Experiences* .....	3
ECE2020 Emerging Language and Literacy .....	3
ECE2040 Home, School and Family .....	3
ECE2120 Intro to Young Children with Special Needs .....	3
ECE2300 Professional Portfolio* .....	1
EDU1300 Child Development .....	3
EDU2400 Infant/Toddler Methods and Materials* ..	3
EDU2420 Organization and Management of EC Programs* .....	3
Course Specific Electives (choose 2 courses) .....	6

**General Education Requirements**

Oral and Written Communications (1 each) .....	6
Social/Behavioral Science (1 social 1 psychology)	6
History/Political Science .....	3
Mathematics .....	3
Science w/lab .....	5
CIS1050 Intro to Computers or higher .....	3

**TOTAL CREDIT HOURS .....** 63**To view degree plan go to [www.MineralArea.edu](http://www.MineralArea.edu)**

\*Designates courses with a prerequisite.

## Civil/Construction Technology

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

- Soil conservation technician — field surveys, lab testing
- State Highway Department — soil and material testing, maintenance
- Manufacturing — factory built modular housing construction
- Lumber yards — estimating materials, sales

Municipal — water and wastewater plant operators, road and bridge construction and maintenance crews

Surveyor's Assistant — mine and land boundary

Architectural Design/Drafting/Estimating

Structural Design/Drafting/Estimating

Project Manager

Supervisor — lumber yards, construction sites

Environmental Supervisor — utility companies

Wastewater Plant Supervisor/Operator

Independent Test Laboratory — materials, products

Highway Design and Planning

**MAJOR AND ELECTIVES:**

AGR1430 Introduction To Soils .....	3
BIO1430 Environmental Science .....	3
TEC1020 Introduction to Technology .....	1
TEC1200 Architectural Design & Drafting .....	3
TEC1260 Topographic & Map Drafting .....	3
TEC1300 Computer Aided Design / Drafting .....	3
TEC1330 CAD/D-Special Problems .....	3
TEC1520 Construction Methods & Estimating .....	3
TEC1540 Surveying I .....	3
TEC1550 Surveying II .....	3
TEC1730 Problem Analysis .....	1
TEC1780 Blueprint Reading .....	3
TEC/EEE Elective .....	3
EEE1500 Basic Electronics .....	3
EEE1550 Electrical Systems .....	3
PAW1060 Preparation for Employment .....	1

**GENERAL EDUCATION:**

Communications Electives .....	6
Human Development Elective .....	3
History/Political Science Elective .....	3
Mathematics Electives .....	6-10
Physical Science Elective .....	6-10
<b>TOTAL CREDIT HOURS .....</b>	<b>66-74</b>

## Computer Aided Design/Drafting Technology

Computer usage in design/drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in computer-aided design/drafting (CADD) may enter a wide variety of industries which parallel the various engineering

fields. These include aerospace, architectural, piping, electrical, electronics, and structural among others. Job opportunities include, but are not limited to:

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

**MAJOR AND ELECTIVES:**

TEC1020 Introduction to Technology .....	1
TEC1100 Technical Internship .....	3
TEC1200 Architectural Design & Drafting .....	3
TEC1220 Mechanical Design & Drafting .....	3
TEC1260 Topographic & Map Drafting .....	3
TEC1300 Computer Aided Design / Drafting .....	3
TEC1320 Advanced Computer Aided Design .....	3
TEC1330 CAD/D-Special Problems .....	3
TEC1530 Three-Dimensional Modeling CAD/D .....	3
TEC1670 Design & Development I .....	2
TEC1730 Problem Analysis .....	1
TEC1780 Blueprint Reading .....	3
EEE1500 Basic Electronics .....	3
EEE1550 Electrical Systems .....	3
PAW1060 Preparation for Employment .....	1
TEC/EEE Elective .....	3
<b>GENERAL EDUCATION:</b>	
Communications Electives .....	6
Human Development Elective .....	3
History/Political Science Elective .....	3
Mathematics Electives .....	6-10
Physical Science Elective .....	8
<b>Total Credit Hours .....</b>	<b>67-73</b>

**Criminal Justice  
—Law Enforcement**

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

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered three directions to choose to obtain employment in criminal justice:

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

**Associate of Applied Science Degree:**

CRJ1010 Criminal Justice Internship .....	3
CRJ1100 Introduction to Criminal Justice .....	3
CRJ1200 Criminal Investigations I .....	3
CRJ1400 Criminal Law* .....	3
CRJ1500 Criminal Evidence .....	3
CRJ1600 Juvenile Justice System .....	3
CRJ1710 Community Policing OR	
CRJ1700 Patrol & Traffic Law .....	3
CRJ1720 Comparative Crim Just Studies* OR	
CRJ1300 Criminal Investigations II .....	3
CRJ1800 Introduction to Corrections .....	3
CRJ1900 Police Administration* .....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment .....	1

**GENERAL EDUCATION & ELECTIVES:**

Communications .....	6
Human Development .....	3
History/Political Science .....	6
Math .....	6
Science .....	3-5
Computer Literacy .....	3
Program Electives .....	6
<b>TOTAL CREDIT HRS .....</b>	<b>64-70</b>

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

**Criminal Justice  
—Forensic Investigation**

This program is designed for students who plan to complete an Associate of Applied Science degree in Forensic Investigations and work in a career in investigations, both in law enforcement and the private sector.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Forensic Investigation;
2. They can seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college.

**Associate of Applied Science Degree:**

CRJ1010 Criminal Justice Internship.....	3
CRJ1100 Intro to Criminal Justice.....	3
CRJ1130 Intro to Forensics .....	3
CRJ1200 Criminal Investigations I .....	3
CRJ1400 Criminal Law* .....	3
CRJ1500 Criminal Evidence.....	3
CRJ1520 Criminology.....	3
CRJ2120 Police Photography.....	3
CRJ2140 Forensic Crime Scene Investigation*.....	3
CRJ2160 Crime Scene Analysis* .....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1

**General Education & Electives:**

Communications (1 written & 1 oral) .....	6
Human Development.....	3
History/Political Science.....	6
Math .....	6-10
PHS1250 Intro to Chemistry .....	5
Computer Literacy .....	3
Program Electives .....	6
<b>TOTAL CREDIT HOURS .....</b>	<b>66-70</b>

## Criminal Justice — Judicial Administration

This program is designed for students who plan to complete an Associate of Applied Science degree in Judicial Administration and work in a career of Court Administration, Court Clerk, and related services.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Judicial Administration;
2. They can seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college.

**Associate Of Applied Science Degree:**

CRJ1100 Intro to Criminal Justice .....	3
CRJ1170 Intro to Courts .....	3
CRJ1400 Criminal Law.....	3
CRJ1440 Criminal Court Process & Issues* .....	3
CRJ1500 Criminal Evidence.....	3
CRJ1540 Criminal Procedures.....	3
CRJ 2200 Ethics for Legal Professionals.....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1
CRJ2800 Criminal Justice Capstone .....	1
CIS1150 Technology for the Law Office .....	3

MGT1350 Business Info System for Court Admin..	3
MGT1710 Human Resource Mgt .....	3
MGT2660 Supervision:Mid-Mgt .....	3
OST1500 Applied Accounting I .....	3
OST1520 Applied Accounting II* .....	3

**General Education & Electives:**

Communications.....	6
Human Development.....	3
History/Political Science.....	6
Math .....	3-5
Science.....	3-5
Program Elective .....	3
<b>TOTAL CREDIT HOURS .....</b>	<b>65-69</b>

## Missouri Department of Corrections

Missouri Department of Corrections Custody and Non-Custody staff may receive college credit from Mineral Area College for training completed with the Department of Corrections. Credits earned through 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 Career & Technical Education dean's office at (573) 518-2157.

## Electronics Technology

One of the biggest reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many of the new industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition, electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe, efficient installations in accordance with the National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at 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
- Manufacturing — automobile electronics
- Municipal — facilities maintenance
- Small Appliance Repair
- Aerospace Applications
- Biomedical Instrumentation

**DEGREES & CERTIFICATES**

- Computer Maintenance
- Electronics Drafting
- Process Instrumentation
- Robotics
- Telecommunications

**MAJOR AND ELECTIVES:**

TEC1020 Introduction to Technology .....	1
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading .....	3
EEE1500 Basic Electronics .....	3
EEE1550 Electrical Systems .....	3
EEE1580 Practical Electronics I.....	3
EEE1600 Practical Electronics II.....	3
EEE1910 Electronic Servicing .....	3
EEE2000 Solid State Electronics .....	3
EEE2020 Basic Soldering .....	2
EEE2040 Digital Electronics .....	3
EEE2060 Digital Instrument Electronics .....	3
TEC1300 Computer Aided Design/Drafting .....	3
TEC1100 Technical Internship.....	3
PAW1060 Preparation for Employment.....	1

**GENERAL EDUCATION:**

Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics .....	6-10
Physical Science .....	8-10
<b>TOTAL CREDIT HOURS .....</b>	<b>64-70</b>

**Fire Science Technology**

Since 1999, Mineral Area College, through its Fire and Rescue Academy, has offered an Associate of Applied Science Degree and One-Year Certificate in Fire Science Technology. This degree or certificate program makes use of classroom instruction and practical skill demonstrations conducted at the Multi-Use Training Site on the Park Hills campus. This state-of-the-art facility lets students participate in training that requires them to connect academic instruction to real-world situations, to develop critical problem-solving skills.

**Associate Of Applied Science Degree:**

FST1050 Firefighter Technology .....	12
FST1330 Ropes and Rappelling.....	1
FST1390 Natural Cover Fires.....	1
FST1520 Vehicle Extrication-Passenger.....	1
FST2130 Intro to Fire Inspection .....	2
FST2140 Tech Principles Fire Prevention .....	3
FST2320 Incident Command System Basic.....	1
FST2330 Incident Command System Interm .....	1
FST2350 Incident Command System Adv .....	1
FST2400 Hazardous Materials Operations.....	2
FST2420 Hazardous Materials Awareness.....	1
FST2520 Fire Officer I* .....	3
HLT1770 First Responder.....	3

MGT1940 Management Seminar .....	1
PAW1060 Preparation for Employment.....	1

**General Education & Electives:**

CIS1050 Intro to Computers* or Higher.....	3
ENG1330 English Comp I* .....	3
ENG1440 Public Speaking .....	3
Math Elective .....	3
Physical Education Elective .....	1
POS1140 American State & Local Gov't.....	3
SOC1130 General Sociology.....	3
Additional Electives .....	11
<b>TOTAL CREDIT HOURS .....</b>	<b>64</b>

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

\*Designates courses with prerequisites  
 \*Additional course options available.

**Horticulture**

The need for horticulture operations technicians has been indicated by employers within the region. Concern has further been expressed regarding the lack of local educational services and training in this field. Mineral Area College is now offering the Horticulture Services Operation Technology AAS degree with options for specialized training and certificates to aid in developing employees for this field.

**Associate of Applied Science with Options**

**Program Core**

HRT1010 Introduction to Horticulture .....	5
HRT1030 Math for Horticulture .....	3
HRT1070 Plant Propagation .....	3
HRT2170 Horticulture Maintenance .....	3
HRT1150 Applied Plant Pest Management .....	3
AGR1430 Introduction to Soils .....	3
HRT2510 Hort Internship I.....	3
HRT2530 Hort Internship II .....	3
AGR1800 Ag Leadership & Employment .....	1
AGR2100 Ag Industry Seminar.....	1
<b>Total Core Hours .....</b>	<b>28</b>

**General Education Requirements**

Communications.....	6
Human Development.....	3
History/ Political Science.....	3
Mathematics .....	3-5
Science (BIO1250 Gen Botany) .....	5
Computer Literacy .....	3
<b>Total Gen Ed Hours .....</b>	<b>23-25</b>

**Horticulture Electives**

(Select desired option below):

**Landscape Design/Greenhouse Nursery Management Option –**

HRT1050 Herbaceous Landscape Plants .....	3
HRT1090 Woody Plants I .....	3
HRT1110 Woody Plants II .....	3
HRT2090 Landscape Design I .....	3
HRT2110 Landscape Design II .....	3
HRT2210 Greenhouse/Nursery Management .....	3
<b>Total Elective Hours .....</b>	<b>18</b>

**Turfgrass Management Option –**

HRT1210 Intro to Turfgrass Management .....	3
HRT2310 Golf Course Management .....	3
HRT2330 Turfgrass Pathology .....	3
HRT2350 Turfgrass Equipment .....	3
HRT/BUS Elective .....	3
<b>Total Elective Hours .....</b>	<b>15</b>

**Ornamental Horticulture Option –**

Choose 6 additional Horticulture Courses .....	18
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**Horticulture Services Operations****Technology Certificate**

AGR1430 Introduction to Soils .....	3
AGR1800 Ag Leadership & Employment .....	1
AGR2100 Ag Industry Seminar .....	1
HRT1010 Introduction to Horticulture .....	5
HRT1030 Math for Horticulture .....	3
HRT1050 Herbaceous Landscape Plants .....	3
HRT1070 Plant Propagation* .....	3
HRT1330 Plants for Interior Design .....	3
HRT2210 Greenhouse/Nursery Mgt* .....	3
Bus/Mgt Elective .....	3
Communications .....	3
Computer Literacy .....	3

<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>34</b>
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\*Designates courses with prerequisites.

**Floral Design/Flower Shop Management Certificate**

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

AGR1800 Ag Leadership & Employment .....	1
AGR2100 Ag Industry Seminar .....	1
HRT1010 Introduction to Horticulture .....	5
HRT1030 Math for Horticulture .....	3
HRT1050 Herbaceous Landscape Plants .....	3
HRT1310 Floral Design I .....	3
HRT1330 Plants for Interior Design .....	3
HRT2010 Floral Design II* .....	3
MGT2030 Advertising & Sales Promotion .....	3
CIS1750 Micro Applications* .....	3
Business Elective .....	3
Communications .....	3

<b>TOTAL CERTIFICATE CREDIT HOURS .....</b>	<b>34</b>
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\*Designates courses with prerequisites.

**Industrial Maintenance**

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

**Mechanical 9**

(This is only a selection of possible courses. Other mechanical courses will be accepted as meeting the 9-hour requirement.)

TEC1300 Computer Aided Design/Drafting .....	3
TEC1780 Blueprint Reading* .....	3
TEC1000 Machine Shop I .....	6
TEC1160 Machine Shop II .....	6
TEC1560 Manufacturing Processes & Estimating ..	3
TEC1520 Construction Methods and Estimating....	3
TEC1720 Mechanisms .....	3

**Electrical 9**

(This is only a selection of possible courses. Other electrical courses will be accepted as meeting the nine-hour requirement.)

EEE1500 Basic Electronics .....	3
EEE1550 Electrical Systems .....	3
EEE1580 Practical Electronics I, Motors and Generators* .....	3

**Electronics 9**

(This is only a selection of possible courses. Other electronics courses will be accepted as meeting the nine-hour requirement.)

EEE2000 Solid State Electronics* .....	3
EEE2060 Digital Instrumentation Electronics* .....	3
EEE1970 Programmable Logic Controllers* .....	3
TEC1770 Computer Numeric Controls* .....	3

**Power 7-8**

(This is only a selection of possible courses. Other power courses will be accepted as meeting the 7- to 8-hour requirement.)

Choose six hours from the power area.

TEC2030 Basic Fluid Power .....	3
TEC1070 Unified Technical Concepts I* .....	4
TEC1080 Unified Technical Concepts II* .....	4

**Manufacturing 6**

(This is only a selection of possible courses. Other manufacturing courses will be accepted as meeting the six-hour requirement.)

TEC1560 Manufacturing Processes and Estimating .....	3
TEC1640 Environmental Analysis .....	3

MGT1730 Safety Management.....	3
MGT1310 Project Management* .....	3
MFG1050 Supply Chain Manag. and Distribution ..	3
MFG1030 Introduction to Quality Theory .....	3
TEC1580 Quality Cont. and Testing Fundamentals	3
MFG1000 Principles of Maintenance .....	3

**Electives 4-6 HOURS**

Choose four hours from the following list or other courses as appropriate for individual program plans.

TEC1730 Problem Analysis.....	1
EEE1600 Practical Electronics II* .....	3
EEE1710 National Electric Code* .....	3
TEC1100 Technical Internship* .....	3

Work Experience

**GENERAL EDUCATION .....24-30**

**MAJOR AND ELECTIVES .....45-50**

**TOTAL CREDIT HOURS .....69-80**

\*Designates prerequisites for the course.

## Industrial Maintenance Certificate Option

### Program Core

PAW1060 Prep for Employment.....	1
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**Electronics Electives .....6-8**

Choose from the following:

EEE2000 Solid State Electronics (3)	
EEE2060 Digital Instrumentation Electronics* (3)	
EEE1970 Programmable Logic Controllers* (3)	
TEC1770 Computer Numerical Controls* (3)	

**Manufacturing Electives ..... 6**

Choose from the following:

MFG1000 Principles of Maintenance (3)	
MFG1030 Introduction to Quality Theory (3)	
MFG1050 Supply Chain Mgt and Dist (3)	
MGT1310 Project Management* (3)	
MGT1730 Safety Management (3)	
TEC1560 Manufacturing Processes and Estimating (3)	
TEC1580 Quality Control & Testing Fundamentals (3)	
TEC1640 Environmental Analysis (3)	

**Power Electives ..... 7-8**

Choose from the following:

TEC1070 Unified Technical Concepts I* (4)	
TEC1080 Unified Technical Concepts II* (4)	
TEC2030 Basic Fluid Power (3)	

### General Education

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

**PROGRAM CORE .....20-23**

**GENERAL EDUCATION ..... 12-14**

**TOTAL CREDIT HOURS ..... 32-37**

## Machine Tool Technology

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

### ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

TEC1000 Machine Shop I .....	6
TEC1100 Technical Internship * .....	3
TEC1160 Machine Shop II* .....	6
TEC1300 Computer Aided Design/Drafting .....	3
TEC1320 Advanced Computer Aided Design/Drafting* .....	3
TEC1390 Machine Shop III* .....	6
TEC1430 Machine Shop IV* .....	6
TEC1790 Basic Numerical Control Programming ..	3
TEC1800 Advanced Computer Numerical Control*	3
TEC1810 Numerical Control Planning & Tooling* ..	2
MGT1940 Management Seminar .....	1
PAW1060 Preparation for Employment.....	1

**Major and Support Areas for AAS Degree ..... 43**

**General Education for AAS Degree .....24-30**

**Total Hours for AAS Degree..... 67-73**

### Machine Tool Technology Certificate

TEC1000 Machine Shop I .....	6
TEC1160 Machine Shop II* .....	6
TEC1300 Computer Aided Design/Drafting .....	3
TEC1320 Adv Computer Aided Design/Drafting*...	3
TEC1790 Basic Numerical Control Programming ..	3

**Major and Support Courses..... 21**

**General Education ..... 15-19**

**Total Hours for Certificate.....36-40**

## Manufacturing Supervision Technology

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

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

**BUSINESS/MANAGEMENT ELECTIVES 15**

Choose from the following:

- BUS2330 Marketing (3)
- BUS2530 Legal Environment of Business (3)
- ENG2150 Leadership Development (3)
- MGT1140 Cost Accounting (3)
- MGT1190 Financial Accounting (3)
- MGT1300 Organizational Analysis and Management (3)
- MGT1310 Project Management\* (3)
- MGT1710 Human Resource Management (3)
- MGT1730 Safety Management (3)
- MGT2660 Supervision: Middle Management\* (3)

**MANUFACTURING ELECTIVES 15**

- Choose from the following:
- TEC1350 Introduction to Robotics (3)
  - TEC1500 Plant Layout (3)
  - TEC1560 Manufacturing Processes and Estimating (3)
  - TEC1580 Quality Control & Testing Fundamentals (3)
  - TEC2030 Basic Fluid Power (3)
  - TEC1810 N/C Planning & Tooling (3)

**TECHNOLOGY ELECTIVES 12**

- Choose from the following:
- CIS1620 A+ Computer Maintenance (3)
  - EEE1500 Basic Electronics (3)
  - EEE1550 Electrical Systems (3)
  - TEC1300 Computer Aided Design/Drafting (3)
  - TEC1320 Advanced CADD\* (3)
  - TEC1530 3-D Modeling\* (3)

**EMPLOYMENT COURSES\* 2**

- MGT1940 Management Seminar (1)
- PAW1060 Preparation for Employment (1)

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

**GENERAL EDUCATION**

- Communications..... 6
- Human Development..... 3
- History/Political Science..... 3
- Mathematics..... 6-10
- Physical Science..... 8-10

**MAJOR AND ELECTIVES .....42-44**

**GENERAL EDUCATION .....26-32**

**TOTAL CREDIT HOURS ..... 70-76**

**Manufacturing Supervision Technology Certificate**

**MAJOR AND ELECTIVES:**

- MGT1940 Management Seminar ..... 1
- CIS1050 Intro to Computers or
- CIS1750 Microcomputer Applications\* ..... 3

**ORGANIZATIONAL BEHAVIOR AND MGT 6**

Choose two courses from the following:

- BUS2330 Marketing (3)

- BUS2530 Legal Environment of Business (3)
- ENG2150 Leadership Development (3)
- MGT1140 Cost Accounting (3)
- MGT1190 Financial Accounting (3)
- MGT1300 Organizational Analysis and Management (3)
- MGT1310 Project Management\* (3)
- MGT1710 Human Resource Management (3)
- MGT1730 Safety Management (3)
- MGT2660 Supervision: Middle Management\* (3)

**MANUFACTURING 6**

Choose two courses from the following:

- TEC1350 Introduction to Robotics (3)
- TEC1500 Plant Layout (3)
- TEC1560 Manufacturing Processes and Estimating (3)
- TEC1580 Quality Control & Testing Fundamentals (3)
- TEC2030 Basic Fluid Power (3)
- TEC1810 N/C Planning & Tooling (3)

**TECHNOLOGY 3**

Choose one course from the following:

- CIS1620 A+ Computer Maintenance (3)
- EEE1500 Basic Electronics (3)
- EEE1550 Electrical Systems (3)
- TEC1300 Computer Aided Design/Drafting (3)
- TEC1320 Advanced CADD\* (3)
- TEC1530 3-D Modeling\* (3)

**GENERAL EDUCATION:**

- Communication ..... 3
- Human Development..... 3
- Mathematics..... 3-5
- Physical Science ..... 4-5

**MAJOR AND ELECTIVES ..... 19**

**GENERAL EDUCATION ..... 13-16**

**TOTAL CREDIT HOURS ..... 32-35**

\*Designates courses with prerequisites.

