

2016-2018

CATALOG



MINERAL AREA COLLEGE

2016-2018

CATALOG

- **Greetings**
- **Contact Info**
- **Academic Calendar**
- **About Mineral Area College**
- **Admissions & Records**
- **Support Services**
- **Tuition, Financial Assistance**
- **Student Life**
- **Academic & General College Policies**
- **Arts & Sciences Division**
- **Career & Technical Education Division**
- **Course Descriptions**
- **Administration, Faculty**

Greetings

From the President



Dr. Steven J. Kurtz
President

Hello! Welcome to Mineral Area College's 2016-18 Catalog. This publication is an important part of your educational career-- it's your map, guidebook and passport to the college, all in one.

Use it to help:

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

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

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

Very truly yours,
Dr. Steven Kurtz
President, Mineral Area College

DISCLAIMERS AND CONDITIONS

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

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

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

The information in this publication is as current and 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 April 1, 2016, for the 2016-17 and 2017-18 academic years and their respective summer sessions. Each student

is responsible for compliance with the information, rules, regulations and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for noncompliance.

Applicants for admission and employment, students, parents, employees, sources of referral 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, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

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

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

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

Mineral Area College complies with guidelines set forth in the American with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the registration/education process, notify the Access 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.

ACCREDITATION

Mineral Area College and its outreach centers are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440 or (312) 263-0546, fax (312) 263-7462.

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.

Contact Information

Main Campus

(888) MAC-4YOU (622-4968)
(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

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

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

Potosi High School(573) 436-9841
1 Trojan Drive after 4 p.m.
Potosi, MO 63664 (573) 438-2156 ext. 1207

Important Phone Numbers

Access Office.....	518-2152
Admissions	518-2228
Allied Health	518-2172
Arts & Sciences Dean.....	518-2100
Alumni Services.....	518-2114
Assessment (Testing)	518-2202
Athletics	518-2134
Bookstore	518-2106
Business Office.....	518-2287 or 2232
Campus Housing (College Park).....	518-1330
CARDS Freshman Orientation	518-2119
Career & Technical Education Dean.....	518-2157
CTE Dual Credit	518-3805
Career Planning.....	518-2193
Career Placement.....	518-2198
Central Methodist University.....	518-2112
Computer Help Desk	518-2137 or 2240
Continuing Education	518-2342
Course Registration.....	518-2126
Customized Training.....	518-2157
Dual Credit Coordinator.....	518-3805
Educational Talent Search I.....	518-2380
Educational Talent Search II.....	518-2387
Enrollment Verification.....	518-2119
EXCEL.....	518-2131
Financial Aid	518-2133
Fine Arts Theatre	518-2125
Learning Center.....	518-2140
Library (C.H. Cozean Library).....	518-2141
Mineral Area College Foundation	518-2114
Mineral Area Council on the Arts	518-2125
Missouri Center for Career Education	518-2255
Police, Campus (cell).....	631-2831
President's Office	518-2146
Public Service Center	518-2148
Regional Technical Education Council (RTEC).....	518-3805
Registrar's Office/Registration.....	518-2119
Student Services Dean.....	518-2154
University of Missouri-St. Louis	518-2324
Upward Bound.....	518-2156
Wellness Center	518-2104

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Trustees



Scott Sikes
Subdistrict 1



Jerry Sullivan
Subdistrict 3



Harvey Faircloth
Subdistrict 4



Alan Wells
At-Large



Dr. Don VanHerck
Subdistrict 5

Administration

- Dr. Steven J. Kurtz**..... President
- J. Gil Kennon** Vice President of College Affairs,
Dean of Career & Technical Education
- Jean Merrill-Doss**..... Dean of Student Services
- Dr. Diana Stuart**..... Dean of Arts & Sciences
- Shirley Hofstetter**.....Chief Financial Officer
- Kathryn Neff**.....Human Resources Director
- Barry Wilfong**.....Facilities Director

Academic Calendar 2016-2018

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Fall 2016

Monday, Aug. 22	Semester Begins
Saturday, Sept. 3	Labor Day Holiday
	No classes, campus closed
Monday, Sept. 5	Labor Day-No classes, campus closed
Wednesday-Friday, Nov. 2-4	MCCA Meetings
Thursday, Nov. 10	Professional Development Day
	No classes, campus closed
Friday, Nov. 11	Veterans Day-No classes, campus closed
Wednesday, Nov. 23	No evening classes, campus closed after 4 pm
Thursday -Saturday, Nov. 24 -26	Thanksgiving Break
	No classes, campus closed
Tuesday, Dec. 6	Tuesday Evening-Final Exams
Monday, Dec. 12- Friday, Dec. 16	Day Classes-Final Exams
Monday, Dec. 12	Monday Evening-Final Exams
Wednesday, Dec. 14	Wednesday Evening-Final Exams
Thursday, Dec. 15	Thursday Evening-Final Exams
Friday, Dec. 16	Friday Evening-Final Exams
Saturday, Dec. 17	Saturday-Final Exams
Saturday, Dec. 17	Semester Ends
Monday, Dec. 19	Grades Due