**Manufacturing Technology**

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production, and personnel. Management is concerned with the planning, organization, and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement, and, particularly today, the retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production, and estimating costs. In addition,



new advances in robotics, computer-aided manufacturing, and process control systems are integrated into both “hands-on” and theory classes. Job opportunities include, but are not limited to:

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

**MAJOR AND ELECTIVES:**

TEC1020 Introduction to Technology .....	1
TEC1300 Computer Aided Design/Drafting .....	3
TEC1350 Introduction to Robotics.....	3
TEC1500 Plant Layout.....	3
TEC1560 Mfg. Process & Estimating .....	3
TEC1580 QC & Testing Fundamentals .....	3
TEC1720 Mechanisms .....	3
TEC1730 Problem Analysis.....	1
TEC1770 Computer Numerical Control.....	3
TEC1780 Blueprint Reading .....	3
TEC1810 NC Planning & Tooling.....	3
TEC2030 Basic Fluid Power.....	3
EEE1500 Basic Electronics .....	3
EEE1550 Electrical Systems .....	3
PAW1060 Preparation for Employment.....	1

**GENERAL EDUCATION:**

Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics .....	6-10
Physical Science .....	8

**TOTAL CREDIT HOURS ..... 65-71**

\*Designates courses with prerequisites.

**Nursing**

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

**Occupational Safety, Health and Environmental Technology**

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

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

**Skilled Trades**

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

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

**Skilled Trades Technology 37 Hours**

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

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17

college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 57 hours of credit at the college level. Mineral Area College agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant Mineral Area College credit for other DOL approved trade apprenticeship programs.

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

## **Career Center Partnerships: Associate Of Applied Science Degrees & Certificates**

Mineral Area College has partnered with four area career and technology centers to offer

# Course Descriptions

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

## Academic Transfer

Courses	Subject Abbreviations Area	Page Number
ART	Art	80
BIO	Biological Sciences	81
BUS	Business Administration & Economics	81
CIS	Computer Information Systems	82
COM	Communications	83
CSC	Computer Science	85
EDU	Education	85
EGN	Engineering	86
ENG	English/Communications	87
GEO	Geography	90
GUI	Guidance	90
HIS	History	90
IDS	Interdisciplinary Studies	93
MAT	Mathematics	93
MFL	Modern Foreign Language	94
MUS	Music	97
PED	Physical Education	100
PHI	Philosophy	101
PHS	Physical Science	101
PHY	Physiology & Health	102
POS	Political Science	102
PSY	Psychology	102
SOC	Sociology	103
SWK	Social Work	105
THE	Theatre	105

## Career & Technical

Courses	Subject Abbreviations Area	Page Number
ADN	Associate Degree Nursing	79
AGR	Agri-Business	79
CIS	Computer Information Systems	82
CRJ	Criminal Justice	84
DCS	Deaf Communication Studies	85
ECE	Early Childhood Education	85
EEE	Electrical/Electronics Technology	86
FST	Fire Science Technology	89

HLT	Health Related Technology	91
HRT	Horticulture	82
MFG	Manufacturing	91
MGT	Management	95
NUR	Practical Nursing	98
OST	Office Systems Technology	99
PAR	Paramedic Technology	99
PAW	Personal Awareness	100
RDL	Radiology	102
TEC	Technology	103

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

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

## Course Levels

0010-0990 —

Remedial/developmental courses

1000-2990 —

Freshman/Sophomore level  
courses

## Lecture/Laboratory Hours

Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

## Honors

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

## ASSOCIATE DEGREE NURSING

**ADN1420** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**LPN-ADN Transition (Bridge)**

*Prerequisite: Valid LPN license and acceptance into Advanced Placement Program.*

This course is offered in the summer semester and addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients.

Other topics addressed in the course include therapeutic communication, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment. Some components require independent study.

**ADN1450** \_\_\_\_\_ (Arr.) 6 cr. hrs.  
**Fundamentals of Nursing**

*Prerequisite: Acceptance into the ADN Program.*

This course is constructed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs are conducted prior to clinicals. Eight clinical hours are scheduled weekly in the last half of the semester.

**ADN1460** \_\_\_\_\_ (Arr.) 4 cr. hrs.  
**Maternity Nursing**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

The course provides instruction and clinical practice in meeting the physiologic, psychologic, and adaptation of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

**ADN1480** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Contemporary Nursing**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

A course designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the

legal, ethical, political and on-the-job issues confronting today's nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits, and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

**ADN1490** \_\_\_\_\_ (Arr.) 10 cr. hrs.  
**Medical-Surgical Nursing I**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

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

**ADN1500** \_\_\_\_\_ (Arr.) 6 cr. hrs.  
**Medical-Surgical Nursing II**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

This is a continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. This course also integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

**ADN1510** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Clinical Pharmacology**

*Prerequisite: Grade of "C" or above in sequential nursing and science courses.*

This course is designed to introduce the student to common characteristics of various drug classification and each prototype drug within the group.

This class presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, respiratory system, and the central nervous system.

**ADN1570** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Basic Pharmacology**

*Prerequisite: Acceptance into the ADN Program.*

This course is an introduction to the administration of medicine. Basic information concerning the various pharmaceutical names and preparations, their administration techniques, and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. This must be taken concurrently with Fundamentals of Nursing.

**ADN1610** \_\_\_\_\_ (Arr.) 5 cr. hrs.  
**Nursing of Children**

*Prerequisite: Grade of "C" or above in sequential nursing and science courses and Human Growth and Development.*

This course is designed to provide instruction and clinical practice in meeting the needs of the child and family from infancy through adolescence. Principles and theories of child development as well as culture, experience, and nutritional influences are integrated.

Focus is placed on acute and chronic illness, hospitalization effects, congenital abnormalities, and nursing care specific to particular age groups and health problems.

**ADN1630** \_\_\_\_\_ (Arr.) 4 cr. hrs.  
**Mental Health Nursing**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

This course is designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. This course is intended to provide fundamental knowledge of mental health concepts and 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 with a better understanding of behavior and provide a useful framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

**ADN1640** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Therapeutic Nutrition**

*Prerequisite: Grade of "C" or above in sequential nursing and science classes.*

This course provides the student with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

## AGRI-BUSINESS

**AGR1120** \_\_\_\_\_ (5-2) 5 cr. hrs.  
**Animal Science (fall)**

An overview of the biological principles of animal science including reproduction, genetics, nutrition, lactation, consumer products, and others.

Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of animal diseases and public health along with current issues in animal science is covered.

**AGR1230** \_\_\_\_\_ (5-2) 5 cr. hrs.  
**Plant Science (spring)**

A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants.

Manipulation of plants by various techniques of propagation, both sexual and asexual, including new methods in areas such as tissue culture in plant cloning and hydroponics are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

**AGR1300** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Vegetable Gardening**

A basic course for gardeners interested in learning more about the whys and hows of vegetable production for either commercial or home consumption.

**AGR1420** \_\_\_\_\_ (5-2) 5 cr. hrs.  
**Soils (fall)**

*Prerequisite: PHS1250 or above chemistry (for transfer students only).*

A scientific approach to the concepts of soil formation, classification, and soil characteristics such as biological and reactive properties. Essential macro and micro nutrients and their management are covered. Issues such as soil erosion and chemical pollution are explored and geographic information about soils are presented.

**AGR1430 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Introduction to Soils (fall)**

A course designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

**AGR1450 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Farrier Science and Limb Anatomy**

The study of proper shoeing and its importance to the useful life of the horse. Includes the anatomy and physiology of the horse's limbs, farrier's tools and horse shoes, and methods of regular, corrective and pathological shoeing.

**AGR1460 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Equine Science and Management (spring)**

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

**AGR1480 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Advanced Equine Science and Management (spring)**

*Prerequisite: AGR1460 or instructor consent.*

An advanced course to AGR1460, designed to provide students with a greater understanding of how to successfully manage and care for an equine business with a large number of horses. This course will provide instruction in successful breeding, marketing, raising and caring for horses, and will prepare students for a career in the equine industry. Students are expected to possess basic skills and conceptual techniques of equine science and management.

**AGR1550 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Livestock Production (fall)**

A course designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine and sheep are covered.

**AGR1650 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Agriculture Credit & Finance (spring)**

*Prerequisite: Sophomore standing or instructor consent.*

A survey of the principles, concepts and functions of credit and finance as related to agriculture.

**AGR1700 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Farm Management (spring)**

Principles and decision making tools applied to practical farm problems. Budgeting, break even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

**AGR1720 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Agriculture Chemicals (spring)**

*Prerequisite: Sophomore standing or instructor consent.*

A course designed to develop a thorough understanding of agricultural chemicals, including fertilizers and pesticides. Disease and insect control will be introduced. Proper application methods and safety will be stressed.

**AGR1750 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Farm Record Keeping**

This course will be designed to help farm families learn to set up a good farm record-keeping system.

**AGR1770 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Contemporary Agriculture Issues I**

*Prerequisite: Sophomore standing or instructor consent.*

A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1790 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Contemporary Agriculture Issues II**

*Prerequisite: AGR1770.*

A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1800 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Agriculture Leadership and Employment (fall)**

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

**AGR2100 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Agriculture Industry Seminar (fall)**

*Prerequisite: AGR1800.*

This course is designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.

**AGR2200 \_\_\_\_\_ (Arr.) 3 cr. hrs.**  
**Agriculture Internship I**

*Prerequisite: Sophomore standing or instructor consent.*

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer.

**AGR2250 \_\_\_\_\_ (Arr.) 3 cr. hrs.**  
**Agriculture Internship II**

*Prerequisite: AGR2200.*

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer. This is a continuation of AGR2200.

**ART****ART1130 \_\_\_\_\_ (2-4) 3 cr. hrs.**  
**Drawing I (fall, spring)**

An introduction to drawing with emphasis on perception and developing a familiarity

with elements of art and a sensitivity to their use in drawing. Various media are introduced so that the student gains an awareness of the potential of each.

**ART1140 \_\_\_\_\_ (2-4) 3 cr. hrs.**  
**Drawing II (spring, summer)**

*Prerequisite: ART1130.*

An extension of Drawing I with additional emphasis on elements of drawing. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. Particular attention is given to the human figure.

**ART1160 \_\_\_\_\_ (2-4) 3 cr. hrs.**  
**Painting I (fall, spring)**

*Prerequisite: ART1130 or instructor consent.*

An introduction to painting with the emphasis placed on the basic study of form, space, composition, and color theory utilizing such media as oil and acrylics.

**ART1200 \_\_\_\_\_ (2-1) 2 cr. hrs.**  
**Sketching**

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

**ART1230 \_\_\_\_\_ (2-4) 3 cr. hrs.**  
**Ceramics (spring or summer)**

An introductory course which explores and emphasizes the basic elements and techniques of ceramics. The course will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.

**ART1400 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**History of Western Art**

A course designed to introduce the student to the visual masterpieces of a particular western civilization. It stresses both the style, function and historical context of art. Offered in conjunction with student tours. The offering will vary depending on the country to be visited.

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

History of ancient art from prehistoric to medieval time. (Cultural diversity course.)

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

The study of Renaissance and Baroque art. (Cultural diversity course.)

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

History of the major developments in the art of the 19th and 20th Centuries. (Cultural diversity course.)

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

An introduction into the nature of the humanities. Dominant themes of human self expression and the key ideas and values of western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film. (Cultural diversity course.)

**ART1550 \_\_\_\_\_ (2-4) 3 cr. hrs.**  
**Beginning Photography**

An elective course introducing the basics of photography, concentrating on an understanding of camera systems and the techniques of black and white film developing and printing.

**ART1640 \_\_\_\_\_ (1-3) 3 cr. hrs.****Printmaking**

*Prerequisite: ART1130 or instructor consent.*

An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. The course will stress the expressive potentialities of the wood block and etching.

**ART1740 \_\_\_\_\_ (1-3) 3 cr. hrs.****Watercolor**

*Prerequisite: ART1130 or instructor consent.*

An introduction to the theory and practice of painting in watercolor with emphasis on experimentation with techniques as well as creative expression. Offered on demand.

**ART1830 \_\_\_\_\_ (2-4) 3 cr. hrs.****Two-Dimensional Design (fall)**

An exploration of the two-dimensional surface as related to the visual elements of shape, color, form, line, space and texture. Emphasis on problems in applying principles of design in various media.

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

A course in the theory and application of color. Lecture and studio problems will emphasize the interaction of color as it applies to two-dimensional art.

**ART1930 \_\_\_\_\_ (1-3) 3 cr. hrs.****Sculpture I (spring)**

*Prerequisite: ART1130 or instructor consent.*

An investigation and employment of various materials and methods of sculpting including modeling head and figure, and elementary processes of casting, carving, and construction.

**ART1950 \_\_\_\_\_ (2-4) 3 cr. hrs.****Contemporary Metalsmithing I**

Students will explore a variety of techniques relating to the forming of steel into sculptural forms. Students will learn the basics of operating forges and welding equipment with an emphasis on non-functional three-dimensional forms.

**ART2160 \_\_\_\_\_ (2-4) 3 cr. hrs.****Painting II**

*Prerequisite: ART1160 or instructor consent.*

This course is an expansion of Painting I, with an emphasis on developing painting techniques to a more advanced state. The student's own ideas become important in this class. Landscape painting, Still Life, Abstract, and Expression become important factors. More attention is placed on painting materials and mediums.

**BIOLOGICAL SCIENCE****BIO1100 \_\_\_\_\_ (3-0) 3 cr. hrs.****Introduction to Biological Science**

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

**BIO1150 \_\_\_\_\_ (3-4) 5 cr. hrs.****General Biology**

A course that presents selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems.

The nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things may be presented. This course meets the general education biological science requirement.

**BIO1250 \_\_\_\_\_ (3-4) 5 cr. hrs.****General Botany (spring)**

A course emphasizing biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. This course meets the general education biological science requirement.

**BIO1330 \_\_\_\_\_ (2-3) 3 cr. hrs.****Local Flora (Odd year spring)**

This course is designed to acquaint students with local plants by actual collection, identification, preservation and mounting of such plants. Students may choose an area of specialization dealing with fungi, lichens, ferns, or flowering plants.

**BIO1340 \_\_\_\_\_ (Arr.) 3 cr. hrs.****Local Fauna (On Demand)**

*Prerequisite: Instructor consent.*

This independent study course involves exploration of some vertebrate group or topic chosen by the student and instructor. Information may come from literature reviews, interviews with experts, field work and/or field trips. Information gathered will then be compiled in a research paper of appropriate length.

**BIO1350 \_\_\_\_\_ (3-4) 5 cr. hrs.****General Zoology (fall)**

An introduction to the important principles and concepts of zoology. This course emphasizes cell biology, genetics, reproduction, and the major animal phyla. Three lectures and two double laboratory periods per week. This course meets the general education biological science requirement.

**BIO1430 \_\_\_\_\_ (3-0) 3 cr. hrs.****Environmental Science**

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

**BIZ1430 \_\_\_\_\_ (0-4) 2 cr. hrs.****Environmental Science Laboratory (alternate spring)**

This course is designed as either a stand-alone, two-hour science credit or as a lab to accompany Environmental Science lecture BIO1430. Students will learn to sample and evaluate water, soil, plants and animals. Recommended as an elective or to fulfill part of the life science requirement.

**BIO1500 \_\_\_\_\_ (3-0) 3 cr. hrs.****Essentials of Microbiology**

A course that may be a science elective for the non-science major. The student will learn about the cause of selected infectious diseases and methods used to control the spread of human pathogens. The history of microbiology, as well as microbe anatomy, growth requirements, means of observation, and mechanisms of pathogenicity.

**BIO2240 \_\_\_\_\_ (2-4) 4 cr. hrs.****Field Biology (alternate spring)**

*Prerequisite: Either BIO1150, BIO1250, BIO1350 with a grade of "C" or better, or*

*instructor consent.*

This course is designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

**BIO2360 \_\_\_\_\_ (4-0) 4 cr. hrs.****General Genetics**

A survey of basic principles of genetics with an emphasis on human application and basics of plant genetics. This course is designed to meet general education requirements.

**BIO2540 \_\_\_\_\_ (3-4) 5 cr. hrs.****Human Anatomy and Physiology (spring)**

*Prerequisite: A grade of "C" or better in BIO1150, BIO1250, BIO1350, or PHS1250 or higher.*

This course is designed to provide the student with an understanding of the structure and function of the human body. The course includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular and cardiovascular systems.

Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO2600 Human Anatomy and the BIO2620 Human Physiology for a total of 10 hours are required for the nursing program. BIO2540 is considered as Anatomy and Physiology I for many transferring institutions.

**BIO2600 \_\_\_\_\_ (3-4) 5 cr. hrs.****Human Anatomy (fall)**

*Prerequisite: Acceptance into ADN or PN nursing program or instructor consent.*

This course is the study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620) This is a required class in the nursing program.

**BIO2620 \_\_\_\_\_ (3-4) 5 cr. hrs.****Human Physiology (spring)**

*Prerequisite: A grade of "C" or better in BIO2600, PHS1250 or instructor consent.*

This course is a continuation of BIO2600. The course concentrates on the biochemical, cellular and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. This course is required for the ADN nursing program.

**BIO2700 \_\_\_\_\_ (3-2) 4 cr. hrs.-****Microbiology (fall)**

*Prerequisite: A grade of "C" or better in BIO2600, BIO2620, and PHS1250 or instructor consent.*

This course introduces the morphology, biochemical activities, cultivation, control, history of epidemiology and diagnostic procedures used to identify selected microorganisms that are important in the health sciences. This course is required for the ADN nursing program.

**BIO2980 \_\_\_\_\_ (Arr.) 1 cr. hr.****Readings In Honors**

A small group discussion class which involves reading assignments from books or magazines, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

**BIO2990** \_\_\_\_\_ (Arr.) 1 cr. hr.**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.

**BUSINESS ADMINISTRATION AND ECONOMICS****BUS1330** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Economics**

Introductory economics course intended for non-business majors. Both Macroeconomic and Microeconomic topics will be integrated into real world application.

**BUS2000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Principles of Accounting I**

*Prerequisite: 1 year of high school accounting, OST1500, or instructor consent.*

An introductory course in accounting principles. The course covers the accounting process for a sole proprietorship (service and merchandising organization) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets, and payroll.

**BUS2050** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Principles of Accounting II**

*Prerequisite: BUS2000 with a grade of "C" or better or OST1500 and OST1520 with a grade of "C" or better.*

A continuation of BUS2000. Topics include the following: partnership accounting, corporation accounting, manufacturing accounting, financial statement analysis, and special management reports.

**BUS2100** \_\_\_\_\_ (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, direction, and control.

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

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

**BUS2430** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introductory Statistics**

*Prerequisite: MAT1130 or instructor consent.*

An elementary course on uses of central tendency and measures of variation. This is an introduction to probability; probability distributions; sampling distributions; and analyzing simple experiments using hypothesis testing techniques.

**BUS2530** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Legal Environment of Business**

A general study of the legal environment in which a business person must operate from the standpoint of legal institutions, legal process, ethics and social responsibility, international influences, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, consumer protection, bankruptcy, labor law, securities regulation, environmental law, antitrust law and cyber law.

**BUS2930** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Principles of Macroeconomics**

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

**BUS2940** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Principles of Microeconomics**

This course is primarily a study of market systems. Micro topics include pricing, costs and efficiencies in each of the market models. Consumer behavior will also be studied.

**COMPUTER INFORMATION SYSTEMS**

The typical sequence of computer courses begins with CIS1050, Introduction to Computers.

Following CIS1050, the sequence of the applications courses can be varied. Word processing is typically selected early because of its widest usage. Applications courses that follow CIS1050, Introduction to Computers, include: word processing courses (CIS2320 or CIS2350), database (CIS2100), spreadsheets (CIS2200), Desktop Publishing (CIS1700), Microcomputer Applications (CIS1750), Microcomputer Graphics (CIS1100), and Microcomputer Operating Systems (CIS2000).

Students desiring more in-depth knowledge and skills can subsequently take the advanced applications courses in word processing, spreadsheets and desktop publishing.