Fall 2017

Monday, Aug. 21	Semester Begins
Saturday, Sept. 2	Labor Day Holiday
	No classes, campus closed
Monday, Sept. 4	Labor Day-No classes, campus closed
Wednesday-Friday, Nov. 1-3	MCCA Meetings
Thursday, Nov. 9	Professional Development Day
	No classes, campus closed
Friday, Nov. 10	Veterans Day-No classes, campus closed
Wednesday, Nov. 22	No evening classes, campus closed after 4 pm
Thursday-Saturday, Nov. 23-25	Thanksgiving Break
	No classes, campus closed
Tuesday, Dec. 5	Tuesday Evening-Final Exams
Monday, Dec. 11- Friday, Dec. 15	Day Classes-Final Exams
Monday, Dec. 11	Monday Evening-Final Exams
Wednesday, Dec. 13	Wednesday Evening-Final Exams
Thursday, Dec. 14	Thursday Evening-Final Exams
Friday, Dec. 15	Friday Evening-Final Exams
Saturday, Dec. 16	Saturday-Final Exams
Saturday, Dec. 16	Semester Ends
Monday, Dec. 18	Grades Due

Spring 2017

Monday, Jan. 16	MLK, Jr. Holiday
	No classes, campus closed
Tuesday, Jan. 17	Semester Begins
Monday, Feb. 20	President's Day
	No classes, campus closed
Monday, Mar. 13-Saturday, Mar. 18	Spring Break
	No classes, campus closed
Thursday, Apr. 13	Professional Development Day
	No classes, campus closed
Friday-Saturday, Apr. 14-15	Spring Holiday
	No classes, campus closed
Tuesday, May 9	Tuesday Evening-Final Exams
Wednesday, May 10	Wednesday Evening-Final Exams
Thursday, May 11	Review Day
Saturday, May 13	Commencement
Monday, May 15	Monday Evening-Final Exams
Monday, May 15-Friday, May 19	Final Exams-Day Classes
Thursday, May 18	Thursday Evening-Final Exams
Friday, May 19	Friday Evening-Final Exams
Saturday, May 20	Saturday-Final Exams
Saturday, May 20	Semester Ends
Monday, May 22	Grades Due

Spring 2018

Monday, Jan. 15	MLK, Jr. Holiday
	No classes, campus closed
Tuesday, Jan. 16	Semester Begins
Monday, Feb. 19	President's Day
	No classes, campus closed
Monday, Mar. 12-Saturday, Mar. 17	Spring Break
	No classes, campus closed
Thursday, Mar. 29	Professional Development Day
	No classes, campus closed
Friday-Saturday, Mar. 30-31	Spring Holiday
	No classes, campus closed
Tuesday, May 8	Tuesday Evening-Final Exams
Wednesday, May 9	Wednesday Evening-Final Exams
Thursday, May 10	Thursday Evening-Final Exams
Thursday, May 10	Review Day
Saturday, May 12	Commencement
Monday, May 14	Monday Evening-Final Exams
Monday, May 14-Friday, May 18	Final Exams-Day Classes
Friday, May 18	Friday Evening-Final Exams
Saturday, May 19	Saturday-Final Exams
Saturday, May 19	Semester Ends
Monday, May 21	Grades Due

Summer 2017

Monday, June 5	Semester Begins
Tuesday, July 4	Independence Day
	No classes, campus closed
Monday, July 24	Monday Evening-Final Exams
Tuesday, July 25	Tuesday Evening-Final Exams
Wednesday, July 26	Wednesday Evening-Final Exams
Thursday, July 27	Thursday Evening-Final Exams
Friday, July 28	Friday Evening-Final Exams
Saturday July 29	Saturday-Final Exams
Monday, July 31	Day Classes-Final Exams
Tuesday, Aug. 1	Grades Due

Summer 2018

Monday, June 4	Semester Begins
Wednesday, July 4	Independence Day
	No classes, campus closed
Monday, July 23	Monday Evening-Final Exams
Tuesday, July 24	Tuesday Evening-Final Exams
Wednesday, July 25	Wednesday Evening-Final Exams
Thursday, July 26	Thursday Evening-Final Exams
Friday, July 27	Friday Evening-Final Exams
Saturday July 28	Saturday-Final Exams
Monday, July 30	Day Classes-Final Exams
Tuesday, July 31	Grades Due

About Mineral Area College

- ▶ Mission Statement
- ▶ Philosophy of Purpose
- ▶ Goals for the Future
- ▶ History of MAC and Flat River Junior College
- ▶ Vision Statement
- ▶ Value Statements
- ▶ Organizational Priorities

Mission Statement

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

Vision Statement

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

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

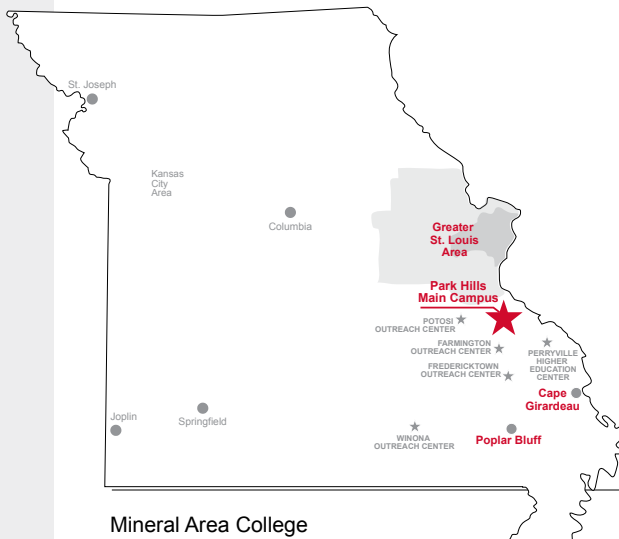
Philosophy of Purpose

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

- MAC is committed to continuous quality improvement.
- MAC is dedicated to the belief that a college education is essential for the acquisition of knowledge and skills required for life-changing educational, career and cultural opportunities.
- MAC contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- MAC meets the needs of those transferring to four-year institutions and of those preparing for immediate careers.
- MAC contributes to the cultural enrichment, economic development and general welfare of the region through continuing education and cooperative programs.
- MAC has an open door policy that provides everyone an opportunity to learn.

Value Statements

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



- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Goals for the Future

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

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

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

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

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

Organizational Priorities

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

MAC adopts the following organizational priorities:

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

History of MAC and Flat River Junior College

One way to understand an institution's culture and values is to learn about its history and MAC is no exception.

In late November 1921, a group of former Flat River area high school administrators banded together to present a proposal for two years of advanced education for area high school graduates. After receiving support from the school districts and the Board of Education, the group made plans 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 the junior college for 42 years and MAC students for three years.

MAC 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 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 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 increased the facility's usable area by 3,800 sq. ft. 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 MAC 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 sq. ft. 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.

In April 2011, voters approved a no-tax-increase, \$8 million bond issue to: Renovate and add science labs to the Fredericktown Center and main campus; build additional classrooms and student meeting space at the Fredericktown Center; build an addition to the Technology Center which would consolidate business and student services functions into one area; renovate the C.H. Cozean Library; and add elevators to the library, as well as an accessibility walkway from the library to the Arts & Sciences Building.

Today, MAC serves as many as 4,000 students in a 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. MAC 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 MAC have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. MAC will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the future.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty



- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Admissions & Records

- ▶ **Policies Students Need to Know**
- ▶ **General Admissions**
 - ▶ Requirements
 - ▶ Campus Visits
- ▶ **Admissions & Records**
 - ▶ Admissions Checklist
 - ▶ Campus Housing
 - ▶ Student Classification
- ▶ **Records & Registration**
 - ▶ Advanced Placement
 - ▶ Changing a Field of Study, Major and/or Advisor
 - ▶ College Level Examination Program (CLEP)
 - ▶ Credit Transfer from Other Colleges
 - ▶ Grades
 - ▶ Degrees and Certificates
 - ▶ Military Experience Evaluation
 - ▶ Records on Hold/ Release of Transcripts and Diplomas
 - ▶ Registration
 - ▶ Right to Privacy and Review of Records
 - ▶ Student Portal — MyMAC
 - ▶ Transcript Services
 - ▶ Transfer Library/Crosswalk
 - ▶ Transferring to Other Colleges
 - ▶ Verification of Enrollment

Policies Students Need to Know

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

other federal disclosures may be found at www.MineralArea.edu.

Confidentiality of Financial Records

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

Confidentiality of Student Records

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

Directory Information/Public Information

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

Names and addresses of MAC graduates will

be released to four-year institutions and the military upon request.

Drug-Free Work Place

MAC 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

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

Immunization Against Communicable Diseases

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

Service for Students with Disabilities

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

Sexual Harassment Policy

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

Tobacco-Free Buildings and Grounds

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

adhering to and respectfully enforcing the tobacco-free policy.

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

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

Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2016, for the 2016-17 and 2017-18 academic years. Each student is responsible for complying with the information in this catalog. Failure to read regulations and policies will not be considered an excuse for noncompliance.

General Admissions

Requirements

MAC has an open-door admissions policy. Potential students must be at least 16 years old within the first 30 days of the semester of initial enrollment to be admitted to the college. Students should apply to the Admission's Office before their expected start date as registration priority is given to early applicants.

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

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

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973,

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records**
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Age Discrimination Act of 1975 and Americans with Disabilities Act (ADA) of 1990 is directed to contact the Human Resources Director, Title VI and VII, Title IX, Section 504 and ADA Coordinator, Mineral Area College, P.O. Box 1000, Park Hills, MO 63601-1000, (573) 518-2378 who has been designated to coordinate the college's efforts to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act and the ADA Amendments Act.

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

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

Selective Admission Programs

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

Selective Admission Program	Maximum Admitted	Application Deadline
Practical Nursing	33	Dec. 15
Paramedic Technology	20	May 30
Radiologic Technology.....	16	Jan. 15 – May 1
Associate Degree in Nursing		Dec. 15
Freshman	37	
Sophomore	49	
Respiratory Therapy*	22	May 30
Physical Therapy Assistant*	18	May 1

*Selection of the 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 tour should call the Admissions Office at least 24 hours in advance at (573) 518-2108.

Admissions & Records

Admissions Checklist

1. Application for Admission

The Admissions Office accepts applications in person, by mail or online at www.MineralArea.edu. Students should complete the application and forward it to: Admissions Office, P.O. Box 1000, Park

Hills, MO 63601. Incomplete applications cannot be processed.

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

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

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

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

2. Financial Aid Application

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

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

3. Transcripts

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

First-time freshmen who have earned dual credit in high school from another college must have an official college transcript sent to the Admissions Office. High school seniors will be admitted as a provisional student based on a seventh semester transcript. A final high school (eighth semester) transcript will be required after graduation. Once the Admissions Office receives a final transcript, the student will be accepted as a regularly-admitted student. Under provisional status, students with

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

A+ benefits will not be processed until a final high school transcript is received.

A high school transcript should show grades, class rank and date of graduation. Official transcripts from both high school and colleges must be on file before the student is eligible to register. All final transcripts must be received before orientation and registration. To request a high school or college transcript be sent to MAC, students may download a form from www.MineralArea.edu.