**CIS1050** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Computers**

*Prerequisite: Keyboarding skills are necessary for enrollment. Student cannot concurrently enroll in CIS1050 and CIS1750.*

An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and applications of computers. Students will use microcomputers to learn the basic concepts of the most popular microcomputer applications such as word processing, spreadsheets, graphics, database management, e-mail, Internet and Windows interface.

**CIS1100** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Microcomputer Graphics**

*Prerequisite: CIS1050 or CIS1750.*

A course designed to provide the student practical experience with microcomputer graphics, including manipulation of graphic units and text, multiple screen image transfer, diagram size and shape modification, business chart customization, freehand drawing, etc.

**CIS1150** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Technology for the Law Office**

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

**CIS1610** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**IT Fundamentals**

This course will allow the student to show that they have a solid competence in computers and office programs, plus the know how to surf the Internet and send an e-mail message. This class will help the student prepare for the Certiport IC<sup>3</sup> Certification.

**CIS1620** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**A+ Computer Repair and Maintenance**

*Prerequisite: CIS1050, CIS1750 or instructor consent.*

This course is a study of the computer from its beginnings through the present day Pentium machines. This course is the foundation for entry-level computer technicians. Through lectures, discussions and lab exercises, students will learn the skills and gain the knowledge necessary for A+ certification. This class provides the necessary focus to prepare students to meet the objectives of the A+ exams.

**CIS1650** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**Accounting on Microcomputer**

*Prerequisite: BUS2050 or OST1520.*

A course on computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

**CIS1670** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Fundamentals of Networking**

*Prerequisite: CIS1610 or instructor consent.*

This course is an entry-level course in networking. The course will cover various aspects of designing and implementing a network for both home and office. This class will help the student prepare for the CompTIA Network+ Certification.

**CIS1680** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Fundamentals of Network Security**

*Prerequisite: CIS1670, Network+ Certification or instructor consent.*

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

**CIS1700** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Desktop Publishing**

*Prerequisite: CIS1050 or CIS1750.*

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

**CIS1750** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Microcomputer Applications**

*Prerequisite: Previous regular usage of word processor, spreadsheet or database application. Student cannot concurrently enroll in CIS1050 and CIS1750.*

Gaining proficiency in the most commonly used applications of microcomputers in business: word processing, electronic spreadsheets, graphics, presentations and database management using an integrated Windows-based software suite that performs all these applications.

**CIS1780** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Illustrator I**

*Prerequisite: CIS1050 OR CIS1750.*

Vector-based drawing programs are used in industry and commerce to create graphics for both print and electronic mediums. Adobe Illustrator is a leading vector-based illustration tool and is used widely for these purposes. This course is an introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.

**CIS1800 \_\_\_\_\_ 2 cr. hrs.****Introduction to Networking**

*Prerequisite:* CIS1050 or CIS1750.

Gives a high level overview of network concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base to build on for future courses and helps prepare the student for the Microsoft Networking Essentials Exam.

**CIS1830 \_\_\_\_\_ (3-0) 3 cr. hrs.****Novell Network Administration**

*Prerequisite:* CIS1850 or CIS2000.

Enables the student to perform day to day administrative tasks on a Novell network.

Helps prepare the student for Certified Novell Administrator (CNA) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management, and many other topics related to managing Novell networks.

**CIS1840 \_\_\_\_\_ (3-0) 3 cr. hrs.****Microsoft Networking Administration**

*Prerequisite:* CIS1850 or CIS2000.

This course enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

**CIS1850 \_\_\_\_\_ (5-0) 5 cr. hrs.****Internetworking I**

*Prerequisite:* CIS1050, CIS1750 or A+ certification.

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

**CIS1860 \_\_\_\_\_ (5-0) 5 cr. hrs.****Internetworking II**

*Prerequisite:* CIS1850.

Continuation of the Cisco™ Network Academy. Introduction to router configuration; Routes and routing protocols.

(See CIS2550, CIS2860).

**CIS1900 \_\_\_\_\_ (3-0) 3 cr. hrs.****Fundamentals of UNIX**

*Prerequisite:* CIS1850 or CIS2000.

This course will enable the student to perform basic, entry-level UNIX operator skills and use the UNIX operating system commands. Students will also learn fundamental command-line features of the UNIX operating environment including file system navigation, file permissions, the vi text editor, command shells and basic network use.

**CIS1930 \_\_\_\_\_ (3-0) 3 cr. hrs.****Computer Ethics**

A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer usage has created new opportunities for exploitation in technology, management, the market and education. Content includes legal issues regarding piracy, hacking, intellectual property, acceptable use, privacy and freedom of speech. Does not meet computer literacy requirement.

**CIS2000 \_\_\_\_\_ (3-0) 3 cr. hrs.****Microcomputer Operating Systems**

*Prerequisite:* CIS1050 or CIS1750.

An introduction to operating system principles and functions. Special emphasis is given to fundamentals and advanced

skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.

**CIS2080 \_\_\_\_\_ (3-0) 3 cr. hrs.****Fundamentals of Linux**

*Prerequisite:* CIS1610, CIS1670, CIS1850, CIS2000 or equivalent.

This course introduces the fundamentals of the Linux operating system. This course will guide students through the basics of Linux systems concepts, architecture and administration. The course will also include networking essentials commonly used in the Linux environment.

**CIS2100 \_\_\_\_\_ (3-0) 3 cr. hrs.****Microcomputer Database Management**

*Prerequisite:* CIS1050 or CIS1750.

A practical course utilizing a microcomputer software package to acquaint the student with database management tasks of moderate complexity. Topics of study include: file design and creation, table manipulation, record editing and display, queries, report generation, using multiple files.

**CIS2110 \_\_\_\_\_ (3-0) 3 cr. hrs.****Advanced Microcomputer Database Management**

*Prerequisite:* CIS2100.

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

**CIS2200 \_\_\_\_\_ (3-0) 3 cr. hrs.****Microcomputer Spreadsheet Applications**

*Prerequisite:* CIS1050 or CIS1750.

A practical course utilizing a computer software package to acquaint the student with spreadsheet applications of moderate complexity. Topics of study include: file creation/manipulation, cell editing, ranges, functions, sorting, formulas, graphs, printer control, and database functions, and multiple worksheets.

**CIS2210 \_\_\_\_\_ (3-0) 3 cr. hrs.****Advanced Microcomputer Spreadsheet Applications**

*Prerequisite:* CIS2200.

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

**CIS2320 \_\_\_\_\_ (3-0) 3 cr. hrs.****Word Processing—WordPerfect for Windows I**

*Prerequisite:* CIS1050 or CIS1750.

A practical course using WordPerfect for Windows to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, cut, copy, and move functions, text enhancement, speller/thesaurus usage, and printer control.

**CIS2330 \_\_\_\_\_ (3-0) 3 cr. hrs.****Word Processing—WordPerfect for Windows II**

*Prerequisite:* CIS2320.

This course is a continuation of WordPerfect for Windows I which provides opportunities for practical applications in creating more advanced documents using WordPerfect for Windows software. The student will learn how

to integrate text and graphics and use WordPerfect for Windows as a desktop publisher.

**CIS2350 \_\_\_\_\_ (3-0) 3 cr. hrs.****Word Processing—Microsoft Word**

*Prerequisite:* CIS1050 or CIS1750.

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

**CIS2400 \_\_\_\_\_ (3-0) 3 cr. hrs.****Web Page Development**

*Prerequisite:* CIS1050 or CIS1750.

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

**CIS2670 \_\_\_\_\_ (3-0) 3 cr. hrs.****Internetworking III**

*Prerequisite:* CIS1860.

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

**CIS2690 \_\_\_\_\_ (3-0) 3 cr. hrs.****Internetworking IV**

*Prerequisite:* CIS2670.

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

**CIS2930 \_\_\_\_\_ (3-0) 3 cr. hrs.****Advanced Microcomputer Applications**

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

**CIS2940 \_\_\_\_\_ (3-0) 3 cr. hrs.****Advanced Desktop Publishing**

*Prerequisite:* CIS1700.

A continuation of CIS1700 to expand the student's proficiency in developing quality publications.

**CIS2960 \_\_\_\_\_ (Arr.) 3 cr. hrs.****Computer Networking Internship**

*Prerequisite:* Sophomore standing in Computer Networking and instructor approval.

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

**MASS COMMUNICATIONS****COM1000 \_\_\_\_\_ (3-0) 3 cr. hrs.****Introduction to Mass Media**

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

**COM1020 \_\_\_\_\_ (3-0) 3 cr. hrs.****Introduction to Broadcasting**

Survey course covering the history and development of electronic broadcast



technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

**COM1060** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Cinema**

Covers the techniques involved in creating good cinema including: photography, Mise en Scene (elements in visual composition), the moving camera and special effects, editing, sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. This course meets the Cultural Diversity requirement. (Cultural diversity course.)

**COM1120** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Journalism I: News Writing**

News writing and reporting techniques will be covered in this introductory course through discussion, reading and practical exercises. Course will include practice in reading the news, study of headlines and make-up, and practical experience writing and editing copy.

**COM2000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Public Relations**

*Prerequisites: COM1000, ENG1330 and ENG1340 with a grade of "C" or better.*

Course in an overview survey of today's public relations field, its functions, vocabularies and various applications related to the media communications area. Students will also get practical experience functioning as a PR "agency".

**COM2040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Journalism I: News Writing II**

*Prerequisites: COM1120 with a grade of "C" or better.*

A continuation of practical work in writing and editing copy. The student will be exposed to the practical and theoretical techniques of editing and designing a newspaper. Students are required to write, rewrite and edit copy on a regular basis.

**COM2060** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Journalism Copy-Editing and Layout**

*Prerequisites: COM1100 or COM1120 with a grade of "C" or better.*

Designed to teach the techniques of producing a small newspaper. Subjects include: the newspaper staff, content, editing, typography, paste-up, deadlines and page layout. Students also receive instruction on the principles of good design in newspapers.

**COM2200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**T.V. Production**

*Prerequisites: COM1020 with a grade of "C" or better, or instructor's permission.*

Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

**COM2260** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**T.V. Production Practicum**

*Prerequisite: COM1020 with a grade of "C" or better.*

Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

**CRIMINAL JUSTICE**

**CRJ1010** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**Internship**

*Prerequisite: CRJ1100 or instructor consent.*

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

**CRJ1030** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Computer Application for Law Enforcement**

*Prerequisite: CRJ1100 or instructor consent.*

This course will provide computer training for students to specific needs of law enforcement personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The basic needs of police work by computer will be achieved in this course.

**CRJ1040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Computer Application for Law Enforcement**

*Prerequisite: CRJ1100 or instructor consent. LEA only.*

Provides computer training for specific needs of public safety personnel. Students will achieve the objectives of police report writing via computer, data analysis, criminal information gathering and intelligence reporting. The course will prepare students for certification in Emergency Medical Dispatch (EMD) and Basic Telecommunication. The objectives will also closely follow requirements of public safety professionals including state statutes, local ordinances and/or agency requirements.

**CRJ1100** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Criminal Justice**

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

**CRJ1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Forensics**

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

**CRJ1170** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Courts**

The Intro to Courts course will provide students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. The course also reviews the juvenile court system and its differences from the adult judicial system.

**CRJ1200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminal Investigation I**

*Prerequisite: CRJ1100 or instructor consent.*

The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, testing of hypotheses, and the problem of proof are covered.

**CRJ1300** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Criminal Investigation II**

*Prerequisite: CRJ1100 or instructor consent.*

The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

**CRJ1400** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminal Law**

*Prerequisite: CRJ1100 or instructor consent.*

The study of constitutional, criminal, common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

**CRJ 1440** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminal Courts-Structures, Process, and Issues**

The criminal courts course will provide a comprehensive examination of the criminal court system, from the basic pretrial procedures, to the trial process, to the sentence and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state courts system, and examines the key courtroom personnel.

**CRJ1500** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminal Evidence**

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

**CRJ1520** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminology**

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

**CRJ1540** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Criminal Procedure**

The criminal procedure course will focus on the constitutional rights of the criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

**CRJ1600** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Juvenile Justice System**

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

**CRJ1700** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Patrol and Traffic Law**

*LEA only.*

The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles

and pedestrians and an in-depth study of traffic law.

**CRJ1710 \_\_\_\_\_ (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.

**CRJ1720 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Comparative Criminal Justice Studies**

*Prerequisite: CRJ1100.*

This course is a study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first hand basis, view the interworkings of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. The course will include several hours of orientation and lecture at Mineral Area College, several days of travel and participation, and a written course synthesis.

**CRJ1730 \_\_\_\_\_ (2-0) 2 cr. hrs.  
Comparative Criminal Justice Studies**

Same as CRJ1720 except for variable credit.

**CRJ1800 \_\_\_\_\_ (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.

**CRJ1820 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Corrections in America**

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

**CRJ1900 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Police Administration**

*Prerequisite: CRJ1100.*

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

**CRJ1920 \_\_\_\_\_ (3-0) 3 cr. hrs.  
College Math for Criminal Justice Professions**

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

**CRJ2000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Criminal Justice Report Writing**

*Prerequisites: A grade of "C" or higher in all of the following courses: CRJ1100, CRJ1200, and ENG1330 or instructor consent.*

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

**CRJ2120 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Police Photography**

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

**CRJ2140 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Forensic Crime Scene Investigation**

Introduces the student to the fundamentals of on-site crime-scene investigations. Specific objectives will be combined with actual crime scene reconstruction. The student will perform practicals using photography skills, fingerprint identification and comparison, sketching, microscopy, dental stoned, soil analysis and site identification for blood, hair, fibers, tool marks, and tire tread comparison. The student must perform with skill and integrity, in a mock trial submitting the mock prepared evidence in trial.

**CRJ2160 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Crime Scene Analysis**

*Prerequisite: CRJ2140*

This class is designed to be an advanced Crime Scene Investigation class. The students will be showed the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above mentioned tasks through practical skill demonstrations.

**CRJ2200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Ethics for Legal Professionals**

This course looks at the ethical dilemma and professional problems faced by criminal justice personnel. Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

**CRJ2300 \_\_\_\_\_ (1-0) 1 cr. hr.  
Criminal Justice Career Preparation**

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

## COMPUTER SCIENCE

**CSC1100 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Programming Logic**

This course is an introduction to problem solving using information systems and computer programs. It examines design methods and structured programming techniques as a first course in computer science.

**CSC1300 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Video Game Design & Development (spring)**

*Prerequisite: CIS1050 or CIS1750, or instructor consent.*

Course examines the video game industry using an interdisciplinary approach to create PC-based games. Specialize in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design. Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities. Students may construct and animate 2D and 3D objects and creative game environments. The course culminates in the production of PC video games. (spring)

**CSC1500 \_\_\_\_\_ (3-0) 3 cr. hrs.  
BASIC Programming**

*Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.*

A course in programming using the Visual BASIC language to develop the student's abilities and knowledge in solving problems using microcomputers. Students will learn how to code and debug, and execute Visual BASIC algorithms using an object-oriented approach.

**CSC2400 \_\_\_\_\_ (3-3) 3 cr. hrs.  
Computer Programming in C++**

*Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.*

The study of program design and development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. This course is intended as a first course in programming for students interested in computer programming.

**CSC2420 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Java Script Programming**

*Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.*

An introduction to programming in the JavaScript object scripting language. Basic commands and structures; variables; operators; inputs; conditionals. Add special features to web pages including user prompts. Create forms with data validation. Loops and built-in functions. Learn how to insert Java applets into web pages.

**CSC2440 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Web Programming with Perl/CGI/Linux**

*Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.*

Introduction to the Unix/Linux operating system with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

**CSC2500 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Advanced BASIC Programming (spring)**

*Prerequisite: CSC1500.*

Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulations, etc. This course builds on the information presented in CSC1500. Offered on demand.

## DEAF COMMUNICATION STUDIES

**DCS1000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Sign Language I**

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

**DCS1010 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Sign Language II***Prerequisite: DCS1000.*

A continuation of Sign Language I (DCS1000). Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Credited as an elective.)

**EARLY CHILDHOOD DEVELOPMENT****ECE1000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Early Childhood Education**

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

**ECE1020 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Guiding Alternatives for Young Children**

The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children birth through age five years. Guidance skills; observation tools; and techniques of redirecting behavior will be explored. Children's traumas, fears, and negative environmental issues will be identified and assessed. *Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.*

**ECE1040 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Early Childhood Health, Safety, and Nutrition**

The course will focus on the importance of early childhood health, safety and nutrition and its effects on children birth to age five. The student will explore and identify tools used to provide a safe, healthy, and nutritional environment for the developing child. Case studies will be used to explore the important issues of safety, health and nutritional concerns. Planning, budgeting, and preparation of foods will be identified to insure a well-balanced, nutritional diet. Program policies on health, safety, and nutritional guidelines will be explored.

*Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.*

**ECE1200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Caring for School Age Children**

The course is intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The student will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children.

**ECE1220 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Home Visits**

The course is intended for child care and education students that will be working for (or are currently working with) state agencies requiring training and education with families in the home environment. The course

prepares the student to gain an awareness of the techniques to implement home visits; an overview of the developmental milestones of children birth to age five; and observation, recording, and DAP implications of the development.

**ECE2000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Practicum Classroom Experiences***Prerequisite: ECE1000*

*It is recommended to take this course the semester before qualifications have been met for graduation.*

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

**ECE2020 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Emerging Language and Literacy**

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

**ECE2040 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Home, School and Family**

The course explores the positive relationships between the early childhood teachers, program staff, parents/families, and the community. Collaboration techniques; communication skills; and parent/provider/child/community partnerships are the primary focus of the course. *Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.*

**ECE2120 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Young Children with Special Needs**

The course will focus on the developmental differences in the children birth to age five. Special need programs and resources will be identified to assist teachers, parents, and children in order to assist in the understanding and resources available for future success of the child. The methods and materials used for early identification, intervention and inclusion of infants, toddlers and preschoolers will be explored. Cultural diversity will also be emphasized in order to gain understanding of differing family values. Family and professional collaboration will be explored to address the impact of the special needs child on the family.

**ECE2300 \_\_\_\_\_ (1-0) 1 cr. hr.  
Professional Portfolio Assessment**

This class is the capstone course in the child development department's sequence of paraprofessional developmental courses. The portfolio is a required final assessment of the student's work in the child development degree plan. The assigned artifacts for the portfolio assessment are illustrations of Developmentally Appropriate Practice and based on the core competencies established for each course. *Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.*

**EDUCATION****EDU1100 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Psychology of Adolescence***Prerequisite: PSY1130.*

An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development.

**EDU1300 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Child Development**

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

**EDU2020 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Children's Literature***Prerequisite: EDU2040 or ECE1000.*

This course is designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children's literature, and formulating techniques for using literature in the classroom.

**EDU2040 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Foundations of Education***Prerequisite: ENG1330 with a grade of "C" or better.*

This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of American public education system. Students will explore the nature of school environments, designs, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied.

**EDU2100 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Teaching Profession with Field Experience***Prerequisite: ENG1330 with a grade of "C" or better.*

This course provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal.

**EDU2200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Technology for Teachers***Prerequisite: ENG 1330 with a grade of "C" or better.*

In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of

software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology.

**EDU2320** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Educational Psychology**

*Prerequisite: EDU2040 with a grade of "C" or better.*

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

**EDU2400** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Infant and Toddler Methods and Materials**

*Prerequisite: EDU1300.*

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

**EDU2420** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Organization and Management of Early Childhood Programs**

*Prerequisite: EDU1300.*

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

**EDU2600** \_\_\_\_\_ (1-0) 1 cr. hr.

**Portfolio Assessment**

*Prerequisite: EDU2040 and EDU2100 with a grade of "C" or better.*

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

**ELECTRICAL/ELECTRONIC TECHNOLOGY**

**EEE1500** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Basic Electronics**

A study of basic electronic theory. OHM's Law as applied to D. C. and A. C. series and parallel resistance, inductance and capacitance circuits.

**EEE1550** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Electrical Systems**

An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power, and network analysis.

**EEE1580** \_\_\_\_\_ (3-1) 3 cr. hrs.

**Practical Electronics I, Motors and Generators**

*Prerequisite: EEE1500 or instructor consent.*

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

**EEE1600** \_\_\_\_\_ (3-2) 3 cr. hrs.

**Practical Electronics II**

*Prerequisite: EEE1580 or instructor consent.*

A continuation of EEE1580, the course covers more complex circuits and applications of solid state devices including transistors, integrated circuit, OP-AMP's, SCR's multivibrators, timing circuits and logic circuits.

**EEE1710** \_\_\_\_\_ (3-0) 3 cr. hrs.

**National Electrical Code**

*Prerequisite: Instructor consent.*

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

**EEE1830** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Schematic Reading**

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

**EEE1860** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Digital Electronics and Applications**

*Prerequisite: EEE1500 or instructor consent.*

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

**EEE1910** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Electronic Servicing**

*Prerequisite: MAT0950.*

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

**EEE1940** \_\_\_\_\_ (4-0) 4 cr. hrs.

**Digital Computer Electronics**

*Prerequisite: EEE2000.*

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

**EEE1970** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Programmable Logic Controllers**

*Prerequisites: EEE1940 and EEE2000.*

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

**EEE2000** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Solid State Electronics**

*Prerequisites: EEE1600 or instructor consent.*

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

**EEE2020** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Basic Soldering Techniques**

Students will receive instruction and training in electronic soldering and wire wrapping techniques and in applying these skills in the repair of printed circuits, hard wired circuits.