4. Placement Tests

MAC reserves the right to guide enrollment on the basis of placement tests. Placement testing is required before enrollment. The ACT or 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 (573) 518-2202. ACT scores listed on high school transcripts are acceptable. Students who have taken the ACT test but found it's not on the high school transcript may request additional copies from ACT Records Department, P.O. Box 451, Iowa City, Iowa, 52243-0451. MAC's code is 023060. There is a fee for this service.

5. Confirmation of Admission

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

6. Orientation

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

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

Campus Housing

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

Individual housing agreements are offered on two- and four-bedroom apartments, all of which are furnished and have kitchens. Other amenities include pool, barbecue pavilion, sand volleyball courts, internet hook-up, on-premise laundry facilities and computer lab. All housing students are required to purchase a 12- or 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification

Students are classified as follows:

Full-Time

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

Part-Time

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

Freshman

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

Sophomore

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

First-Time Student

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

Transfer Student

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

Continuing Student

A student who is currently enrolled at MAC and

who has not had a break in enrollment (excluding summer session).

Returning Student

A student who 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 coursework may classify themselves as non-degree seeking if they are not seeking a degree, certificate, or financial aid. Students seeking any type of financial aid (Social Security, veterans benefits, federal grant scholarships, etc.) or international students on F-1 visas must be classified as degree-seeking students. Non-degree seeking students are 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 old, take the 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 final high school or GED transcript is received by the Admissions Office.

Provisional Student

Provisional students are admitted on the first day of classes without having submitted all admission documents. Provisionally-admitted students are only allowed to register for one semester and are ineligible to receive financial aid.

Homeschools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools

Homeschool, non-accredited or correspondence high school students may attend, but must be at least 16 years old. To be admitted, graduates of homeschools, non-accredited high schools or correspondence schools must submit transcripts verifying completion of an academic program and take the college's assessment test or submit ACT scores. Admission to the college does not guarantee admission to a particular course or program of study.

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

Dual Credit

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

Dual Enrollment

Dual enrollment is the enrollment of high school students in college classes. These classes are taught by MAC instructors and may be located on the main campus, at off-campus sites, as telecourses, or online. Students who complete dual credit enrollment classes receive college credit which may or may not be transcribed back as equivalent high school credit, depending upon the policies of the individual high schools.

Students who enroll must follow the same procedures and have the same enrollment qualifications as regular MAC students. Placement scores may be required to enroll in some classes. Qualified high school students may take both dual credit and dual enrollment classes during the same semester. Students who are interested in the dual enrollment option should check with the dual enrollment coordinator and with their high school counselors.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Career and Technical Dual Credit

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

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

Concurrently Enrolled Student

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

Visiting Student

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

International Students

MAC is authorized under federal law to enroll international students. Admission inquiries should be directed to the Admissions Office. Questions regarding the application and enrollment of international students should be directed to the Admissions Office at least 60 days before classes begin.

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

1. Complete (in English) an Application for Admission
2. Application fee payment of \$15
3. Evidence of English proficiency through one of the following (the applicant must have taken the test within the last two years):
 - A minimum score of 500 (paper-based), 173 (computer-based) or 61 (internet based) on the Test of English as a Foreign Language (TOEFL).

- Completed ESL level of 109.
 - A minimum band score of 6 on the International English Language Testing System (IELTS).
 - A minimum ACT English score of 18.
 - A diploma from a secondary institution in an English speaking country (U.S., Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
 - ACT/ESL Compass Test with scores greater than 37 on the grammar portion, with above 37 on the reading and with above 55 on the listening portion.
4. Official secondary education documents translated into English
 5. Notarized certification of finances
 6. Finance documentation from a banking institution or sponsor
 7. Proof of medical insurance. The plan must include repatriation and medical evacuation.

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

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

More information can be found under Admissions at www.MineralArea.edu or by calling (573) 518-2206.

MAC is a participating SEVIS school.

Satisfactory Academic Progress

Once enrolled, an international student on an F-1 Visa must:

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

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records**
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Finances and Work

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

Resident Alien Admissions

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

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

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

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

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

Records & Registration

Advanced Placement

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

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

Changing a Field of Study, Major and/or Advisor

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

College Level Examination Program (CLEP)

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

To earn credit for one of the CLEP exams below, the student must:

1. Complete the admissions process at MAC.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records**
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

2. Request official scores be sent directly from the College Board to MAC.
3. Earn a minimum score of 50 on each exam taken.

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

CLEP Exams for which MAC Grants Credit

CLEP Examination MAC Equivalent	Semester Hours
Biology	
Intro to Biological Sciences	3
Chemistry	
General Chemistry Lecture	3
College Algebra	
College Algebra	3
College Composition*	
English Composition I	3
History of the United States I	
American History I	3
History of the United States II	
American History II	3
Humanities:	
Fine Arts	
Introduction to Humanities.....	3
Literature	
Introduction to Literature - Prose & Poetry	3
Introductory Psychology	
General Psychology I	3
Introductory Sociology	
General Sociology	3
Principles of Macroeconomics I	
Principles of Macroeconomics.....	3

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

Credit by Examination and for Educational Experiences

A maximum of 30 semester hours of credit for educational experiences obtained through credit by examination and other nontraditional college programs may apply towards a MAC degree. Credit may be granted for successful scores on select CLEP subject exams referenced above, institutional test-outs for specific courses and prior knowledge gained from experiences in business, industry and/ or the armed services as recommended by the American Council on Education.

Credit Transfer from Other Colleges

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

Transfer credit may be awarded for courses completed at colleges and universities outside of the U.S. that are accredited or approved by the Ministry of Education or other appropriate government agency of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers and selected other professional organizations and agencies that evaluate foreign educational institutions. Transfer credit is generally not awarded for courses completed at institutions not accredited or approved by a regional accrediting body.

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

The designated transfer articulation officer at MAC is the dean of Arts & Sciences. Articulation appeals may be directed first to the registrar and then to the dean.

Grades

At mid-term (if applicable) and at the end of every semester, grades are available online through MyMAC. Grade reports are not mailed. The GPA is considered official only on MAC's official transcript.

Degrees and Certificates

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

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

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

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

The **Associate of Applied Science Degree**

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

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

Certificates are awarded to students who successfully complete the requirements of one of the career and technical education certificate programs.

Certificates that area less than one-year represent a structured sequence of courses that may be completed in a relatively short period of time and apply to a specific vocation.

Degree and Certificate Time Limits

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

General Education Block (42 Credit Hour Block)

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Military Experience Evaluation

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

Records on Hold/ Release of Transcripts and Diplomas

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

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

Registration

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

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

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

Right to Privacy and Review of Records

According to the Family Educational Rights and Privacy Act (FERPA), all students have the right

to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file appropriate FERPA complaints with the U.S. Department of Education and to obtain MAC's FERPA policy statement.

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

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

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

Student Portal — MyMAC

The student portal (MyMAC) is a convenient way for students to access their personal, academic and financial information online.

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

The MyMAC system operates in an encrypted and secure environment. Students must use their

MAC student I.D. number and password to access their personal information. MyMAC is accessed on the homepage of the MAC website at www.MineralArea.edu.

on the website and through MyMAC. Contact the Registrar's office at (573) 518-2119 for questions regarding transfer equivalencies.

Transcript Services

The Registrar's Office releases transcripts only by written or online authorization from the student. A transcript may be requested online through MyMAC, in person, by fax or U.S. mail through the Registrar's Office. Transcript request forms are available in Student Services or online. There is a fee for this service.

Transcripts will not be processed until payment is received. Credit card payments are accepted by U.S. mail, fax, online, by phone and in person. Students can also pay by mail or in person with a check or in person with cash. Please visit MyMAC or the website for transcript processing fee information.

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

All transcript requests must include: student's full legal name and any former name(s), social security number or MAC student identification number, birth date, current address, phone number and the complete address for the college or agency to which the transcript is to be mailed. If the request is written, the student's signature must be included or the request will be returned.

Transfer Library/Crosswalk

The Missouri Department of Higher Education has initiated a transfer library where course equivalencies are identified for common courses transferred among all state-supported two- and four-year institutions. MAC has created a transfer crosswalk that includes courses from the state transfer library. The transfer crosswalk is available

Transferring to Other Colleges

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

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

It is the student's responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at MAC. Students planning to transfer should visit the website of the institution they plan to attend.

Verification of Enrollment

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty



Support Services

- ▶ Access Office
- ▶ Cardinals Nest
- ▶ C.H. Cozean Library
- ▶ TRIO Programs
- ▶ Advisement System
- ▶ Career Planning
- ▶ Health Services
- ▶ Assessment
- ▶ Career Services
- ▶ Learning Center
- ▶ Bookstore
- ▶ Counseling
- ▶ Parking

Access Office

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

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

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

Students requiring any accommodations in their courses are encouraged to contact the director of the Access Office, (573) 518-2152, before registering for courses. Early contact will allow the office to

determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses. More information regarding student responsibilities and documentation can be found at the Disability Support Services link on the college website.

Advisement System

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

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

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

To help with advisement, MAC has implemented

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

an automated degree audit process, available through MyMAC for advisors and students.

Assessment

Placement Tests

The preferred test for placement at MAC is the ACT, administered in September, October, December, February, April and June. Students may also satisfy prerequisite placement test scores by taking an eligible online placement test.

HiSET (High School Equivalency Test)

To schedule this test at MAC, the student must first register with ETS (Educational Testing Service) and pay the \$60 fee to ETS and the State of Missouri. The student is then eligible to register at MAC and pay the testing fees. A non-refundable \$7 fee per subject area (complete test is all 5 subject areas or a total of \$35) is payable when registering for testing (cash, credit card or money order are accepted). Registration must be completed before the day of testing and a Missouri driver's license or Missouri non-driver ID must be presented to be admitted to the test.

MoGEA

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

Exit Exam

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

Certification Testing

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

Proctoring DistanCE Ed Course Tests

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

Bookstore

Textbooks, supplemental reference books, software and necessary school supplies may be purchased in the bookstore, located in the Student Center on the Park Hills campus. In addition, a wide variety of convenience items, gifts, and college-related merchandise is available.

Cardinals Nest

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

Career Planning

Career Planning offers a wide variety of services to help the student gather information that will help in the career decision-making process. The staff advises and provides resources and the tools needed to research career paths and college majors that match their interests, abilities and workplace values.

The center offers career courses, assessments, up-to-date job information on online occupational resources, successful interviewing techniques, resume and cover letter development, and college transfer information. Professional career advising, the Career Library, computerized career information programs, and other center resources are free to any MAC student or community member.

Career Services

Career Services offers free job search assistance to students, alumni, and the community,

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

including assistance with resume writing, interview tips, and advice on how to conduct a job search.

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

Counseling

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

Counselors are also available for evening walk-ins and appointments Monday and Wednesday until 6:30 p.m. (5:30 p.m. during summer semester); Tuesday and Thursday evenings are by appointment only.