**EEE2040** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Digital Electronics I**

*Prerequisites: EEE1500, EEE1860 or instructor consent.*

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

**EEE2060** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Digital Instrumentation Electronics**

*Prerequisite: EEE2000.*

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

**ENGINEERING**

**EGN2130** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Engineering Mechanics-Statics (fall)**

*Prerequisites: PHS2230 and MAT2150 with a grade of "C" or better.*

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

**EGN2220** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Engineering Mechanics-Dynamics(spring)**

*Prerequisite: Should be preceded by EGN2130.*

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

**EGN2230** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Engineering Mechanics-Dynamics(spring)**

*Prerequisite: Should be preceded by EGN2130.*

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

**EGN2340** \_\_\_\_\_ (4-0) 4 cr. hrs.

**Introduction to Electrical Engineering (spring)**

*Prerequisites: PHS2240 and preceded or accompanied by MAT2250.*

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

**ENGLISH/COMMUNICATIONS**

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

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

Students seeking the AA, AAT and AGS

degrees must take 1000-level (or above) courses in order to satisfy the Communications requirement.

**ENG0800 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English as a Second Language I**

*Prerequisite: TOEFL score of or below 500 (paper-based), 173 (computer-based), or 61 (internet-based).*

An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills. This course is not applicable toward an Associate Degree.

**ENG0820 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English as a Second Language II**

*Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a grade of "C" or better.*

This course offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing. This course is not applicable toward an Associate Degree.

**ENG0900 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Reading Improvement**

*Prerequisite: ACT score 0-10 or Compass Reading score of 1-52.*

This course provides an opportunity to improve reading comprehension, reading speed and vocabulary skills. Designed for students reading below high school level.

**ENG0960 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Basic Writing Skills I**

*Prerequisite: ACT English score 0-13 or Compass Writing score of 1-30.*

Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. The course concentrates on mechanics — e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward AA or AAT degree.

**ENG0970 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Basic Writing Skills II**

*Prerequisite: ACT English score 14-18, Compass English/Writing score of 31-65, or a grade of "C" or higher in ENG0960 or Learning Center Modules ENG0210, ENG0220 and ENG0230.*

Basic Writing Skills II primarily emphasizes efficiency in paragraph writing and diction. It includes a review of sentence structure, grammar, and punctuation. Does not apply toward AA or AAT degree.

**ENG0990 \_\_\_\_\_ (3-0) 3 cr. hrs.  
College Reading and Study Skills**

*Prerequisite: ACT Reading score 11-16 or Compass Reading score of 53-70.*

A refresher course in study activities necessary for success in college. It is designed to increase a student's reading efficiency by concentrating on improvements in vocabulary, comprehension, and reading rates. Note-taking, test-taking, and other study skills are taught as a regular part of the class. Open to all students. Does not apply toward AA or AAT degree.

**ENG1000 \_\_\_\_\_ (1-0) 1 cr. hr.  
Writing a Research Paper**

Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

**ENG1050 \_\_\_\_\_ (1-0) 1 cr. hr.  
Use of Library Resources**

Designed to help students use the Learning Resources Center more effectively. Open to all students.

**ENG1330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English Composition I**

*Prerequisite: ACT 19, Compass 66 or completion of ENG0970 or modules with a "C" or above.*

Designed to help the student write clearly and effectively. Emphasis is placed on mastery of writing skills necessary to the student's education and career. Subject matter includes library study, grammar, punctuation, usage, sentence structure, and various patterns of organizing and developing paragraphs and essays.

**ENG1340 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English Composition II**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A continuation of ENG1330, with emphasis on longer papers and different types of writing, including argument and persuasion. Study is devoted to documentation and preparation of the research paper as well as an introduction to critical writing.

**ENG1360 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Creative Writing**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A course in which the student will practice the rudiments of creative writing. Units studied will focus on writing original poetry, prose, and drama.

**ENG1430 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Exposition**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A course in critical, analytical, and explanatory writing. Short writing assignments focus on particular problems in expository writing, such as description, casual analysis, and classification. Other assignments include a critical analysis of a short literary work, a review of a film or play, and a research project.

**ENG1440 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Public Speaking**

A course that emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

**ENG1460 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Argumentation and Debate**

A course which covers the principles and ethics of persuasion, persuasive speaking, parliamentary procedure, and debate. Includes experience in a mock senate session and court trial.

**ENG1570 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Literature: Prose, Poetry and Drama**

An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. This is a reading intensive course.

**ENG1670 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Interpersonal Communications I**

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

**ENG2000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Interpretation of Literature**

*Prerequisite: ENG1330 with a grade of "C" or better.*

Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and adaptation. This is a reading intensive course.

**ENG2120 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Literary Masterpieces I**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A study of selected masterpieces of Western literature from ancient Greece and Rome through the Renaissance. Emphasis is placed on ideas and themes of interest to cultures of various ages, past and present. This is a reading intensive course. (Cultural diversity course.)

**ENG2330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English Literature I**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. Requirements include three or four examinations over the major time periods and one critical paper. This is a reading intensive course.

**ENG2340 \_\_\_\_\_ (3-0) 3 cr. hrs.  
English Literature II**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. Requirements include tests on each period and one literary analysis. This is a reading intensive course.

**ENG2430 \_\_\_\_\_ (3-0) 3 cr. hrs.  
American Literature I**

*Prerequisite: ENG1330 with a grade of "C" or better.*

The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

**ENG2440 \_\_\_\_\_ (3-0) 3 cr. hrs.  
American Literature II**

*Prerequisite: ENG1330 with a grade of "C" or better.*

The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures

provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

**ENG2460 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Readings in Short Fiction**

*Prerequisite: ENG1330 with a grade of "C" or better.*

A course focusing on reading short stories, poetry, and novellas. Instruction in interpretative criticism and stylistic explication of assigned work with emphasis on elements of style and discussion of themes. This is a reading intensive course.

**ENG2490 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Literature of the American South**

*Prerequisite: ENG1330 with a grade of "C" or better*

This course will examine literary expression and cultural identity of the American South, considering how Southern writers approach the topics of race, gender, class, and religion; recognizing the South as both a part of America and a fiercely independent region. The course will trace issues from the 19th century through to the Modern South of the mid 20th century, emphasizing critical thinking and analysis. Special emphasis will be given to student led discussions, presentations, and research projects.

**ENG2500 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Multicultural Literature**

This course is designed to give students an introduction and appreciation to other cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. Short papers will be required. This is a reading intensive course. (Cultural diversity course.)

**ENG2530 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Young Adult Literature**

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

**ENG2560 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Creative Nonfiction**

*Prerequisite: ENG1330 with a grade of "C" or better*

This course will investigate a variety of issues surrounding the genre of creative non-fiction. These issues will include defining the genre, ethical concerns faced by the authors, the evolution of the genre, and many others. A strong emphasis will be placed on reading and discussion. Student evaluation will be based on exercises and exams that require critical analysis and mimesis.

**ENG2580 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Poetry and the Human Experience**

*Prerequisite: ENG1330 with a grade of "C" or better*

This course will investigate the impact of the culture of poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion.

## FIRE SCIENCE

**FST1050 \_\_\_\_\_ (Arr.) 12 cr. hrs.  
Firefighter Technology**

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

**FST1110 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Vehicle Fire-Fighting**

This course covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

**FST1150 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Pump Operations**

*Prerequisite: FST1050. Math and Unified Technical Concepts I are recommended.*

Pump Operations traces the history of fire service pumps, develops the theory of operations and develops practical skills in the operation of fire service pumps.

**FST1200 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Fire Prevention**

*Prerequisite: FST1050.*

Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

**FST1310 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Emergency Vehicle Driving**

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

**FST1330 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Ropes and Rappelling**

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

**FST1340 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Foam Applications**

Foam Applications expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

**FST1360 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Salvage and Overhaul**

The salvage component of this course expands the participant's ability to protect property before or during a fire. The overhaul component increases the skills used in locating hidden sources of ignition.

**FST1370 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Ventilation**

Ventilation will develop the participant's ability to change the atmospheric conditions within a structure or area using the concepts of positive, negative, and hydraulic theory of ventilation.

**FST1380 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Water Supply**

Sources of water, supply systems and moving water increases the participant's ability to provide water at the fire scene.

**FST1390 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Natural Cover Fires**

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

**FST1400 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Industrial Fire Brigade**

Industrial Fire Brigade is designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

**FST1420 \_\_\_\_\_ (Arr.) 2 cr. hrs.  
Hazardous Mat/Receiving Handling**

This course will provide the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

**FST1500 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Vehicle Extrication - Special**

Vehicle extrication addresses the specialized topics of removing victims from special vehicles. This course will cover the specifics of the methods of extricating victims from all types of special vehicles and the nomenclature to act quickly in an emergency.

**FST1510 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Vehicle Extrication - Big Rig**

This course will instruct and demonstrate continuation of the extrication course involving big rigs. Those vehicles are larger than passenger and may cover commercial, oversized work vehicles, dump trucks, construction, busses, trailers, and 18 wheelers.

**FST1520 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Vehicle Extrication - Passenger**

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

**FST1600 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Training Operations in Small Departments**

This course is designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

**FST1620 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Managing Company Tactical Operations**

The course provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural fire fighting operations.

**FST1630 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Principles of Building Construction/Non-Combustible**

This course addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene

operations safely and make sound strategic decisions.

**FST1640 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Shaping the Future**

This course provides students with an understanding of concepts, functions, and responsibilities at the intermediate level, as well as issues affecting mid-level management personnel in the fire service.

**FST1660 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Sociological Changes in the Fire Service**

This course is designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and coworkers who may originate from diverse backgrounds.

**FST1700 \_\_\_\_\_ (Arr.) 1 cr. hr.  
The History of Firefighting**

This course takes a survey of political, economic, social, cultural and constitutional developments in Missouri and the U.S. relating to firefighting and the development of the fire service standards and codes from the 1500s to the present. This course is intended for FST majors only.

**FST2070 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Fire Service Hydraulics**

*Prerequisite: FST1050, and math credit. Principles of Technology is highly recommended.*

Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fire-ground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.

**FST2080 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Practical Applications of Hydraulic Theory of Firefighting**

*Prerequisite: FST1050.*

This course is designed to further the student's understanding of everyday applications of hydraulics as it relates to water applications within firefighting. Formulas used in pumping water, moving it in hoses, and discharging it from nozzles are developed and examined in detail. This course serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. This course is intended for FST majors only.

**FST2090 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Vertical Rescue**

*Prerequisite: FST1330.*

This course is designed to advance the knowledge and skills introduced in Ropes and Rapelling. Organizational procedures, self rescue, and victim rescue skills will enable the participant to work safely and effectively as a member of a vertical rescue team.

**FST2110 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Advanced Vertical Rescue**

*Prerequisite: FST2090.*

Using advanced vertical rescue developing additional technical skills necessary to participate in a rope and technical rescue team. Skills include load distributing systems, high line systems, ropes based raising systems, and litter attendant.

**FST2130 \_\_\_\_\_ (Arr.) 2 cr. hrs.  
Introduction to Fire Inspections, Principles and Practices**

This course helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

**FST2140 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Technical Principles and Practices of Fire Prevention**

This course provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspector to understand the scope of knowledge required and to identify the various steps in the inspection process.

**FST2150 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Principles of Building Construction/Combustible**

This course is designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

**FST2160 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Introduction to Wilderness Search and Rescue**

This course will introduce students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

**FST2180 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Advanced Wilderness Search and Rescue**

*Prerequisite: FST2160 or instructor consent.*

This course is a continuation from FST2160 and is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. This course provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

**FST2220 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Managing in a Changing Environment**

The course will focus on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

**FST2300 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Fire Investigation**

Fire Investigation addresses the information necessary to determine the cause and origin of a fire. Successful completion of the course may prepare the participant to take the Division of Fire Safety certification examination.

**FST2320 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Incident Command System: Basic**

This course is designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. The course will be conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

**FST2330 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Incident Command System: Intermediate**

The course provides information for personnel from agencies other than first response agencies and how they will be called upon to

work under the incident command system. Large events will be emphasized.

**FST2340 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Incident Response to Terrorism**

Within the fire fighter instruction is introduced the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Instruction will include the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

**FST2350 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Incident Command System: Advanced**

This course is intended to train personnel who maybe assigned to large incidents in the critical aspects of major incident management and area command.

**FST2360 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Drug Lab Awareness Operations**

This course presents the physical conditions, human activities and hazardous materials commonly found at clandestine drug labs in a variety of locations. The awareness section of this course will focus on discovering the presence of the illegal lab, applicable laws and regulations, and actions to reduce risk to emergency responders. Operations will focus on actions available to or mandated for operations level responders which review awareness level response. Defining and recognizing high risk and low risk work zones, actions plan development for command centers, isolation, decontamination, triage, mitigation, and documentation will also be exercised.

**FST2380 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Rapid Intervention Teams**

This course will address various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

**FST2400 \_\_\_\_\_ (Arr.) 2 cr. hrs.  
Hazardous Materials Operations**

This course meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers, recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

**FST2420 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Hazardous Materials Awareness**

A continuation of FST2400 with the exception of applied classroom instruction onto a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.

**FST2500 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Fire Instructor I**

*Prerequisite: FST1050 and a computer technology course.*

Course introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

**FST2520 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Fire Officer I**

Course introduces and develops supervisory and management skills for the company

officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included in the course.

## GEOGRAPHY

**GEO1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Regional World Geography I**

An introductory survey of the physical, cultural, economic, and political geography of the world's major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

## GUIDANCE

**GUI1000** \_\_\_\_\_ 3 cr. hrs.  
**Principles of College Success**

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

## HISTORY

For students in the Arts & Science Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours as follows:

1. POS1180 American Political Systems AND HIS1230 American History I; OR
2. POS1180 American Political Systems AND HIS1240 American History II;

**HIS1100** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**World Civilization I**

A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. (Cultural diversity course.)

**HIS1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Western Civilization I**

A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. (Cultural diversity course.)

**HIS1140** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Western Civilization II**

A study of the main problems of the western world from the Age of Absolutism to the present time. (Cultural diversity course.)

**HIS1180** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Church History**

An introductory survey of the early development of the Christian Church during antiquity and the early Middle Ages.

**HIS1190** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**History of Christianity**

A study of the development of Christian thought and institutions from late antiquity through the Reformation and beyond.

**HIS1230** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**American History I**

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

**HIS1240** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**American History II**

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

**HIS1350** \_\_\_\_\_ (Arr.) 1 cr. hr.

**Directed Studies in History (Honors)**

*Prerequisite: Consent of the department chairperson/instructor.*

The student enrolled for directed studies will investigate a specific topic or area within the field of history.

**HIS1520** \_\_\_\_\_ (3-0) 3 cr. hrs.

**World Civilization II**

A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. (Cultural diversity course.)

## HEALTH

**HLT1640** \_\_\_\_\_ (Arr.) 3 cr. hrs.

**Short-Term Health Care Administration: Internship**

*Prerequisites: Sophomore standing, Hospital Organization and Administration, approval of the instructor and health care administrator.*

To principally facilitate and in some cases to provide continuing academic instruction in the management of short-term health care facilities. Students analyze and observe the management methods utilized in each department of the short-term health care facility.

**HLT1710** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**Emergency Medical Refresher Course**

*Prerequisites: Completed a state approved E.M.T. program.*

A refresher/recertification course to enhance the knowledge and experience of the recertifying EMT-B.

The course is designed to assure maintenance of a uniformly high level of proficiency in skills and training among the EMTs and keep their training and competency equivalent to those of the basic level graduate.

Twenty-four clock hours of in-hospital training and observation are required in at least one of five areas of emergency medical services. Also, 24 cr. hrs. of field training in pre-hospital care is required.

**HLT1750** \_\_\_\_\_ (Arr.) 8 cr. hrs.  
**Emergency Medical Technician-Basic**

*Prerequisite: ACT reading score of 13 or Compass reading score of 60.*

Provides the basic instruction for persons responsible for the delivery of emergency medical services. In addition to the 110 hours of classroom instruction, two 12-hour emergency department rotations, and three-12-hour ambulance rotations are required. Successful completion of a practical exam and a written exam will allow the student to be enrolled in the National Registry of EMTs and apply for a Missouri State EMT license.

**HLT2080** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**First Aid**

This course covers the material required for a semester-long First Aid course. The focus is on teaching how to recognize and act in any emergency situation and to sustain life until professional help arrives. Content will be based on the national guidelines for breathing and cardiac emergencies, including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council completion card for CPR and First Aid are available with the course. A one-day skills lab is required.

**HLT2350** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Medical Terminology and Introduction to Pathology**

This course is concerned with work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

**HLT2360** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Medical Terminology II**

*Prerequisite: HLT2350.*

This course is a continuation of HLT2350. It is a course of individualized instruction to increase the working knowledge of medical terminology.

**HLT2400** \_\_\_\_\_ (Arr.) 3 cr. hrs.

**Intravenous Therapy**

*Prerequisites: LPN with current license in Missouri, Practical Nursing student, or radiology student.*

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

## HORTICULTURE

**HRT1010** \_\_\_\_\_ (5-0) 5 cr. hrs.

**Introduction to Horticulture (fall)**

A course designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

**HRT1030** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Mathematics for Horticulture (Web)**

A course in horticulture application of mathematics. The study will include treatment of measured data, applications of geometry and basic algebra. Practice sets will include word problems taken from actual horticulture situations.

**HRT1050** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Herbaceous Landscape Plants (spring)**

A study of major plants – annuals, perennials, bulbs, herbs and wildflowers that grow in the landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

**HRT1070** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Plant Propagation (spring)**

An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. The course makes use of the greenhouse propagation facilities.

**HRT1090** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Woody Plants I (fall)**

A study of trees with regard to their identification, scientific name, growth habits and landscape values. Major emphasis is given to the development of a functional use concept in planting.

**HRT1110** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Woody Plants II (spring)**

A study of shrubs, vines and ground covers with regard to their identification, scientific name, culture, growth habit and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.



**HRT1150 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Applied Plant Pest Management (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 commonly encountered in the horticulture industry will also be discussed.

**HRT1210 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Turfgrass Mgt (fall)**

A course in principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway roadsides and seed and sod production will be presented. The biology and control of turfgrass pests will be discussed.

**HRT1310 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Floral Design I (fall)**

A course which teaches students the principles and elements of design as they apply to flower arranging. Instructional methods includes lectures, design projects and extensive hands-on experience with fresh and silk floral materials.

**HRT1330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Plants for Interior Design (Web)**

A course pursuing the increasingly popular interior plantscapes where interior design skills are developed along with cultural management of tropical plants. The course stresses identification, scientific name, culture, and functional use of indoor tropical plants.

**HRT1410 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Viticulture (fall)**

A course in the basic principles and practices of viticulture. Discussions will include the current status and the future of the grape industry in Missouri; vineyard site selection; cultivar selection; trellis systems; training and pruning of grape plants; irrigation; fertility management; disease management; and IPM.

**HRT1430 \_\_\_\_\_ (3-Arr.) 3 cr. hrs.  
Wine Appreciation (fall)**

An introductory course taught to heighten the student's awareness of wines. Discussions will include the role of wine in history, religion, art, culture and society from pre-history to present day. Labs will include sensory evaluation of representative wines.

**HRT2010 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Floral Design II (spring)**

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

**HRT2090 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Landscape Design I (fall)**

*Prerequisite: HRT1090 and HRT1110.*  
A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering, and computer aided design. Principles of design are applied to residential and commercial design problems.

**HRT2110 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Landscape Design II (spring)**

*Prerequisite: HRT2090.*  
A continuation of Landscape Design I. In Landscape Design II students will work with base plans prepared in Landscape Design

I and apply the principles and elements of design to create pleasing, functional designs.

**HRT2170 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Horticulture Maintenance (spring)**

*Prerequisites: HRT1010, HRT1030, HRT1070, HRT1150, and AGR1430.*  
This course is designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices.

**HRT2210 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Greenhouse and Nursery Management (spring)**

*Prerequisites include: HRT1050, HRT1090 and HRT1110.*  
A course with a greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

**HRT2310 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Golf Course Management (spring)**

*Prerequisite: HRT1210.*  
A course in which the basic turfgrass principles and practices will be used to explore turf management for golf courses. The material will be directed to every aspect of maintaining a professional turf program for the golf course. Discussions will include the subjects of fairways, tee and green management while also touching on equipment, irrigation, pest and disease.

**HRT2330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Turfgrass Pathology (fall)**

*Prerequisite: HRT1210.*  
A course in which the control of turfgrass diseases is discussed. The material will cover criteria necessary for disease development; cultural and chemical control practices; IPM; and systemic and contact fungicides.

**HRT2350 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Turfgrass Equipment (spring)**

*Prerequisite: HRT2310.*  
A course in which equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

**HRT2410 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Fundamentals of Enology (spring)**

*Prerequisite: HRT1430.*  
An introduction to the process and science of wine making, including history and geographical distribution of varieties and wine types; influence of climate and soil; wine fermentation, handling, and storage methods; wine disorders; winery sanitation; legal compliance.

**HRT2430 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Vineyard Maintenance (spring)**

*Prerequisite: HRT1410.*  
A course taught in a vineyard offering students hands on experience in pruning, planting, and propagation of grapes as well as diagnosis and correction of vineyard problems. Classroom discussions will include marketing; labor management; financial projections and budgeting.

**HRT2510 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Horticulture Internship I**

*Prerequisite: Sophomore standing. Open to Horticulture majors only.*  
A course designed to give the students actual experience in the day-to-day operation of a horticulture business.

**HRT2530 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Horticulture Internship II**

*Prerequisite: HRT2510.*  
A continuation of HRT2510. Students may chose to work in a different business or in a different employment position at the same business as they worked in HRT2510.

**INTERDISCIPLINARY****IDS1010 \_\_\_\_\_ 1 cr. hr.  
Interdisciplinary Studies**

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

**IDS1030 \_\_\_\_\_ 2 cr. hrs.  
Interdisciplinary Studies**

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

**IDS1050 \_\_\_\_\_ 3 cr. hrs.  
Interdisciplinary Studies**

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

**MATHEMATICS**

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

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

**MAT0900 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Arithmetic**

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

**MAT0950 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Elementary Algebra**

*Prerequisite: A minimum ACT score of 13; Compass Algebra score of 16-25; a grade of "C" or better in MAT0900 or Learning Center Modules MAT0020, MAT0030 and MAT0040.*  
A course designed to introduce students to the concepts of algebra. The course covers the real number system; solving equations and inequalities; exponents and polynomials; factoring; multiplying and dividing rational expressions; graphing linear equations; and introduces roots and radicals. Does not meet

math requirements for AA, AAT or AGS degree and does not apply as elective credit toward an AA or AAT degree.

**MAT1000** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Metric Measurements**

A course designed especially to help students become acquainted with the metric system. This course may be taken by any student for elective credit. It is designed for students majoring in elementary education and other non-science fields. This course of study will include linear measurements, area and volumes, units of mass (weight), temperature, time and conversions from the English system to the metric system and vice-versa. Lab experiments will be used to help the student gain confidence in making estimates when appropriate. This course is offered as a self-paced and/or independent study module in the Learning Center.

**MAT1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Intermediate Algebra**

*Prerequisite: A minimum ACT score of 17; Compass Algebra score of 26-54 or a grade of "C" or better in MAT0950.*

The course is designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts along with a more in depth study of linear and quadratic equations, graphing linear equations, polynomials, radicals, and roots. New topics include the Quadratic Formula, rational expressions, systems of linear equations, and functions.

**MAT1230** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**College Algebra**

*Prerequisite: A minimum ACT score of 22; Compass College Algebra score of 55-78; Compass Trigonometry score of 38-49; or a grade of "C" or better in MAT1130.*

This is a comprehensive and rigorous course covering the concepts and techniques of Algebra including the following topics: the properties of linear equations and linear functions; graphs of a variety of functions (quadratic, cubic, absolute value, etc.); the algebra of functions; exponential and logarithmic functions; and solving systems of equations. Topics will be treated in detail and in depth.

**MAT1330** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Trigonometry**

*Prerequisite: A minimum ACT score of 26. Compass College Algebra score of 79-83; Compass Trigonometry score of 50-53; or a grade of "C" or better in MAT1230. (MAT1230 and MAT1330 may be taken concurrently).*

A study of trigonometric functions, angle measure, trigonometric identities and conditional equations, solution of right and general triangles, graphic representation of the trigonometric functions, inverse trigonometric functions and equations, and applications with vectors.

**MAT1530** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Foundations of Mathematics**

*Prerequisite: A minimum ACT score of 22; Compass Algebra score of 55-78; Compass College Algebra score of 45-58; Compass Trigonometry score of 38-49; or a grade of "C" or better in MAT1130.*

This course is designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. The course will acquaint students with a variety of math topics which are taught at the elementary school level.

**MAT1600** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Calculus for Business and the Social Sciences**

*Prerequisite: A minimum ACT score of 26; Compass Trigonometry score of 50-53; Compass College Algebra score of 79-83; or a grade of "C" or better in MAT1230.*

This course is intended for students majoring in business, social, or life sciences. Functions and their properties will be reviewed. The concept of limits will be introduced leading to differentiation and integration of elementary functions. Applications will be emphasized.

**MAT1650** \_\_\_\_\_ (5-0) 5 cr. hrs.  
**Analytic Geometry and Calculus I (fall)**

*Prerequisite: A minimum ACT score of 27; Compass College Algebra score of 63-100; Compass Trigonometry score of 84-100; or a grade of "C" or better in MAT1330. (MAT1330 and MAT1650 may be taken concurrently)*

A study of algebraic applications to geometry and the basic concepts of the calculus. The content includes studies of the straight line, conic sections, limits, continuity, derivatives and differentials with applications involving time related changes, maxima and minima of algebraic functions, curve sketching, transcendental functions, and definite and indefinite integration.

**MAT2150** \_\_\_\_\_ (5-0) 5 cr. hrs.  
**Analytical Geometry and Calculus II (spring)**

*Prerequisite: A grade of "C" or better in MAT1650.*

The content covered consists of applications and techniques of integration; infinite series; conic sections, parametrized curves, and polar coordinates; vectors and analytic geometry in space.

**MAT2250** \_\_\_\_\_ (5-0) 5 cr. hrs.  
**Analytic Geometry and Calculus III (fall)**

*Prerequisite: A grade of "C" or better in MAT2150.*

The content of this course is all multi-variant calculus. It consists of a study of vector-valued functions, motion in space, partial derivatives, multiple integrals, and integration in vector fields all in terms of multi-variant expressions.

**MAT2330** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Differential Equations (spring)**

*Prerequisite: A grade of "C" or better in MAT2250.*

The content of this course consists of a study of first-order differential equations, modeling with first-order differential equations, differential equations of higher order and the Laplace Transform.

**MANUFACTURING**

**MFG1000** \_\_\_\_\_ 3 cr. hrs.  
**Principles of Maintenance**

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

**MFG1030** \_\_\_\_\_ 3 cr. hrs.  
**Introduction to Quality Theory**

Quality assurance and processes of continuous improvement are explored in this course. Philosophy and historical concepts related to the development and evolution of quality are covered. Special emphasis will be placed on scientific and statistical procedures

available to industry that aid in the development of quality products and processes.

**MFG1050** \_\_\_\_\_ 3 cr. hrs.  
**Supply Chain Management and Distribution**

This course covers all aspects of converting raw materials to finished goods. The broad areas to be covered are purchasing, planning, and distribution. Improvement strategies for supply chain management are also introduced in this course.

**MODERN FOREIGN LANGUAGE**

**MFL1170** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Elementary French**

*Prerequisite: Must meet same requirements necessary to enroll in ENG1330.*

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

**MFL1270** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Intermediate French**

*Prerequisite: MFL1170 or high school equivalent (1-2 years of recent study).*

A continuation of Elementary French (MFL1170). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

**MFL1290** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Culture of French Speaking World**

Aspects of French life and culture will be covered. These include art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. (Cultural diversity course.)

**MFL1370** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Elementary Spanish**

*Prerequisite: Must meet same requirements necessary to enroll in ENG1330.*

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. (Cultural diversity course.)

**MFL1470** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Intermediate Spanish**

*Prerequisite: MFL1370 or high school equivalent (1-2 years of recent study).*

A continuation of Elementary Spanish (MFL1370). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

**MFL1500** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Elementary German**

*Prerequisite: Must meet same requirements necessary to enroll in ENG1330.*

Acquisition of an appreciation of the German culture and an introduction to speaking, reading, writing, and understanding the language. Special emphasis will be on conversation. (Cultural diversity course.)

**MFL1510** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Intermediate German**

*Prerequisite: MFL1500 or high school equivalent (1-2 years).*

A continuation of Elementary German (MFL1500). By the end of this course all major language structures will have been introduced. (Cultural diversity course.)

**MFL1560** \_\_\_\_\_ (3-1) 4 cr. hrs.  
**German Language & Culture I**

This course provides students with the opportunity to learn the basic elements of the

German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

**MFL1580** \_\_\_\_\_ (1 cr. hr.)  
**German Language & Culture I – Lab**

The student will participate in one hour of web-based learning activities for an acquisition of an appreciation of the German culture and reinforcement of speaking, reading, writing and understanding German.

**MFL1660** \_\_\_\_\_ (4-0) 4 cr. hrs.  
**Elementary Chinese I**

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

**MFL1700** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**American Sign Language I**

*Prerequisite: Must meet same requirements necessary to enroll in ENG1330.*

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

**MFL1720** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**American Sign Language II**

*Prerequisites: MFL1700 or DCS1000 along with MFL1700.*

A continuation of MFL1700 American Sign Language. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Cultural diversity course)

**MFL1760** \_\_\_\_\_ (4-0) 4 cr. hrs.  
**Elementary Chinese II**

*Prerequisite: MFL1660 with a grade of "C" or better, or its equivalent in high school Chinese coursework.*

A continuation of MFL1660. Course completes the introduction to the language basics of Chinese. Students will further develop listening, speaking, comprehension, and reading skills. Students will be required to demonstrate acquisition and usage of vocabulary and language skills. Course may be offered using various distance learning systems; students may be required to use web-based activities.

**MFL2130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**French Composition and Conversation**

*Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).*

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

**MFL2140** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**French Reading**

*Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).*

A course designed to increase reading comprehension and vocabulary development. (Cultural diversity course.)

**MFL2230** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Spanish Composition and Conversation**

*Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study). Must meet same requirements necessary to take ENG1330 to enroll.*

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

**MFL2250** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Spanish Reading**

*Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study).*

A course designed to acquaint the students with a selection of major Hispanic authors and to develop their ability to read Hispanic literary texts. Additional emphasis on conversation through class discussions in Spanish. (Cultural diversity course.)

**MFL2350** \_\_\_\_\_ 3 cr. hrs.

**Advanced German Grammar & Reading**

*Prerequisite: MFL1510.*

This course is designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. (Cultural diversity course.)

**MFL2380** \_\_\_\_\_ (Arr.) 1 cr. hr.

**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

**MFL2390** \_\_\_\_\_ (Arr.) 3 cr. hrs.

**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

**MFL2400** \_\_\_\_\_ (Arr.) 5 cr. hrs.

**European/Latin American Culture**

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

**MFL2460** \_\_\_\_\_ (3-1) 4 cr. hrs.

**German Language & Culture II**

This course provides students with the opportunity to continue beyond the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. The students will participate in three hours of ITV instruction and one hour of web-based learning activities each week.

**MFL2480** \_\_\_\_\_ (4-0) 4 cr. hrs.

**German Readings**

*Prerequisite: MFL2460 or two years minimum high school language study (minimum of 'B' required).*

Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building and reading for comprehension. (Cultural diversity course.)

## MANAGEMENT

**MGT1130** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Managerial Accounting**

*Prerequisite: BUS2050 or the equivalent.*

An introduction to managerial accounting. This course includes interpretations of data and the use of accounting in planning and controlling business activities.

**MGT1140** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Cost Accounting**

Interpretations and managerial implications of material, labor, and overhead for job order, process and standard cost systems, cost-volume-profit relationships, direct production flows, joint and by-products, spoilage and scrap, responsibility accounting and reporting.

**MGT1190** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Financial Accounting**

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

**MGT1300** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Organizational Analysis and Management**

This is an introductory course studying and analyzing all aspects of organizations.

Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

**MGT1310** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Project Management**

*Prerequisite: TEC1560.*

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

**MGT1320** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Entrepreneurship**

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

**MGT1330** \_\_\_\_\_ (1-0) 1 cr. hr.

**Basic Supervisory Skills**

Course provides foundational training for first and second level leaders in the areas of communication, coaching, and leadership. Curriculum will be from Development Dimensions International Leadership and Workforce Development programs.

**MGT1350** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Business Information Systems for Court Administrators**

The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better decisions.

**MGT1560** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Statistics**

An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing

**DESCRIPTION : MFL-MGT**

simple experiments using hypothesis testing techniques.

**MGT1590 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Personal Finance**

This course is designed to teach the students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal finance issues.

**MGT1710 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Human Resource Management**

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

**MGT1720 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Labor Relations**

Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

**MGT1730 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Safety Management**

Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

**MGT1800 \_\_\_\_\_ (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.

**MGT1840 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Finance**

*Prerequisite: BUS2050 or the equivalent.*  
 The general study of methods of financing business enterprises and their relationship to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

**MGT1910 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Occupational Education Special Study**  
 Same as MGT1930 except for variable credit.

**MGT1920 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Occupational Education Special Study**  
 Same as MGT1930 except for variable credit.

**MGT1930 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Occupational Education Special Study**  
*Prerequisite: Instructor consent.*  
 Independent study of specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

**MGT1940 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Management Seminar**  
 This course introduces students to the social environment of business through exploration of professional strategies, image and dress, and current business and professional issues. Special emphasis will be given to developing critical thinking skills that can be implemented in all aspects of a personal and professional life. The course format consists of

a series of mini-seminars related to the social environment of business.

**MGT2020 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Selling Bank Services**

Course demonstrates how to pinpoint and practice human relations skills that encourage smooth, clear and personal communication between the banker and the customer. Focus is on the basic steps in selling proceeds to the product benefits that would appeal to a customer and concludes with how to spot clues that tell the banker what the customer needs.

**MGT2030 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Advertising and Sales Promotion**

A study of the marketing activities that stimulate consumer and organizational purchasing. Students will develop and present effective advertising layouts and sales campaigns using various strategies and media.

**MGT2040 \_\_\_\_\_ (1-0) 1 cr. hr.**  
**Customer Service Skills**

Course emphasizes the development of better communications skills to benefit employees, customers and the bank. The student will learn effective ways of establishing contact, exploring customer needs, defining and resolving problems and closing the encounter.

**MGT2200 \_\_\_\_\_ (Arr.) 3 cr. hrs.**  
**Business Internship**

*Prerequisite: Sophomore standing, consent of instructor*  
 Supervised occupational experience in local business establishments.

**MGT2210 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Salesmanship**

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

**MGT2470 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Money and Banking**

*Prerequisite: Economics recommended.*  
 Course presents basic economic principles as related to banking: the economy—how it works, the Federal Reserve System, the business of banking, monetary policy and its impact on financial markets and banks, alternative theories of money's role in the economy, fiscal policy, and trends in banking.

**MGT2520 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Consumer Lending**

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

**MGT2550 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Bank Accounting**

*Prerequisite: BUS2000 or Bank experience.*  
 An attempt to provide the industry with an accounting course designed specifically to acquaint students with the peculiarities of bank accounting, to address more effectively the uniqueness of those peculiarities, and to

foster continued student interest in potential career and development opportunities.

**MGT2610 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Marketing Research**

*Prerequisite: Sophomore standing and instructor consent.*  
 Students will gain practical business and management knowledge by conducting supervised research projects in approved local business firms. Topic selection will depend upon student's career interests and the cooperation of local managers and owners.

**MGT2650 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Small Business Management**

This course will concentrate on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several actual case studies will be examined.

**MGT2660 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Supervision: Middle Management**

A practical course in supervision giving the students an opportunity to upgrade skills in understanding people, planning, personnel supervision, giving and taking orders, problem solving and work organization.

**MGT2690 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Supervision: Middle Management**

Same as MGT2660 except for variable credit.

**MGT2720 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Law and Banking Applications**

*Prerequisite: MGT2750 or instructor consent.*  
 This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

**MGT2730 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Marketing for Bankers**

*Prerequisite: MGT2750 or instructor consent.*  
 This course familiarizes students with the application of marketing philosophy and principles as they relate to the banking industry. Provides the necessary background for understanding and practicing marketing.

**MGT2740 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Law and Banking Principles**

An introductory college level course with emphasis on an overview of legal principles affecting and governing banking in the United States.

**MGT2750 \_\_\_\_\_ (2-0) 2 cr. hrs.**  
**Principles of Banking**

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. The course ends with a discussion of the bank's role in the community.

**MGT2760 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Analyzing Financial Statements**

*Prerequisite: BUS2000.*  
 This course will develop skills to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

**MGT2770 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Deposit Operations**

*Prerequisite: MGT2750 or instructor consent.*  
 This course will provide an overview of the U.S. payments system, banking law and regulation, and current industry practices. It

will examine bank deposit-taking activities, consider how banks manage funds and explore the interbank EFT systems.

**MGT2780** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Teller Training: Basic**

Course focuses on the concepts and practices of a teller line. Practical applications for prospective new and experienced bank tellers.

**MGT2790** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Teller Training: Advanced**

*Prerequisite: MGT2780.*

Advanced teller training is designed to further expand the responsibility levels of tellers by enhancing skills needed to become senior tellers. Areas of training covered will include compliance with banking laws and regulations, how to deal with emergencies, robberies, and con artists, creating a teamwork environment, EEOC laws and duties and responsibilities of teller supervisors.

**MGT2900** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**E-Commerce**

*Prerequisite: CIS1050 or instructor consent.*

This course explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.

**MUSIC**

**MUS1010** \_\_\_\_\_ (2-0) 1 cr. hr.  
**Concert Band (Music Ensemble)**

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

**MUS1030** \_\_\_\_\_ (3-0) 1 cr. hr.  
**Jazz Ensemble (Music Ensemble)**

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

**MUS1050** \_\_\_\_\_ (3-0) 1 cr. hr.  
**Mineral Area College Singers (Music Ensemble)**

This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with the consent of the instructor.

**MUS1060** \_\_\_\_\_ (3-0) 1 cr. hr.  
**Chamber Singers (Music Ensemble)**

The Chamber Singers are 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. This class is open to all students through audition only.

**MUS1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Music Theory (Summer)**

A presentation of the basic fundamentals of music theory including rhythm, meter, intervals, scale construction and triad construction. This course is recommended for music majors who have not had music theory in high school.

**MUS1150** \_\_\_\_\_ (3-0) 1 cr. hr.  
**Steel Drum Ensemble (Music Ensemble)**

This class is a performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the

techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion.

**MUS1310** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Music Theory I (Fall)**

*Corequisite: MUS1370.*

A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

**MUS1320** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Music Theory II (Spring)**

*Prerequisite: MUS1310.*

*Corequisite: MUS1380.*

A continuation of MUS1310 extending into the areas of seventh chords and non-harmonic tones.

**MUS1330** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Music Theory III (Fall)**

*Prerequisite: MUS1320.*

*Corequisite: MUS1390.*

Extension of materials of MUS1320 to include a more complex chordal vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

**MUS1340** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Music Theory IV (Spring)**

*Prerequisite: MUS1330.*

*Corequisite: MUS1400.*

Extension of materials of MUS1330 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

**MUS1370** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Sightsinging/Ear Training I (Fall)**

*Corequisite: MUS1310.*

A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, 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.

**MUS1380** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Sightsinging/Ear Training II (Spring)**

*Prerequisite: MUS1370.*

*Corequisite: MUS1320.*

A continuation of MUS1370, extending studies into the areas of the Dominant 7th, chord implications outside of the I and V chords, and the tri-tone.

**MUS1390** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Sightsinging/Ear Training III (Fall)**

*Prerequisite: MUS1380.*

*Corequisite: MUS1330.*

A continuation of MUS1380, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

**MUS1400** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Sightsinging/Ear Training IV (Spring)**

*Prerequisite: MUS1390.*

*Corequisite: MUS1340.*

A continuation of MUS1390, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

**MUS1420** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Class Piano I (Fall)**

This class is required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique

of playing scales and chords. The student will also learn how to harmonize simple melodies.

**MUS1430** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Class Piano II (Spring)**

*Prerequisite: MUS1420.*

This class is required of all music majors that are not piano specialists. A continuation and expansion of skills learned in MUS1420.

**MUS1540** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Class Voice**

This class can be taken by any student who is interested in the correct fundamentals to advance their singing voice. Techniques such as projection, breath support, and proper diction will be included. Highly recommended for Theatre majors.

**MUS1630** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Appreciation of Music**

MUS1630 examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music. (Cultural diversity course)

**MUS1650** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Appreciation of Jazz**

Students will study the main eras of jazz (Dixieland, Swing, Bebop, Big Band, Cool Jazz, Fusion, Smooth, Avant-garde) and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify jazz forms through listening alone.

**MUS1680** \_\_\_\_\_ (3-0) 3 cr. hrs.

**History and Form of Rock Music**

This course studies the history of Rock/Pop music from the beginning of the Blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone.

**MUS1730** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Introduction to Music**

The study and practice of the basic rudiments of music. This course is specifically designed for the non-music major. An emphasis for acquiring these fundamentals is placed on the student's ability to learn basic piano skills.

**MUS1750** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Beginning Guitar**

An introductory course dealing with the fundamental playing techniques and basic music reading skills for the guitar. Course is designed to teach the student how to continue the learning process beyond the class. Open to all students and people of the community.

**MUS1800** \_\_\_\_\_ (3-0) 1 cr. hr.

**Studio Music (Music Ensemble)**

This class is a performing ensemble focusing on the creation and performance of a large-scale, multimedia, musical production. Open to all students who are interested in any aspect of the Fine Arts. Instructor consent is needed.

**MUS1840** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Introduction to Audio Recording**

This class introduces audio recording to the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

**MUS1860** \_\_\_\_\_ (2-0) 2 cr. hrs.

**Singing for the Theatre**

This course is designed for both the theatre and music student. Topics to be covered

will be: breathing, phonation, resonance, projections and articulation. Students will also develop a basic knowledge of the musical theatre repertoire.

**MUS2260** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Woodwinds**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (woodwind emphasis) or for those who have had previous comparable experience.

**MUS2270** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Voice**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (voice emphasis) or for those who have had previous comparable experience.