C.H. Cozean Library

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

The library has more than 30,000 volumes in its collection, including books, selected popular fiction and nonfiction books, subscriptions to approximately 100 magazines and journals, and DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 to search for library materials and view their library accounts.

The library belongs to MOBIUS (Missouri Bibliographic Information User System), whose network includes academic and public libraries in Missouri and other states. The MOBIUS Union Catalog includes more than 33 million items. Faculty, staff and students can request books from the MOBIUS catalog for delivery to the library within two to four days.

To find articles on a particular topic, patrons can use one of the library's online databases (i.e., EBSCOHost, JSTOR, or SIRS Knowledge Source). These databases provide access to complete articles from more than 5,000 journal and magazine titles; can locate articles in the library's paper magazine collection; and can identify other articles

on a topic that are not in the library's collection. The resources can be found at www.MineralArea.edu/library.

A student I.D. card is required for the current semester when checking out material. Books and MOBIUS items may be checked out for four weeks. Magazines and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills are blocked from further check-out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a \$10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of \$100 plus a billing/processing fee of \$20.

All students have library privileges. Non-students who are at least 18 years old may buy a non-refundable community borrower's card for library privileges. The price for residents of the MAC taxing district is \$5; the price for out-of-taxing-district residents is \$10.

Health Services

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

Learning Center

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Parking

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

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

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

TRIO Programs

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

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

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

EXCEL/Student Support Services (SSS), the second TRIO program at MAC, was originally funded in 1997. It provides services to 200 qualified

students who need academic and other support to graduate from MAC and transfer to a four-year institution. Tutoring, advising, workshops and cultural activities are the primary components of EXCEL/SSS. Limited financial aid, subject to availability of funds, is available to students who meet federal and EXCEL/SSS eligibility criteria. This aid includes both scholarships and grants. EXCEL/SSS facilities include a computer lab for the exclusive use of its students. Laptops, calculators, tape recorders and other learning aids are also available for short term loans to EXCEL/SSS students.

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 562 young people in grades 6 through 12. Participants receive information about college admission requirements, scholarships and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options by providing academic and career advising, ACT preparation, test taking strategies, tutors, interest inventories, cultural field trips and visits to college and technical school campuses.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Tuition & Financial Assistance

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ **Tuition & Fees**
 - ▶ Tuition for Credit Classes
 - ▶ Classification for Tuition
 - ▶ Tuition and Course Fees Set by the Board of Trustees
 - ▶ Books and Materials
 - ▶ Fees for Non-Credit Classes
- ▶ **Payment of Tuition and Fees**
- ▶ **Financial Assistance**
 - ▶ General Information
 - ▶ Federally-Funded Financial Aid
 - ▶ State-Funded Financial Aid
 - ▶ Special Loan Funds, Emergency Loan Fund
 - ▶ Veterans
 - ▶ Vocational Rehabilitation
 - ▶ College-Funded Scholarships and Awards
 - ▶ Outside Aid Reporting Requirement
 - ▶ Verification
 - ▶ Selective Service Requirement
 - ▶ Financial Aid Confidentiality Policy
 - ▶ Student Consumer Rights Information
 - ▶ Amounts of Awards
 - ▶ Payment of Awards

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

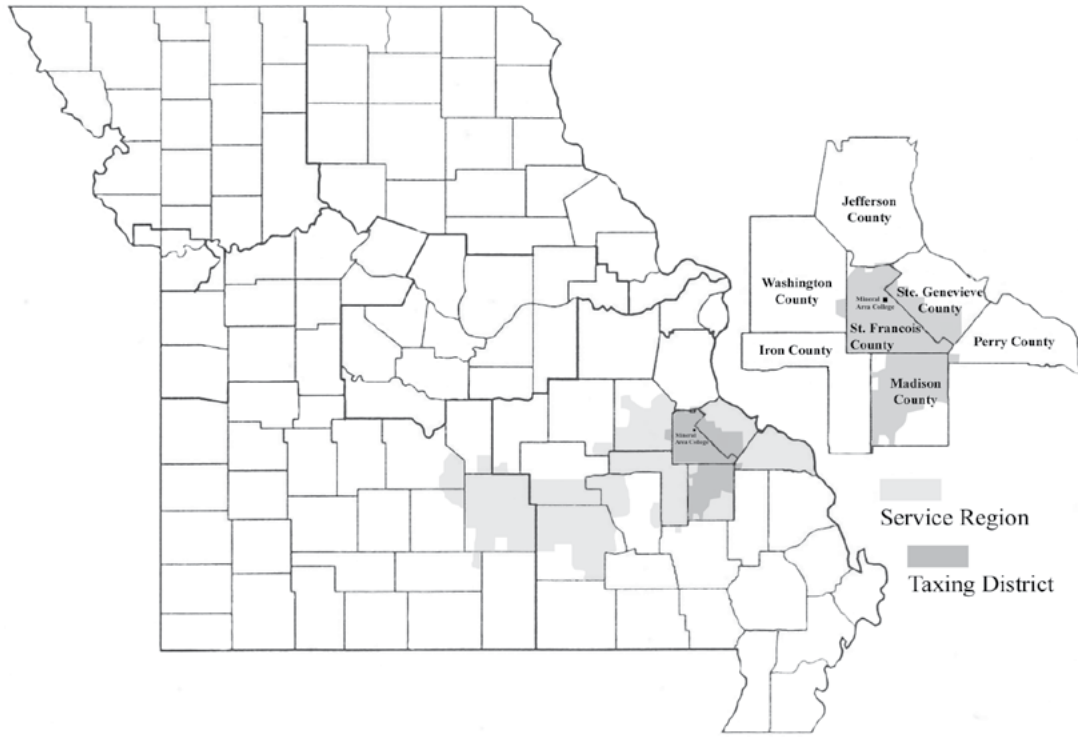
Family circumstances of aid applicants will be evaluated according to all available information, and assistance will be allocated where the greatest need exists. Some income and/or assets might be required to help cover or offset the costs of a MAC education.

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

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

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. See page 42 for additional information.

Mineral Area College Taxing District & Service Region



- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Tuition & Fees*

Tuition for Credit Classes

- Resident of the Taxing District
\$102 per semester credit hour
- Student from Outside Taxing District
\$136 per semester credit hour
- Out of State and International Tuition
\$185 per semester credit hour

Fees

- Safety and Security Fee
\$10 per semester
- Additional Laboratory and Course Fees
Available online.

* Subject to change with notice.

Classification for Tuition

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

Resident of the Taxing District

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

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

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

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

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.

Students from Outside the Taxing District

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

Out-of-State Student

Out-of-state tuition is assessed to students who reside in permanent residences located outside

Missouri, as defined in the Missouri Department of Higher Education residency policy.

International Student

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

65 Years of Age or Older (Senior Scholar Program)

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

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

Penalty for False Information

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

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

Tuition and Course Fees Set by the Board of Trustees

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

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

PLEASE NOTE: The tuition and fees schedule

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

is subject to change with prior notice by and at the discretion of the MAC Board of Trustees.

Books and Materials

The student is expected to obtain the books, supplies and consumable materials needed 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 instructor.

Fees for Non-Credit Classes

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

Payment of Tuition and Fees

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

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

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

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

Payment Deadlines

Upon registration of any semester or term, all students are expected to pay 25% of all tuition and fees unless financial aid is on file in the Business

Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated. Payment schedules are posted in the registration guide available online each semester.

Current Address

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

Account Balances

Students will be emailed for unpaid balances around the 25th of each month. All balances may be paid off early. Additional fees may include, but are not limited to, payment plan enrollment fees, late fees of \$15 and monthly service charges of .75% per month on unpaid balances (i.e., \$100 x .75% = \$.75). Please read the "Payment Policy Information" section, located online in the registration guide, for payment plan information regarding additional fees.

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

Third-Party Billing

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

Delinquent Accounts

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

Refunding Tuition and Fees

For credit coursework, if a student officially changes his/her semester schedule of classes or

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

completely withdraws from the college, the student may be entitled to a tuition and fee refund. The eligibility and amount for a refund is automatically calculated by the date of the drop/withdrawal.

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

Student Liability Insurance Program

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

Financial Assistance

General Information

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

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

Return of Title IV Funds Policy

Students who receive Federal Student Aid (i.e., Pell Grants, Student Loans, SEOG Grants, EXCEL SSS Grant) AND who officially or unofficially

withdraw from classes by failing to attend and/or regularly/actively participate, prior to the 60% point of any semester (see Administrative Withdrawal Policy on MyMAC under the My Financial Aid tab or the Financial Aid Section of the MAC Webpage):

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

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

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

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

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

Minimum Academic Standards for Financial Aid Eligibility

1. A student must complete at least 67% of attempted credit hours. Failure to do so will result in a loss of Federal Student Aid. There is a maximum amount of time or credit hours a student has to complete a program of study. When a student meets 150% of the designated maximum hours for a program of study, graduates or completes a program of study, aid eligibility is lost. The maximum hours includes credit hours transferred in from other colleges. *Example: a program of study requires 62 hours to complete. If you accumulate 93 hours or more (which is 62×1.5), you will lose aid eligibility.*
2. A student must keep their cumulative grade point average (GPA) at or above 2.0. If a student's GPA falls below the minimum, aid eligibility is lost.
3. Students new to financial aid, whether transfer

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services

Tuition, Financial Assistance

- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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

4. If a student does not meet the minimum 67% completion for classes attempted or does not meet the minimum GPA (see "B" above), the student will be moved to a "Financial Aid Warning," but is still eligible for student aid for one semester. If a student exceeds the maximum credits for a program or has a Bachelor's Degree, the student is placed in an "Over the Time Frame Probation" status.
5. If, following the "Financial Aid Warning" semester, the student is still deemed ineligible for aid, the student is placed on "Financial Aid Probation," which is a loss of all Federal Student Aid.
6. If a student is placed on "Financial Aid Probation," the student may file an appeal with the Financial Aid Office for review. The same logic applies to "Over Maximum Time Frame" students whereby an appeal is available, but failure to meet the objectives of the academic plan will cause loss of student aid.
7. If an appeal is submitted, the appeal is reviewed and a decision rendered (i.e. approved or not approved). If approved, the student must follow an academic plan in order to complete their program of study and retain aid eligibility. If not approved, the student may elect to file a grievance appeal for review in accordance with college policy.

Federally-Funded Financial Aid Programs

Federal Pell Grant

1. The Higher Education Act Amendments of 1972 have authorized a federal program of grants for all eligible students, not just those of exceptional financial need.
2. Federal Pell Grants cannot exceed the difference between the student's family contribution and the actual cost of MAC attendance.
3. In the event federal appropriations are

insufficient to meet full entitlement, the Federal Pell Grants will be adjusted downward.

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

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

Federal Supplemental Educational Opportunity Grant

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

Federal College Work-Study Program

1. Work is scheduled on a part-time basis with a maximum schedule of 19 hours per week.
2. The job duties are varied and may involve assignment as a office assistant, maintenance worker, Learning Resources Center assistant, lab assistant, audio-visual equipment operator, etc.
3. Employment is on campus.