**MUS2290** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Piano**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (piano emphasis) or for those who have had previous comparable experience.

**MUS2310** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Brass**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (brass emphasis) or for those who have had previous comparable experience.

**MUS2320** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Percussion**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (percussion emphasis) or for those who have had previous comparable experience.

**MUS2480** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Conducting**

This course focuses on the physical technique of the music conductor. Students will learn beat patterns, cutoffs, dynamic gestures, tempo and how to embody the character of the piece through body language. Other subjects include rehearsal techniques and how to study and memorize a score.

**MUS2490** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Guitar**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (guitar emphasis) or for those who have had previous comparable experience.

**MUS2570** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Composition**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (composition emphasis) or for those who have had previous comparable experience.

**MUS2660** \_\_\_\_\_ (2-0) 1 cr. hr.  
**Jazz Combo (Music Ensemble)**

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

**MUS2750** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Intermediate Guitar**

*Prerequisite: MUS1370 or instructor consent.*

A continuation of and expansion of skills,

techniques and methods taught in Beginning Guitar class (MUS1750).

**PRACTICAL NURSING**

**NUR1270** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Body Function**

*Prerequisite: Grade of "C" or above in sequential PN Program curriculum courses, inclusive of 5 cr. hr. Anatomy.*

This course was designed to provide the student with fundamental knowledge of the functions of the major body systems. The course relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions.

With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. This course covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

**NUR1290** \_\_\_\_\_ (Arr.) 6 cr. hrs.  
**Fundamentals of Nursing**

*Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.*

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

**NUR1300** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Therapeutic Nutrition**

*Prerequisite: Acceptance into the current program of Practical Nursing at Mineral Area College.*

Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; describe how health care providers can teach/assist clients to manipulate use of essential nutrients when pathology causes, or is caused by, nutritional impairment.

Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation, storage, and safety.

Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and patient/family 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.

**NUR1310** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Personal and Vocational Concepts**

*Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.*

Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

**NUR1320** \_\_\_\_\_ (Arr.) 2 cr. hrs.  
**Geriatric Nursing**

*Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.*

Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care.

Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of 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/dependence in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

**NUR1350** \_\_\_\_\_ (Arr.) 4 cr. hrs.  
**Maternity Nursing**

*Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.*

Through theory and clinical experience, this course is designed to provide information on the physiologic and psychologic changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn, and deviations from normal.

Emphasis is placed on high risk pregnancy categories, complications during labor and delivery, medical treatments, evidence-based nursing interventions, the normal newborn, and deviations from normal 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** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Basic Pharmacology**

*Prerequisite: Acceptance into the current Program in Practical Nursing at MAC.*

This course is designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

**NUR1380** \_\_\_\_\_ (Arr.) 12 cr. hrs.  
**Medical-Surgical Nursing**

*Prerequisite: Successful completion of all Program in Practical Nursing first & second trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.*

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

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

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

**NUR1410** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Applied Pharmacology**

*Prerequisite: Successful completion of all courses in the first & second trimester and Grade of C or above in sequential PN Program curriculum courses.*

This course is intended to complete the pharmaceutical education started in first trimester Basic Pharmacology for beginning nurse generalists. Discussion includes the various drug classifications, profiles of drugs within each classification, their pharmacokinetics, physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications.

These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

**NUR1420** \_\_\_\_\_ (Arr.) 3 cr. hrs.  
**Pediatric Nursing**

*Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses, Maternity Nursing, and Grade of C or above in sequential PN Program curriculum courses.*

Designed to provide both classroom instruction and clinical experience to assist

the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. 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** \_\_\_\_\_ (Arr.) 4 cr. hrs.  
**Mental Health Nursing**

*Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade C or above in sequential PN Program curriculum courses.*

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

This course is intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The roles that emotions and stress play in the behavior of the client and client's family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. This course also serves as a comprehensive introduction to psychopathology and psychopharmacology. Synthesis of knowledge is gained through application of theory through a psychiatric clinical component during which students compose a comprehensive clinical assignment that serves to promote critical thinking and analysis skills.

**OFFICE SYSTEMS  
TECHNOLOGY**

**OST1000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Keyboarding I**

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation. For beginners.

**OST1020** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Keyboarding II**

*Prerequisite: OST1000 or equivalent.*  
Instruction and practice directed toward improvements of speed and accuracy, with problems covering business letters, tabulated and technical reports, and various business forms.

**OST1080** \_\_\_\_\_ (1-0) 1 cr. hr.  
**10-Key Numeric Skills**

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

**OST1100** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Filing Systems and Records Management**

*Prerequisite: OST1000 or the equivalent.*  
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

**OST1200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Beginning Notehand**

*Prerequisite: OST1000 or the equivalent.*  
This course teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

**OST1300** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Office Procedures I**

*Prerequisite: OST1000 or the equivalent.*  
A course designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

**OST1320** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Office Procedures II**

*Prerequisite: OST1000 or the equivalent.*  
A course designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

**OST1400** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Business Communications I**

*Prerequisite: OST1000 or the equivalent.*  
This course is designed to improve communication skills. Verbal, nonverbal and written communications are studied.

**OST1500** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Applied Accounting I**

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

**OST1520** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Applied Accounting II**

*Prerequisite: OST1500.*  
A continuation of OST1500 and includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

**OST1600** \_\_\_\_\_ (4-0) 4 cr. hrs.  
**Medical Coding I**

An introduction to Medical Coding: a basic introduction to coding format and conventions. Students will become familiar with the Evaluation and Management Documentation Guidelines. Students become proficient in the basics of medical coding using the ICD-9, CPT, and HCPC codes. Case studies illustrate how to apply coding guidelines and identify the documentation necessary for code assignment.

**OST1620** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Medical Office Procedures**

This course allows the student to experience intensive learning and review of medical office policy and procedures including HIPPA and OSHA materials for the medical office.

**OST1640 \_\_\_\_\_ (2-0) 2 cr. hrs.  
Medical Software and Electronic Billing**

This course allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work with the software and produce approximately 400 claims electronically.

**OST2000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Transcription Skills**

*Prerequisite: OST1020 or instructor consent.*

This course will help develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

**OST2080 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Business Applications**

*Prerequisite: CIS 175 or the equivalent.*

This course is to acquaint secretarial students with situations and forms they can expect to encounter in the employer's office. A generic administrative assistant simulation (practice set) is used.

**OST2200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Business**

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

**OST2300 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Business Communications II**

This course is designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.

**OST2400 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Business Internship I (Secretarial)**

*Prerequisite: Sophomore standing and instructor consent.*

Supervised occupational experience in local business establishments.

**OST2420 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Business Internship II (Secretarial)**

*Prerequisite: Sophomore standing and instructor consent.*

A continuation of OST2200.

**OST2600 \_\_\_\_\_ (4-0) 4 cr. hrs.  
Medical Coding II**

*Prerequisite: OST1600*

An in-depth study of specific areas of medical coding usage and reimbursement in the medical fields of surgery, radiology, pathology, anesthesia, physician and hospital coding and reimbursement.

**PARAMEDIC TECHNOLOGY****PAR2000 \_\_\_\_\_ (8-0) 8 cr. hrs.  
Principles of Paramedic Technology I**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.*

This course is an overview of Paramedic practice integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

**PAR2020 \_\_\_\_\_ (8-0) 8 cr. hrs.  
Principles of Paramedic Technology II**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.*

This course serves as an overview of paramedic practice and integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of life-threatening emergencies. Topics include cardiovascular, cerebrovascular and other medical emergencies and their relationship to their respective disease processes.

**PAR2040 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Principles of Paramedic Technology III**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.*

This course integrates the theory behind the use of advanced diagnostic treatment procedures into the practice of the paramedic. Areas of emphasis include infectious disease, OB/GYN, behavior, abuse, geriatrics, hematology and patients with special consideration.

**PAR2060 \_\_\_\_\_ (4-0) 4 cr. hrs.  
Principles of Paramedic Technology IV**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.*

This course integrates the theory behind the use of advanced diagnostic treatment, assessment based management, counseling, rescue, and communication procedures into the practice of the paramedic. Pediatrics, management of the chronically ill, extrication, rescue, and communication techniques will be emphasized in this course.

**PAR2080 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Pharmacology for Paramedics**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.*

This course discusses drug theory and usage by paramedical personnel. Areas of emphasis are general principles of drug action, the mathematics of dosage calculation, the therapeutic effects, indications, contraindications, dosages, administration routes and possible side effects of emergency drugs. Discussions include important prescription medications and their relationship to emergency treatment.

**PAR2100 \_\_\_\_\_ (4-0) 4 cr. hrs.  
Paramedic Anatomy & Physiology**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program or consent of Program Coordinator.*

This course is designed specifically for the Paramedic student to provide a basic understanding of the structure and function of the human body. The course includes an overview of each body system.

**PAR2140 \_\_\_\_\_ (0-1) 1 cr. hr.  
Paramedic Laboratory I**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.*

This course covers the practical skills relating to Principles of Paramedic Technology I, including patient assessment and history taking techniques, parenteral infusion techniques, antishock trousers, oxygen administration, airway adjuncts to include endotracheal intubation and cricothyroidotomy techniques.

**PAR2160 \_\_\_\_\_ (0-1) 1 cr. hr.  
Paramedic Laboratory II**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic*

*Program, and successfully complete all first semester paramedic courses.*

This course covers the practical skills relating to Principles of Paramedic Technology II and Principles of Paramedic Technology III, including patient assessment and history taking techniques with emphasis on ECG interpretation as well as special OB/GYN techniques. At the completion of the semester, all skills covered previously will be reviewed.

**PAR2200 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Paramedic Clinical I**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic Program.*

This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.

**PAR2220 \_\_\_\_\_ (Arr.) 2 cr. hrs.  
Paramedic Clinical II**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.*

This course allows students to provide advanced therapy to hospitalized patients under the supervision of licensed personnel.

**PAR2240 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Paramedic Clinical III**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.*

This course provides advanced therapy to hospitalized patients under the supervision of licensed personnel.

**PAR2300 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Paramedic Internship I**

*Prerequisite: Must hold current EMT license and be accepted in the Paramedic program.*

This course is designed specifically for those students who are currently enrolled in Paramedic Technology. Arrangements are made for the student to work with a pre-hospital, advanced life support system under the supervision of licensed personnel. Students will observe and practice the application of paramedic skills (5 additional hours per week).

**PAR2320 \_\_\_\_\_ (Arr.) 1 cr. hr.  
Paramedic Internship II**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all first semester paramedic courses.*

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

**PAR 2340 \_\_\_\_\_ (Arr.) 4 cr. hrs.  
Paramedic Internship III**

*Prerequisite: Must hold current EMT license, be accepted in the Paramedic Program, and successfully complete all second semester paramedic courses.*

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



**PERSONAL AWARENESS****PAW1060** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Preparation for Employment**

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

**PAW1080** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Career Search**

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

**PAW1900** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Stress Management**

This course will help the individual learn the causes, danger signals and effects of stress. The individual will be able to identify positive and negative areas of stress in his/her life and then use specific techniques of stress management to reinforce, control and cope with stress.

**PAW1940** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Stress Management II**

A further study of optimal health as it relates to stress management.

**PAW1960** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Career Planning**

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

**PHYSICAL EDUCATION****PED1020** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Introduction to Recreational and Outdoor Education**

A course for those considering a career in recreational and outdoor education. This course will help develop an understanding of and appreciation for the sociological, economic, and personal factors involved in leisure services.

**PED1050** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Officiating of Sports Activities (fall)**

A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

**PED1070** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Fundamentals of Basketball (fall)**

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

**PED1090** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Fundamentals of Baseball (spring)**

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

Activity classes are not offered during a specific semester, but rather based on student needs and interests. If you have need for

a specific class, please notify the Physical Education Coordinator.

**PED2000** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Basic Physical Fitness**

This class is designed to meet the needs of the student for recreational activity and body conditioning.

**PED 2070** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to Sport Climbing**

This course provides an introduction to the sport of climbing, though use of the Alpine Climbing facility within the Public Safety Multi-Use Training Site on the Park Hills Campus. Students will become familiar with safety procedures and protocols for sport climbing along with development of new psychomotor skills related to sport climbing activities. The student will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. This course is open to FST majors, while non-FST majors may enroll with instructor approval.

**PED2080** \_\_\_\_\_ 1 cr. hr.  
**Beginning Golf**

Instruction in the choice and use of clubs, form to be used and etiquette, rules and courtesies on the course.

**PED2090** \_\_\_\_\_ 1 cr. hr.  
**Intermediate Golf**

*Prerequisite: PED2080 or instructor consent.*

Designed to help the golfer improve enjoyment of the game by improving golf swing, analyzing and correcting errors.

**PED 2130** \_\_\_\_\_ (5-1) 1 cr. hr.  
**Tai Chi I**

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

**PED 2350** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Varsity Sports (Women's Softball)**

*Prerequisite: Instructor consent.*

Participation in the woman's varsity softball program.

**PED2500** \_\_\_\_\_ (0-2) 1 cr. hr.  
**Aerobic Fitness**

An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program.

The primary goal of the class is cardiovascular/respiratory fitness. Secondary benefits include better skeletal muscle tone, coordination development, a trimmer body, and development of a positive mental attitude of good feeling. Aerobic Fitness is designed for the non-dancer.

**PED2510** \_\_\_\_\_ (0-2) 1 cr. hr.  
**Intermediate Aerobic Fitness**

An exercise-type class designed to promote improved health and fitness for the individual who participates regularly in the program.

This class is designed for individuals who are not in a regular exercise program. It takes an in-depth look at the overall concept of aerobic fitness. PED2500 is not a prerequisite, but this class offers a more rigorous workout than PED2500.

**PED2520** \_\_\_\_\_ (0-2) 1 cr. hr.  
**Modern Dance I**

*Prerequisite: Instructor consent*

This class is restricted to students who are on the cheerleading squad. Tryouts for the squad is held each year.

Cheerleaders are required to attend

daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road.

One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

**PED2530** \_\_\_\_\_ (0-2) 1 cr. hr.  
**Modern Dance II**

*Prerequisite: PED2520.*

One unit of physical education credit is granted if the student completes a second full year on the cheerleading squad.

**PED2540** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Varsity Sports (Men's Golf)**

*Prerequisite: Instructor consent*

Participation in the men's varsity golf program.

**PED2560** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Varsity Sports (Men's Basketball)**

*Prerequisite: Instructor consent*

Participation in the men's varsity basketball program.

**PED2570** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Varsity Sports (Women's Volleyball)**

*Prerequisite: Instructor consent.*

Participation in the women's varsity volleyball program.

**PED2580** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Varsity Sports (Men's Baseball)**

*Prerequisite: Instructor consent.*

Participation in the men's varsity baseball program.

**PED2650** \_\_\_\_\_ (0-2) 1 cr. hr.  
**Fundamentals of Skeet and Trap**

This class is designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

**PED2700** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Wellness Center I**

Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students will gain the knowledge of a wide variety of fitness equipment.

Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Meet with instructor during first week of classes.

**PED2710** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Wellness Center II**

*Prerequisite: PED 2700 with a grade of "C" or better.*

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.

**PED2720** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Total Fitness**

*Prerequisites: PED 2700 & PED 2710 with a grade of "C" or better.*

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.

**PED2730** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Cycling for Fitness**

*Prerequisites: PED 2700, PED 2710, & 2720 with a grade of "C" or better*

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. This course is designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods. Meet with instructor during first week of classes.

**PHILOSOPHY****PHI1400** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Philosophy**

This course introduces students to some of the great philosophers. Their thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

**PHI1410** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Comparative Religion**

A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. (Cultural diversity course.)

**PHI1420** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Ethics**

An historical introduction to ethical theory with emphasis on comparison of contemporary American ethics with classical and modern moral principles.

**PHYSICAL SCIENCE****PHS1130** \_\_\_\_\_ (4-2) 5 cr. hrs.  
**Physical Science**

*Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or have a Compass Algebra score of 26 or higher or an ACT math score of 17 or higher.*

An introduction to the study of physical science for non-science majors. Especially recommended for elementary education majors. The first half of the course emphasizes the major ideas of physics while the second half emphasizes topics in chemistry.

**PHS1200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introductory Astronomy**

This course is an introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

**PHS1230** \_\_\_\_\_ (3-0) 5 cr. hrs.  
**Oceanography**

This is a course covering all areas of oceanographic study. The primary emphasis is physical oceanography, i.e. waves, tides, currents, shoreline, ocean basins, ocean sediments and properties of salt water. A portion of the course covers marine ecology and marine life.

**PHS1250** \_\_\_\_\_ (3-4) 5 cr. hrs.  
**Introductory Chemistry**

*Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or have a Compass Algebra score of 26 or higher or an ACT math score of 17 or higher.*

A presentation of the fundamentals of chemistry for the non-science major who needs a course in physical science or who wishes to broaden his general scientific knowledge.

**PHS1350** \_\_\_\_\_ (4-3) 5 cr. hrs.  
**General Chemistry I (fall)**

*Prerequisites: One unit of high school chemistry AND a Compass Algebra score of 55 or higher or an ACT math score of 22 or higher. High school physics is recommended as is being enrolled in MAT1230 or a higher math.*

A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes quantitative measurements and procedures.

**PHS1380** \_\_\_\_\_ (1-3) 2 cr. hrs.  
**Qualitative Analysis (spring)**

*Prerequisite: A grade of "C" or better in PHS1350 or equivalent.*

The study of the general theories for the qualitative separation and identification of metals. Students perform investigations in the laboratory which are pertinent to and coordinated with the lecture topics. The student many enroll separately from PHS1390.

**PHS1390** \_\_\_\_\_ (3-3) 4 cr. hrs.  
**General Chemistry II (spring)**

*Prerequisite: A grade of "C" or better in PHS1350 or equivalent.*

A continuation of PHS1350 covering more advanced subject matter with the emphasis placed on equilibrium.

**PHS1420** \_\_\_\_\_ (3-2) 4 cr. hrs.  
**College Physics I (fall)**

*Prerequisite: College Algebra with a grade of "C" or better.*

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

**PHS1440** \_\_\_\_\_ (3-2) 4 cr. hrs.  
**College Physics II (spring)**

*Prerequisite: PHS1420 with a grade of "C" or better.*

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

**PHS2230** \_\_\_\_\_ (4-2) 4 cr. hrs.  
**General Physics I (spring)**

*Prerequisite: Should be preceded or accompanied by MAT2150.*

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

**PHS2240** \_\_\_\_\_ (4-2) 4 cr. hrs.  
**General Physics II (fall)**

*Prerequisite: PHS2230 with grade of "C" or better.*

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

**PHS2250** \_\_\_\_\_ (4-2) 4 cr. hrs.  
**Modern Physics (spring)**

*Prerequisites: PHS2240 and accompanied by MAT2330.*

This course includes elements of atomic and nuclear physics, particle interactions, quantum mechanics, special relativity and solid state physics.

**PHS2300** \_\_\_\_\_ (3-4) 5 cr. hrs.  
**Introduction to Organic Chemistry**

*Prerequisite: A grade of "C" or better in PHS1250 or equivalent.*

A brief introduction to modern organic

chemistry for students interested in agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics, and forestry.

**PHS2350** \_\_\_\_\_ (3-6) 5 cr. hrs.  
**Organic Chemistry I (fall)**

*Prerequisite: A grade of "C" or better in PHS1390 or equivalent.*

This is the first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. This course is for the student who has chosen chemistry or chemical engineering as a major field of study. It is also for the student who has chosen a field of study such as dentistry, premedicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

**PHS2360** \_\_\_\_\_ (3-6) 5 cr. hrs.  
**Organic Chemistry II (spring)**

*Prerequisite: A grade of "C" or better in PHS2350 or equivalent.*

A continuation of PHS2350. This is the second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three lectures and two three-hour labs per week.

**PHS2400** \_\_\_\_\_ (4-2) 5 cr. hrs.  
**Earth Science (with lab)**

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

**PHS2410** \_\_\_\_\_ (3-4) 5 cr. hrs.  
**Physical Geology**

An introductory course in geology emphasizing the earth's crust, structures and surficial processes. Included in the course is a laboratory study of common minerals and rocks, topographic and geologic maps. There are three lectures and two two-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended to three hours total.

**PHS2420** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Earth Science I**

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

**PHS2430** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Earth Science II**

An introduction to earth sciences emphasizing the atmospheric and astronomical (space) sciences.

**PHYSIOLOGY AND HEALTH****PHY1120** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**School Health**

An elementary course dealing with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. This course is designed to give students a practical knowledge of personal health care. In addition, the course will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

**POLITICAL SCIENCE**

For students in the Arts & Sciences Division, the legal requirement in U.S. and state government and the history of American

institutions may be met by completing six hours in the following combinations:

1. POS1180 American Political Systems AND HIS1230 American History I; OR
2. POS1180 American Political Systems AND HIS1240 American History II;

**POS1180 \_\_\_\_\_ (3-0) 3 cr. hrs.  
American Political Systems**

This required course of all students who are pursuing the AA, AAT or AGS degree covers the local, state, and national government systems. It also satisfies the requirement of the U.S. and Missouri constitutions.

**POS1230 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Political Science**

*Prerequisite: One course in Political Science.*

Introduction to the scope and content of politics, theory and operation of democratic and nondemocratic governments. Basic concepts and research methods. Recommended for political science majors. Offered on demand.

**POS1330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
International Relations**

A study of the basic forces and principles operating in relations among nations, with particular emphasis upon foreign policy making, international conflicts, international organizations and current international problems. Offered on demand.

**POS1430 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Comparative Government**

A comparison of selected nations representing different forms of government and various stages of development. The political, economic, and social structures of the nations are studied with emphasis on such factors as ideology, industrialization, political parties and leadership. Offered on demand.

**POS1510 \_\_\_\_\_ (1-0) 1 cr. hr.  
Current Issues**

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

**POS1520 \_\_\_\_\_ (1-0) 2 cr. hrs.  
Current Issues**

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

## PSYCHOLOGY

**PSY1040 \_\_\_\_\_ (1-0) 1 cr. hr.  
Mental Health First Aid**

This course teaches people how to give "first aid" to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

**PSY1130 \_\_\_\_\_ (3-0) 3 cr. hrs.  
General Psychology I**

A broad overview of the general field of psychology and fundamental principles of human behavior is provided in this course. Includes topics such as the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

**PSY1140 \_\_\_\_\_ (3-0) 3 cr. hrs.  
General Psychology II**

*Prerequisite: PSY1130.*

A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Course topics cover a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

**PSY1160 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Applied Psychology**

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

**PSY1250 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Human Growth and Development**

This course provides the student with a lifespan approach to development. The course examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

**PSY2000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Abnormal Psychology**

*Prerequisite: PSY1130.*

A survey of various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

## RADIOLOGY

**RDL1000 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Patient Care**

Provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified

**RDL1020 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiation Protection**

Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

**RDL1040 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiographic Anatomy I**

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

**RDL1060 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiographic Procedures I**

To provide the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

**RDL1080 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Intro to Radiology and Ethics**

To provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization (s) will be examined and discussed in addition to the professional responsibilities of the radiographer. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

**RDL1100 \_\_\_\_\_ (Arr) 4 cr. hrs.  
Clinical I**

Through structured competency based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection, and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

**RDL1200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Film Screen Image Acquisition**

Designed to establish a knowledge base in factors that govern the image production process. Film imaging with related accessories is emphasized.

**RDL1220 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiographic Exposure I**

Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

**RDL1240 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiographic Procedures II**

*Prerequisite: RDL1060.*

To provide the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

**RDL1260 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Radiographic Physics I**

Designed to establish a basic knowledge of atomic structure and terminology.

**RDL1280 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Image Analysis I**

To provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

**RDL1300 \_\_\_\_\_ (Arr) 6 cr. hrs.  
Clinical II**

*Prerequisite: RDL1100.*

Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

**RDL1400 \_\_\_\_\_ (Arr) 5 cr. hrs.  
Clinical III**

*Prerequisite: RDL1300.*

Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the

well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the Computed Tomography department will occur.

**RDL2000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Biology**

To provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

**RDL2020** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Physics II**

*Prerequisite:* RDL1260.

Designed to provide knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design. The content will also provide a basic knowledge of quality control

**RDL2040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Procedures III**

*Prerequisite:* RDL1240.

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

**RDL2060** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Digital Image Acquisition**

*Prerequisite:* RDL1200.

An understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

**RDL2080** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Exposure II**

*Prerequisite:* RDL1220.

Continue to establish a factors that govern and influence the production and recording of radiologic images.

**RDL2100** \_\_\_\_\_ (Arr) 6 cr. hrs.  
**Clinical IV**

*Prerequisite:* RDL1400.

Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

**RDL2200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Image Analysis II**

*Prerequisite:* RDL1280.

Actual images will be included for analysis to introduce concepts related to diseases and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

**RDL2220** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Physics III**

*Prerequisite:* RDL2020.

Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

**RDL2240** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Cross Sectional Anatomy**

To provide entry-level radiography students with principles related to computer tomography (CT) imaging.

**RDL2260** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Radiographic Anatomy II**

*Prerequisite:* RDL1040.

Content is designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

**RDL2280** \_\_\_\_\_ (Arr) 6 cr. hrs.  
**Clinical V**

*Prerequisite:* RDL2100.

Students will finish all mandatory competencies, rechecks, and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation and patient care skills to become Registered Technologists.

**SOCIOLOGY**

**SOC1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**General Sociology**

Introduction to sociology systematically examines behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiated by race, ethnicity, gender, class, region, and sociocultural change upon people's attitudes and behaviors.

**SOC1230** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Social Problems (spring)**

A course designed to look at specific areas of major American social problems. Proposed problems to be studied include: drugs, crime and delinquency, mental disorders, sexual behavior, race relations, family problems, poverty, war and peace.

**SOC1240** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Substance Abuse in Modern Society**

*Prerequisite:* PSY1130 or SOC1130.

An overview of the drug problems in America and its institutions. Included will be an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

**SOC1540** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Cultural Anthropology**

This course is an introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems. (Cultural diversity course.)

**SOC1600** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Ethnicity and Cultural Differences in America**

This course is an in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. 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. (Cultural diversity course.)

**SOC1620** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Human Diversity**

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

**SOCIAL WORK**

**SWK1000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Introduction to Social Work**

A survey course to introduce students to human and community needs and to the concepts, skills and values common to the helping profession; designed for the student who wants to explore a possible major in the human services field. Students will be exposed to historical perspectives, ethics, community resources and service delivery as well as the role of the paraprofessional in various agencies and specific areas of human services employment. (Transferable as the first Social Work course to most area colleges.)

**SWK2000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Theories and Skills in Helping**

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.

**SWK2020** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Policy and Politics**

Provides an examination of social welfare policy development. The examination will focus on historical factors, value assumptions, and social-political-economic contexts. Specific social issues in the field of human services will be explored and related to policy development. The processes and skills necessary for examination and evaluation of programs/policies (federal, state, local) will be emphasized.

**TECHNOLOGY**

**TEC1000** \_\_\_\_\_ (Arr) 6 cr. hrs.  
**Machine Shop I**

An introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and an introduction to the use of machine tools.

**TEC1020** \_\_\_\_\_ (1-0) 1 cr. hr.  
**Introduction to Technology**

A survey course designed to orient students to the various areas of specialization in the field of technology.

**TEC1040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Technical Writing**

*Prerequisite:* ENG1330 or ENG0970 with a grade of "C" or better.

Report writing for students majoring in technology. The primary purpose is to have each student learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables, and written material.

**TEC1070 \_\_\_\_\_ (4-Arr) 4 cr. hrs.  
Unified Technical Concepts I**

*Prerequisite: Enrollment in TEC1900.*

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

**TEC1080 \_\_\_\_\_ (4-Arr.) 4 cr. hrs.  
Unified Technical Concepts II**

*Prerequisites: TEC1900, TEC1070 or instructor consent.*

A continuation of Unified Technical Concepts I, using a flexible, integrated modular approach to Technical Physics. Emphasis is on energy systems, wave vibration, and optics.

**TEC1100 \_\_\_\_\_ (Arr.) 3 cr. hrs.  
Technical Internship**

*Prerequisites: Instructor consent, sophomore standing, GPA of 2.5 and credit or enrollment in PAW1060.*

Supervised occupational experience in local business, municipal and governmental agencies.

**TEC1160 \_\_\_\_\_ (Arr.) 6 cr. hrs.  
Machine Shop II**

*Prerequisite: TEC1000.*

A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. This course is 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.

**TEC1220 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Mechanical Design and Drafting**

*Prerequisite: Enrollment in TEC1300 or instructor consent.*

The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

**TEC1260 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Topographic and Map Drafting**

*Prerequisite: TEC1300.*

The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into graphic form.

**TEC1300 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Computer Aided Design/Drafting**

A self-paced course devoted to learning the basic operation of a microcomputer based CAD/D system. Fundamentals of system operation and commands will be stressed.

**TEC1320 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Advanced Computer Aided Design/  
Drafting**

*Prerequisite: TEC1300 or instructor consent.*

A continuation of TEC1300, with emphasis on development of complex drawings for different engineering specialties.

**TEC1330 \_\_\_\_\_ (3-0) 3 cr. hrs.  
CAD/D — Special Problems**

*Prerequisite: TEC1300 or instructor consent.*

A continuation of TEC1320, with emphasis

on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.

**TEC1350 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Robotics**

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

**TEC1370 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Basic Computer Programming for  
Technicians**

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

**TEC1390 \_\_\_\_\_ (Arr.) 6 cr. hrs.  
Machine Shop III**

*Prerequisites: TEC1000 and TEC1160.*

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. This course is offered by Mineral Area College at UniTec Career Center.

**TEC1400 \_\_\_\_\_ (5-0) 5 cr. hrs.  
Machine Design**

*Prerequisite: TEC1760.*

The theory of designing mechanical components to safely and effectively transmit force and motion. Units of study include basic stresses, combined stress, deflection, impact, column effect, and fatigue.

**TEC1430 \_\_\_\_\_ (Arr.) 6 cr. hrs.  
Machine Shop IV**

*Prerequisites: TEC1000, TEC1160, and TEC1390.*

An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. This course is offered by Mineral Area College at UniTec Career Center.

**TEC1490 \_\_\_\_\_ (1-0) 1 cr. hr.  
Survey Writing Skills and Legal Problems**

The course is designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized from the course will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

**TEC1500 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Plant Layout**

A study of the techniques used to develop efficient arrangement of men, materials, and machines in industrial and commercial buildings. The course of study includes the nature of plant layout, factors influencing plant layout and how to plan the layout emphasis.

**TEC1520 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Construction Methods and Estimating**

An introduction to the methods of construction and the estimating of quantities and cost of architectural and aluminum, plastic, concrete, and wood.

**TEC1530 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Three-Dimensional Modeling-CAD/D**

*Prerequisite: TEC1300 and TEC 1320.*

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**

An introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mathematically checking results, accuracy and appearance are stressed.

**TEC1550 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Surveying II**

*Prerequisite: TEC1540 or instructor consent.*

A continuation of TEC1540 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

**TEC1560 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Manufacturing Process and Estimating**

A study to emphasize the principles of manufacturing processes and their efficient utilization as applied to engineering products. Course content includes: metals, foundry processes, plastics, metalworking processes, measurement and inspection, welding and economics of process planning.

**TEC1570 \_\_\_\_\_ (2-0) 2 cr. hrs.  
Legal Aspects of Surveying and Land  
Boundaries**

Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and review of real estate property law pertaining to surveying in general.

**TEC1580 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Quality Control and Testing Fundamentals**

A study of the principles used to insure a good quality product and an introduction to basic laboratory equipment procedures. Course content includes: simple quality control and inspection tests, types of quality control systems, sampling plans, organizations aspects and reliability study.

**TEC1590 \_\_\_\_\_ (2-0) 2 cr. hrs.  
Legal Principles and Roles in Surveying**

This course is designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized from the course will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

**TEC1600 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Materials Analysis**

The study of the properties of engineering materials and the means to obtain measures of those properties by analysis and testing. Materials tested include: steel, aluminum, plastic, concrete, and wood.

**TEC1620 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Soils Analysis**

A study of soils as an engineering material, including problem solving in the effects of moisture content, density, water flow, and adjacent soil pressures.

**TEC1640 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Environmental Analysis**

The course is designed primarily for the Civil Technician who is interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper

design of equipment used (both preventative and corrective), and methods of laboratory testing.

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

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

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

*Prerequisite: CIS1050 or higher.*

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

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

*Prerequisite: TEC1900 or instructor consent.*

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

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

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

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

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

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

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

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

*Prerequisite: TEC1160 or instructor consent.*

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

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

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

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

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

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

*Prerequisite: TEC 1770 and TEC1790.*

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

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

*Prerequisites: TEC1000 and TEC1790 or instructor consent.*

An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. In addition the student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

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

*Prerequisites: ACT Math score of at least 13. A Compass Algebra score of 16-30. A grade of "C" or better in MAT0900 or Learning Center Modules MAT0020, MAT0030, MAT0040.*

College mathematics for students majoring in technology. The course of study includes calculator applications, algebra, geometry, graphical methods and trigonometry.

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

*Prerequisite: TEC1900.*

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

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

The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission agents.

**TEC2040 \_\_\_\_\_ (3-0) 3 cr. hrs. Introduction to Process Control**

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

**TEC2120 \_\_\_\_\_ (Arr.) 3 cr. hrs. Technical Internship II**

*Prerequisite: TEC1100 with a grade of "C" or better.*

A supervised occupational experience with local business. Students shall perform

90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. This course is required for all Associate of Applied Science degrees with respect to the following majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

**THEATRE**

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

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

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

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

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

A performance and study based class, students will review the history and purpose of creative dramatics in the school. Students will rehearse and perform one-act plays at area elementary schools. Students must be available to tour Tuesday and Thursday afternoons from 12-4 p.m. for the final eight weeks of the semester. The class is open to all students.

**THE1100 \_\_\_\_\_ (Arr.) 1 cr. hr. Directed Studies in Theatre Arts**

Supervised study in the 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. This study may include acting, directing, costuming, makeup, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated. Open to all students.

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

Instruction in and operation of equipment used in technical theatre. Areas include scenery, lighting, sound, properties and make-up. Lecture, demonstration and hands-on lab experience. Open to all students.

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

An analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdism and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. This is a reading intensive course.

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

This class will present an introduction to the position of director in theatre. Students will 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.

**THE2000 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Voice and Diction**

Students will be instructed in proper articulation, projection, breath control and emotional voice manipulation. Students will be instructed in techniques for the stage, radio, television, film, the classroom and lecture hall. Dialect use and correction will be part of the class as well. Lecture class presentations. Open to all students.

**THE2040 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Acting II**

Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film. Open to all students.

**THE2060 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Playwriting**

A writing intensive course designed to enhance a student's ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other's work. The 10-minute play and one-act formats will be used.

**THE2120 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**World Drama**

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

**THE2140 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Theatre History I**

This course will include study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre.

**THE2200 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Theatre History II**

This course will include theatre after Shakespeare to the present. Students will study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre.

# Learning Center Courses

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

Learning Center courses are self-paced with instructors available as needed by the

student. Students are expected to follow the attendance policy outlined in each course syllabus. For information on which classes are offered at MAC Learning Centers, call the individual Learning Center.

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

## BIOLOGICAL SCIENCE

**BIO0010 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Introduction to General Science I**

Emphasis is placed on the biological sciences.

## BUSINESS ADMINISTRATION

**BUS0010 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Introductory Accounting I**

This course is for the student with no prior knowledge of accounting. It introduces basic accounting terms and offers the student a quick preparation for college level accounting.

**BUS0020 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Introductory Accounting II**

This course offers further preparation prior to enrolling in college level accounting.

## ENGLISH/COMMUNICATIONS

**ENG0010 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Personalized Reading**

ACT score of 0-10 or Compass score of 1-52. Personalized reading is designed to improve a student's reading level in preparation for college level reading.

**ENG0020 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Personalized Vocabulary Skills**

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

**ENG0060 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Writing for Life Skills and Work**

Provides instruction in effective communication in various types of writing used both on the job and in daily life.

**ENG0070 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**College Reading**

ACT score of 11-16 or Compass reading score of 53-70. Designed to improve a student's reading level in preparation for college level reading.

**ENG0080 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Vocabulary Development**

ACT score of 11-16 or Compass reading score of 53-70. Designed to improve a student's reading level in preparation for college level reading.

**ENG0090 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Study Skills**

Course stresses the development of good study habits, awareness of study aids, note-taking skills, how to take tests, and use of the library.

**ENG0100 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Spelling Improvement**

Teaches how to spell words governed by common spelling rules. It also teaches how and where to find information on spelling troublesome words.

**ENG0130 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**The Writing Process III – Content areas**

Exposes student to various modes of writing whether for essays, tests, or homework in the areas of science, history, literature, etc. ENP.

**ENG0140 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Reading and Critical Thinking I**

Prepares students to read and think critically with emphasis in ten critical thinking skills associated with reading and reinforces the relationship between thought and reading.

**ENG0150 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Reading and Critical Thinking II**

This is a continuation of ENG0140.

**ENG0160 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Vocabulary Development II**

A continuation of ENG0080.

**ENG0170 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Cultural Literacy**

Introduces students to topics ranging from common English idioms and proverbs to major topics in literature, science, history, biography, and the arts.

**ENG0180 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Focus on Literature**

Introduces students to reading literature with an emphasis on the skills needed to enjoy reading great works.

**ENG0210 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Sentence Skills**

*Prerequisite: ACT English score of 0-13 or Compass writing score of 1-30.*

First of three modules in the Learning Center's Basic Writing I course. Students learn the basics of grammar, parts of speech, sentence patterns, and proper usage of punctuation.

**ENG0220 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Parallel Structure in Writing**

*Prerequisite: Grade of "C" or better in ENG0210.*

Second of three modules in Learning Center's Basic Writing I course. Module emphasizes the steps writers take to create a document.

**ENG0230 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Punctuation and Clarity in Writing**

*Prerequisite: Grade of "C" or better in ENG0220.*

Third of three modules in Learning Center's Basic Writing I course. Students work on improving punctuation skills and their ability to write clear, concise sentences.

**ENG0240 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Basic Principles of Effective Writing**

*Prerequisite: ACT English score of 14-18, Compass English/writing score of 31-65, or a grade of "C" or better in ENG0960 or ENG0230.*

First of three modules in Learning Center's Basic Writing II course. Students learn about pre-writing, outlining, revising, editing, and proofreading their work. Includes a review of sentence skills.

**ENG0250 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Paragraph Development**

*Prerequisite: Grade of "C" or better in ENG0240.*

Second of three modules in Learning Center's Basic Writing II course. Reviews the patterns of paragraph development, emphasizes writing with purpose, and targeting an audience. Continues the review of sentence skills.

**ENG0260 \_\_\_\_\_ (Arr.) 1 cr. hr.**  
**Essay Development**

*Prerequisite: Grade of "C" or better in ENG0250.*

Third of three modules in Learning Center's Basic Writing II course. Reviews important points in how to plan and write essays.

**ENG0270** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**English Grammar**

Instructs students in proper usage of grammar.

**ENG0910** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to Reading and Critical Thinking**

Helps students develop higher level reading and thinking skills needed to succeed in school, the workplace, and every day life. Emphasis is placed on cognitive levels of comprehension, interpretation, application, analysis, and evaluation.

**GEOGRAPHY**

**GEO0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to Geography**

Prepares students for college level geography courses. Offered as a self-paced, independent study module.

**HISTORY**

**HIS0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to American History I**

Independent study preparatory module for academic level HIS1230.

**HIS0020** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to American History II**

Independent study preparatory module for academic level HIS1240.

**HEALTH**

**HLT0030** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Orientation to Medical Terminology**

Teaches the structure of many medical words, their pronunciation, and spelling.

**HLT0070** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Orientation to Medical Terminology II**

Continuation of HLT0030.

**MATHEMATICS**

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

**MAT0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**General Math**

For students with little or no math experience.

**MAT0020** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Arithmetic Skills I**

*Prerequisite: ACT score of 0-12 or Compass algebra score of 0-15.*

First of three modules in Learning Center's Arithmetic Skills course. Covers basic arithmetic concepts including whole numbers, prime factors, multiplication and division of fractions.

**MAT0030** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Arithmetic Skills II**

*Prerequisite: Grade of "C" or better in MAT0020.*

Second of three modules in Learning Center's Arithmetic Skills course. Covers addition and subtraction of fractions, decimals, ratios, and proportion.

**MAT0040** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Arithmetic Skills III**

*Prerequisite: Grade of "C" or better in MAT0030.*

Third of three modules in Learning Center's Arithmetic Skills course. Covers percent, simple interest, geometry, operations with signed numbers, and simple equations.

**MAT0110** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Elementary Algebra I**

*Prerequisite: ACT score of 13; Compass Algebra score of 16-25, or "C" or better in MAT0020, MAT0030, and MAT0040.*

First of three modules designed to help students achieve proficiency in basic mathematics. Covers operations with real numbers, properties of real numbers, solving linear equations and inequalities, and applied problems.

**MAT0120** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Elementary Algebra II**

*Prerequisite: "C" or better in MAT0110.*

Second of three modules in Learning Center's Elementary Algebra course. Covers exponents, multiplication and division of rational expressions.

**MAT0130** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Elementary Algebra III**

*Prerequisite: "C" or better in MAT0120.*

Third of three modules in Learning Center's Elementary Algebra course. Covers equations in two variables, finding roots, multiplication, division, addition, and subtraction of radicals, solving quadratic equations by square root property and quadratic formula.

**MANAGEMENT**

**MGT0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Basic Consumer Law**

Basic legal terms, legal proceedings, and essential legal topics of interest to consumers are covered.

**MGT0040** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to Business Math I**

First of two introductory courses in mathematics for business.

**MGT0050** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to Business Math II**

Second of two introductory modules in business math. Teaches computational skills for situations encountered in business.

**PHYSICAL SCIENCE**

**PHS0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Preparation for Chemistry I**

Designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

**PHS0020** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Preparation for Chemistry II**

*Prerequisite: PHS0010.*

Second of two courses designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

**PHS0030** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introduction to General Science II**

Emphasis is placed on the physical sciences.

**PSYCHOLOGY**

**PSY0010** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introductory Psychology I**

Recommended as preparation for college level psychology classes.

**PSY0020** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introductory Psychology II**

Continuation of psychology modules.

**PSY0030** \_\_\_\_\_ (Arr.) 1 cr. hr.  
**Introductory Psychology III**

Continuation of psychology modules.



# Administration & Faculty

## **Marcella D. Asher**

Coordinator, High School Dual Credit; Director,  
Fredericktown Outreach Center  
Northland Pioneer College, 1974; Jefferson  
College, 1987; AA, Mineral Area College,  
1990; BS, Central Methodist College, 1995;  
Southeast Missouri State University, 1997;  
Webster University, 1997; MA, Webster  
University, 1999.

## **Melynda C. Barks**

Business and Office Technology  
BS, Southeast Missouri State University,  
1999; M.Ed., Central Methodist State  
University, 2005; MBA, Missouri Baptist  
University, 2008.

## **Alan L. Bayless**

Agri-Business  
BS, University of Missouri-Columbia, 1982;  
MED, University of Missouri-Columbia, 1989.

## **Amy R. Bell**

Business  
AAS, Jefferson College, 1987; BS, Maryville  
University, 1998; MBA, Maryville University,  
2002; Doctoral Studies, University of  
Missouri-St. Louis, 2008-present.

## **Elaine M. Belovich**

Director, EXCEL/Student Support Services  
BA, Fontbonne College, 1968; MAT,  
Washington University, 1969.

## **Esther A. Blum, RN, MSN**

Associate Degree Nursing  
BSN, University of Missouri-Columbia, 1985;  
MSN, University of Missouri-Columbia, 1993.

## **Cindy Burnett**

Director, Educational Talent Search II  
AA, Mineral Area College, 1992; BS, Central  
Methodist University, 2001; MS, Central  
Methodist University, 2008.

## **Greg Branham**

Learning Center/Math Lab  
AS, Mineral Area College, 1992; AS Mineral  
Area College, 1994; BS, Lindenwood  
College, 1996; MS, Southeast Missouri  
University, 2009.

## **Nathan Calkins**

Chemistry  
BA, Truman State University, 2004; ABD,  
University of Missouri-Columbia, 2009.

## **Stephanie Campbell**

Economics  
BS, Southeast Missouri State University,  
1989; MS, Southern Illinois University, 1998.

## **Giovanni Carollo**

Law Enforcement Academy  
BA, Lindenwood University, 2005; MS,  
Lindenwood University, 2006.

## **Steve Carrow**

Database Support Specialist  
AS, Jefferson College, 1985; BS, American  
Institute for Computer Services-Birmingham,  
AL, 1996.

## **Kenneth Carter**

Director, Tech-Prep Education  
Coordinator, Regional Technical Education Council  
BGS, Southeast Missouri State University,  
1982; AAS, Mineral Area College, 2001;  
M.Ed., Central Methodist College, 2002;  
Graduate Studies, Southeast Missouri State  
University, 2005-present.

## **Brandi Lea Craig**

Network Administrator  
BSBA, Southeast Missouri State University,  
2001.

**Carolyn Kay Crecelius**

Dean, Arts &amp; Sciences

AGS, Moberly Junior College, 1965; BS in Ed., University of Missouri-Columbia, 1967; MA, Northeast Missouri State University (Truman University), 1973; Post-graduate work, University of Missouri, Webster University, Southeast Missouri State University.

**Tabatha A. Crites**

Mathematics

AA, Mineral Area College, 1985; BS, Southwest Missouri State University, 1987; MNS, Southeast Missouri State University, 2005.

**Tanya C. DeGonia**

MCCÉ Career Education Coordinator

BS, Arkansas State University, Jonesboro AR, 1984; M.Ed. Counseling, University of Missouri-St. Louis, 1998; Licensed Professional Counselor-LPC, 2002.

**Teri Vineyard Douglas, RN, MSN**

Director, Allied Health

AS, Mineral Area College, 1978; BSN, Southwest Missouri State University, 1980; University of Missouri-Kansas City, 1989; University of Missouri-St. Louis, 1990; Southeast Missouri State University, 1991, 1993; MSN, University of Missouri-Kansas City/St. Louis, 1994.

**Marc Drye**

History/Political Science

BS, University of Missouri-Columbia, 1984; MA, University of Missouri-Columbia, 1991.

**Gena Dunn**

Academic Advisor, Educational Talent Search

BS, Central Methodist University, 1997; M.Ed., Missouri Baptist University, 2006.

**Mary (Judy) East**

Potosi Campus Director

AA, Mineral Area College, 1983; National College of Education, 1984-1985; Southeast Missouri State University, Summer 1985, 1986; BA, National College of Education, 1988.

**Mark Easter**

Counselor/Advisor

AA, Mineral Area College, 1985; BA, Lindenwood University, 1988; M.Ed., University of Missouri-St. Louis, 2001.

**Michael R. Easter**

Director of Assessment

BS, University of Missouri-Columbia, 1966; M.Ed., University of Missouri-Columbia, 1973; Graduate Studies, St. Louis University, Lindenwood University, University of Oregon.

**Lisa Edburg**

Coordinator of Institutional Research

AS, Mineral Area College, 1993; BS, Central Methodist University, 2004.

**Judy Young Edgar**

History

AA, Mineral Area College, 1980; BSE, Southeast Missouri State University, 1982; MA, Southeast Missouri State University, 1997.

**Mary M. Eimer**

Associate Degree Nursing

BSN, Central Missouri State University, 1975; MSN, Southeast Missouri State University, 1997.

**Michel Epps**

Director, Continuing Education

BA, University of Illinois-Springfield, 1982; MS, Illinois State University, 1986.

**Connie Evans**

Academic Advisor, Educational Talent Search

AA, Mineral Area College, 1999; BSW, University of Missouri-St. Louis, 2002; BS, University of Missouri-St. Louis, 2002.

**Patricia E. Fields**

Early Childhood Development

AA, Mineral Area College, 1979; BS, Southeast Missouri State University, 1990; MS, University of Illinois, 1996.

**Elaine Flanigan**

English

BA, Benedictine College, 1978; MA, Saint Louis University, 1983; PhD, Saint Louis University, 1999.

**Richard Flotron**

Law Enforcement Academy Training

Coordinator, District Police Chief, Criminal Justice Instructor

AA, Jefferson College; BS, Southeast Missouri State University; MS, Lindenwood University.

**Chad Follis**

Horticulture

BS, University of Missouri-Columbia, 1998; MS, University of Missouri-Columbia, 2001.

**Paul S. Fritch**

Technology

AA, Mineral Area College, 1991; BS, Southeast Missouri State University, 1993.

**Rhonda J. Gamble**

Physiological Sciences

BS, Oklahoma State University, 1974; MS, Oklahoma State University, 1977; PhD, Oklahoma State University, 1984.

**Anthony Gans**

Mass Communications, Golf Coach

BA, Miami University of Ohio, 1976; MS, Miami University of Ohio, 1978.

**Jim Gerwitz**

Criminal Justice, Baseball Coach

AA, Mineral Area College, 1995; BS, Central Methodist College, 1999.

**Richard A. Giles**

Director, Theater

BFA, Southwest Missouri State University, 1988; MA, Humboldt State University, 1999.

**Carolyn Gordon-Giles**

English

BA, Central Methodist College, 1983; MA, Miami University, 1985; ABD, University of Kentucky, 1989.

**Gregory Graf**

Music

BA, Bob Jones University, 2004; MA, Bob Jones University, 2006.

**Timothy L. Gray**

English, Athletic Director

AA, Jefferson College, 1980; BA, Friends University, 1982; Wichita State University, 1983-84; University of Missouri-Columbia, 1985; MA, Webster University, 1987; Saint Louis University, 1995.

**Keith R. Green**

Manufacturing Technology

AS, Jefferson College, 1981.

**Cynthia Greif**

Academic Advisor, Educational Talent Search

AA, Mineral Area College, 1984; BS, Southeast Missouri State University, 1990.

**Sarah Haas**

Public Information

BA, University of Missouri-Columbia, 1992.

**Cathy Hawn**

Mathematics

AA, Mineral Area College, 1988; BS, Southeast Missouri State University, 1990; MNS, Southeast Missouri State University, 1996.

**Laura J. Helbig**

Director, Learning Center  
AA, St. Louis Community College at Florissant Valley, 1973; BA, Maryville University, 1986; MS, Lindenwood University, 1999.

**Bev Hickam**

Director, Business & Industry Programs  
BS, Southeast Missouri University, 1975; MA, Southern Illinois University, 1999.

**Melissa Hopkins**

Cataloger, C.H. Cozean Library  
BS, Central Methodist University, 1992; MA, University of Missouri-Columbia, 2003.

**Linda Huffman**

Registrar  
AA, Mineral Area College, 1974; BA, Webster University, 1981.

**Joseph Hughey**

Computer Information Systems  
BS, Southeast Missouri State University, 1989; MA, University of Missouri-Columbia, 2001.

**Catherine Hutcheson, LPN, RN, BSN**

Nursing  
LPN, Sikeston Public School, 1993; RN, Park College, 1994; BSN, Southeast Missouri State University, 2001.

**Dan Jaycox**

English  
BA, Southeast Missouri State University, 2003; MA, Southeast Missouri State University, 2007.

**Lana Jinkerson, RN, MSN**

Practical Nursing  
ADN, Mineral Area College, 1980; University of Missouri-Columbia, Summer 1986; Mineral Area College, 1986-87; Southeast Missouri State University, Fall 1987; BSN, Central Methodist College, 1991; MSN, University of Missouri-St. Louis, 2002.

**Melissa Kelly, RN, BSN**

Associate Degree Nursing  
RN, Jewish Hospital College of Nursing at Washington University Medical Center, BSN, Jewish Hospital College of Nursing at Washington University Medical Center, 1999.

**Kent Kamp**

Director, Computer Resources  
BS, Southern Illinois University-Carbondale, 1996.

**Gil Kennon**

Vice President, College Affairs & Dean of Career and Technical Education  
BS Ed., Southwest Missouri State University, 1975; MS Ed., University of Missouri-Columbia, 2001.

**Ellen Ketcherside, RN, CCRN, MA**

Associate Degree Nursing  
BSN, St. Louis University, 1978; MA, Webster University, 1982.

**Linda A. King**

Chief Accountant  
AS, Mineral Area College, 1981; BS, Southeast Missouri State University, 1983; CPA, 1986; M.Ed, Central Methodist College, 2002.

**Todd Kline**

Business  
BA, Southeast Missouri University, 1989; MBA, Missouri Baptist University, 2008.

**Steven J. Kurtz**

President  
AS, Pima Community College, 1986; BS University of Arizona, 1988; MBA, University of Texas-El Paso, 1991; EdD, University of Idaho, 1998.

**Lana LaBruyere**

Business Education  
AA, Mineral Area College, 1992; BS, Arkansas State University, 1994; MBA, Webster University, 2005.

**Elizabeth Lambert**

Career Advisor  
AA, Mineral Area College, 1986; BSW, Southeast Missouri State University, 1995; MSW, University of Missouri-St. Louis, 2007.

**Debra Lee**

Staff Interpreter, Instructor  
AA, St. Louis Community College at FV, 1991; BS, Central Methodist University, 2006; Graduate Studies, Northwest Missouri State University, 2009-present.

**Lisa Leftridge**

Director, ACCESS  
AA, Mineral Area College, 1991; BA, University of Missouri-Columbia, 1994; M.Ed, University of Missouri-Columbia, 1996.

**Kenneth R. McIntyre**

Mathematics  
AA, Mineral Area College, 1973; BS, Southeast Missouri State University, 1974; MAT, Southeast Missouri State University, 1981; Graduate Studies, University of Missouri-St. Louis, 1988.

**Roger K. McMillian**

Business and Office Technology  
AA, Mineral Area College, 1984; BS, Southeast Missouri State University, 1986; M.Ed, Southwest Baptist University, 1999; MBA, Missouri Baptist University, 2008.

**Dean Meenach**

Paramedic Technology  
AAS, St. Louis Community College, 2005; RN, Excelsior College, 2007; Emergency Medical Technician, St. Louis Community College; Graduate Studies, Chamberlain College of Nursing, 2008-present.

**Mary Jean Merrill-Doss**

Dean, Student Services  
AA, Mineral Area College, 1984; BS, Southern Illinois University-Carbondale, 1984; Graduate Studies, Southern Illinois University-Carbondale, 1984-88; MAT, Webster University, 1993; Doctoral Studies, Nova Southeastern University-Ft. Lauderdale, 1998-2001, University of Missouri-St. Louis, 2003.

**Kara Mills**

Radiology  
AS, Mineral Area College, 2000; BS, Central Methodist University, 2009.

**Kathryn Neff**

Director, Human Resources  
BSBA, University of Missouri-Columbia, 1995; BJ, University of Missouri-Columbia, 1995; MBA, University of Missouri-St. Louis, 2004.

**Rebecca Neighbors**

Academic Adviser, Upward Bound  
AA, Mineral Area College, 1994; BS, Southeast Missouri State University, 1996; MSW, Saint Louis University, 2001.

**Manfred Nute**

Psychology  
BS, Central Missouri State University, 1975; MS, Central Missouri State University, 1977; PhD, Saint Louis University, 1990.

**Christopher Otto**

English  
BA, Truman State University, 1993;  
MA, Southeast Missouri State  
University, 1995; MA, University of  
Missouri-Columbia, 2003.

**Jeremy Partney**

Coordinator, Wellness Center  
BS, University of Missouri-St.  
Louis, 2002; MS, Central Methodist  
University, 2009.

**Nancy M. Petersen**

Biology & Life Science  
BS, Southeast Missouri State  
University, 1983; MS, Southeast  
Missouri State University, 1992.

**Darlene Pogue**

Assistant Director, Upward Bound  
BS, Southeast Missouri State  
University, 1977; MA, Southwest  
Baptist University, 1998.

**Bradford B. Porter**

Technology  
AS, Missouri Western State  
College; BS, Missouri Western  
State College, 1976; N. S. Hillyard  
Technical School, 1983, 1985; MA,  
Webster University, 1995.

**Mark Potratz**

Director, Public Safety  
AS, Hamilton Technical College,  
1998; BA, Lindenwood University,  
2000; MA, Lindenwood, 2001.

**Sandra Price**

Academic Advisor, Upward Bound II  
AAS, ITT, 2000; BSE, Central  
Methodist University, 2007;  
Graduate Studies, Central  
Methodist University, 2008-present.

**Sean M. Pryor**

Admissions Representative, Assistant Men's  
Basketball Coach  
AA, Mineral Area College, 1995;  
BS, Oregon State University, 1998.

**Brian Reeves**

Director, C.H. Cozean Library  
BA, Truman State University, 1993;  
MA, Truman State University,  
1995; BS, University of Missouri-  
St. Louis, 1998; ABD, Saint Louis  
University, 2009.

**Sharon Reeves**

Biological Science  
BS, Truman State University, 1992;  
MS, Truman State University,  
1994.

**William J. Richardson**

Mathematics  
BS, Southeast Missouri State  
University, 1976; MA, Webster  
University, 1996.

**Tami K. Roberts-Simmons**

Computer Information Systems  
BS, Southeast Missouri State  
University, 1989; MA, Webster  
University, 2000.

**Peggy Ropelle**

Assistant to the President  
BS, University of Missouri-  
Columbia, 1977; MSA, Southeast  
Missouri State University, 1993.

**Doug Ruess**

Criminal Justice  
BS, Central Missouri State  
University, 1993; MS, Lindenwood  
University, 2005.

**George A. Saum**

Physics & Engineering  
BS, University of Missouri-  
Columbia, 1953; MA, University of  
Missouri-Columbia, 1955; Ph. D.,  
University of Missouri-Columbia,  
1958.

**Brian Scheidt**

Geology/Earth Science  
AS, Joliet Junior College, 1996;  
BS, Eastern Illinois University,  
1998; MS, Southern Illinois  
University, 2003.

**Chris T. Schmitt**

Law Enforcement Academy  
BA, Central Methodist College,  
1993.

**Angela Schwent, RN, BSN**

Practical Nursing  
AS, Jefferson College, 1992; BSN,  
Central Methodist University, 2006.

**Karen Ruth Seaber**

English  
BS, University of Memphis, 1982;  
MA, Southeast Missouri State  
University, 2004.

**Denise G. Sebastian**

Director, Financial Aid  
AS, Mineral Area College, 1982;  
BS, Central Methodist College at  
Mineral Area College, 1998.

**Julie Sheets**

Director, Admissions  
BS, Murray State University, 1997;  
M.Ed., Central Methodist College,  
2003.

**Deborah Ann Shockley**

Winona Campus Coordinator  
BS, Southeast Missouri State  
University, 1985; MS, Southeast  
Missouri State University, 1999.

**Matthew D. Sopko**

Assistant Director, EXCEL Student Support  
Services; Psychology  
BS, Southeast Missouri State  
University, 1980; MA, Southern  
Illinois University, 1984; Doctoral  
Studies, University of Missouri-St.  
Louis, 1999-2002.

**Melissa Stephens**

Modern Foreign Language  
AA, Three Rivers Community  
College, 1999; BS Arkansas State  
University, 2002; MA, University of  
Memphis, 2006.

**Rusty Straughan**

Business Manager  
Southeast Missouri State University,  
1961-1963.

**Diana I. Stuart**

English, Teacher Education  
AA, Mineral Area College, 1983;  
BSEd, Southwest Missouri State  
University, 1984; MA, Arkansas State  
University, 1988; Southeast Missouri  
State University, 1989; Doctoral  
Studies, Webster University, 1999-  
2001.

**Donald J. Sullivan**

Director, Upward Bound & TRIO  
University of Missouri-Columbia,  
1963-66; AA, Southeast Missouri  
State University, 1972; BS,  
Southeast Missouri State University,  
1972; MA, Southeast Missouri State  
University, 1973.

**Corey Tate**

Men's Head Basketball Coach  
AA, Mineral Area College, 1994; BS,  
University of Missouri-Columbia,  
1997.

**Christa Tinsley**

Academic Advisor, Educational Talent Search  
BS, Southeast Missouri State  
University, 1994.

**Sally Werner**

Director, Perryville Higher Education Center  
BS, Southeast Missouri State  
University, 1994; MS, Central  
Missouri State University, 2001.

**Kevin White**

Music  
BME, Murray State University,  
1983; MM, Loyola University - New  
Orleans, 1988; DMA, University of  
South Carolina, 1996.

**Stacy Wilfong**

Coordinator, Radiology  
 AS, Mineral Area College, 2003;  
 BSE, University of Arkansas, 2000;  
 MS, University of St. Mary, 2009.

**Sue Wilke**

English  
 AA, Mineral Area College, 1983;  
 BS, University of Missouri-St.  
 Louis; MA, University of Missouri-  
 St. Louis, 1995.

**Margaret L. Williams**

Chemistry  
 University of Missouri-Kansas  
 City, 1979-81; BS, University  
 of Missouri-Rolla, 1984; PhD,  
 University of Missouri-Rolla, 1993.

**Jim Wilson**

Artist in Residence, Visual Arts  
 BFA, Kansas City Art Institute,  
 1967; MFA, Boston University,  
 1971.

**D. Lynne Wisdom**

Business  
 AA, Mineral Area College, 2001;  
 BS, Central Methodist University,  
 2003; MBA Webster University,  
 2004.

**Rebecca Young**

Academic Advisor, Upward Bound II  
 BS, University of Missouri-St.  
 Louis, 2002; MS, Central Methodist  
 University, 2009.

**Shawn Young**

Education  
 BS, Southeast Missouri State  
 University, 1997; MS, Southwest  
 Baptist University, 1999.

**Placement Scores: Mineral Area College, Fall 2011**

**ENGLISH: ACT AND COMPASS**

<b>COURSE PLACEMENT</b>	<b>ACT SCORE</b>	<b>COMPASS ENG/WRITING</b>
ENG 1330 English Composition I	18+	70+
ENG 0970 Basic Writing II (LC-ENG 0240, 0250, 0260)	13-17	27-69
ENG 0960 Basic Writing I (LC-ENG 0210, 0220, 0230)	0-12	0-26

**MATH: ACT SCORES**

MAT1650 Calculus I	28+
MAT1600 Calc for Business	27
MAT1330 Trigonometry	27
MAT1230 College Algebra	23-26
MAT1530 Foundations of Math (El. Ed)	23-26
MAT1130 Intermediate Algebra	19-22
TEC1900 Technical Math I	15-18
MAT0950 Elementary Algebra (LC-MAT 0110, 0120, 0130)	15-18
MAT0900 Arithmetic (LC-MAT 0020, 0030, 0040)	0-14

**MATH: COMPASS SCORES**

	ALG	CALG	TRIG
MAT1650 Calculus I	95-100	76-100	67-100
MAT1330 Trigonometry	90- 94	72- 75	63-66
MAT1230 College Algebra	66-89	53-71	46-62
MAT1530 Foundations of Math	66-89	53-71	46-62
MAT1130 Intermediate Algebra	38-65	31-52	Use CALG
TEC1900 Technical Math I	23-37	23-30	Use CALG
MAT0950 Elementary Algebra (LC-MAT 0110, 0120, 0130)	23-37	23-30	Use CALG
MAT0900 Arithmetic (LC-MAT 0020, 0030, 0040)	0-22	0-22	Use CALG

**READING: ACT AND COMPASS**

	ACT	COMPASS
Read. Courses Not Required	18+	81+
ENG0990 Reading & Study Skills (LC→ENG0070, 0080, 0090)	12-17	51-80
ENG0010, 0020, LC→Read Improve/Vocab Improve	0-11	0-50