Federal Direct Loan

1. Long-term guaranteed loans are available through MAC with funding provided by the U.S. Dept. of Education.
2. Repayment is deferred for six months after the student leaves school or graduates. The government pays the interest before the repayment period for the Subsidized Direct Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs

A+ Schools Program

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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

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

Bright Flight Scholarship (Missouri Higher Education Academic)

The Bright Flight Program provides scholarship awards of \$2,500 per academic year subject to available funding. To be eligible, a student must:

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

Marguerite Ross Barnett Memorial Scholarship

This scholarship was established for students employed while attending school part-time. Award amounts vary based upon individual financial need but are limited to actual tuition at MAC. To be eligible, a student must:

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

Access Missouri Financial Assistance Program

The Access Missouri Financial Assistance Program is a need based program with financial eligibility determined by the Free Application for

Federal Student Aid (FAFSA). Award amounts vary based upon state-approved allocations. To be eligible, a student must:

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

Special Loan Funds, Emergency Loan Fund

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

Veterans

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

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

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

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

For Fall and Spring Semesters:

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College

- ▶ Admissions & Records
- ▶ Support Services

- ▶ Tuition, Financial Assistance

- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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

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

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

Vocational Rehabilitation

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

College-Funded Scholarships and Awards

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

A number of scholarships have been established at MAC and through the local community. The

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

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

Outside Aid Reporting Requirement

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

Verification

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

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

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

Selective Service Requirement

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

On April 11, 1983, the Secretary of Education published regulations amending Subpart B of the

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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 the proper financial aid application on a timely basis each year.

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

If student loans have been received, an exit interview must be arranged with the Financial Aid Office when graduating or withdrawing from the

college. Failure on the aid recipient's part to make satisfactory arrangements for the settlement of the college account by the due date will result in one or both of the following official actions: (1) a hold placed on the student's records, (2) refusal of future financial aid awards.

Special Condition Procedures

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

Amounts of Awards

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

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

Payment of Awards

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

Student Life

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

▶ Clubs & Organizations

- ▶ Art Club
- ▶ Chi Alpha
- ▶ Christian Student Union
- ▶ Cozean Library Book Club
- ▶ Cultural Awareness Club
- ▶ Delta Psi Omega
- ▶ Gamers Guild
- ▶ Little Theatre Guild
- ▶ MAC Ambassadors
- ▶ MACFlix
- ▶ Marketing-Management Club
- ▶ MoSALPN
- ▶ National Association For Music Education
- ▶ Omega Leo
- ▶ Phi Beta Lambda
- ▶ Phi Theta Kappa
- ▶ Psi Beta
- ▶ Postsecondary Agricultural Student
- ▶ Redbird Revolution
- ▶ Re-MAC Club (Renewable Energy)
- ▶ Robotics, Automation, Design and Information Technology Club
- ▶ Student Activities Council
- ▶ Student Government Association
- ▶ Student-Missouri State Teachers Association
- ▶ Student Nurses Association

- ▶ Student Radiology Club
- ▶ The Click
- ▶ Veterans Organization

▶ Art Department

▶ Music Department

- ▶ Chamber Singers
- ▶ Concert Band
- ▶ Community Singers
- ▶ Jazz Ensemble
- ▶ Jazz Combo
- ▶ Kicks Band
- ▶ MAC Singers
- ▶ Steel Drum Ensemble
- ▶ Studio Music

▶ Theatre Department

▶ Athletics Department

- ▶ Cheerleaders
- ▶ Kirby The Cardinal (Mascot)
- ▶ Men's Baseball
- ▶ Men's Basketball
- ▶ Men's Golf
- ▶ Women's Basketball
- ▶ Women's Softball
- ▶ Women's Volleyball

Clubs & Organizations

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

Art Club

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

Chi Alpha

Chi Alpha is a Christian student organization found at most major universities in America. It communicates the value of leadership and living

a healthy lifestyle. Gatherings are informal, charged with music and deal with everything from relationships to the nature of truth. The goal is to meet among friends and meet real needs. Membership is open to people of all religious backgrounds and nationalities.

Christian Student Union

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

Cozean Library Book Club

The Cozean Library Book Club strives to enrich students' knowledge of books and literature and promotes literary activities. Students meet monthly and discuss a book the club has been reading. All students are welcome to join the discussion in person or online.

Cultural Awareness Club

This club promotes interaction among students of different cultures and nationalities, encouraging

students to broaden their perspectives by understanding and appreciating other languages and societies. The club explores foreign arts, traditions and observations during events throughout the year.

Delta Psi Omega

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

Gamers Guild

The guild brings together people who share an interest in gaming, as well as creates a social environment where students can network and share ideas. Members will participate in campus events and activities. Open to all students.

Little Theatre Guild

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

MAC Ambassadors

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

MACFlix

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

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 participate in 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 evaluate nursing's professional standards. Membership benefits include newsletters from the association, updates on legislative proposals and changes affecting the nursing profession, and the opportunity to attend the annual MoSALPN convention. Other activities include attending meetings regarding health promotion, maintenance and new technology and treatment interventions. Graduate nurses are eligible and encouraged to continue membership in this professional organization.

National Association for Music Education

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

Omega Leo

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

Phi Beta Lambda

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

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year colleges. Induction into the

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance

▶ Student Life

- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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

Psi Beta

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

Postsecondary Agricultural Student

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

Redbird Revolution

Redbird Revolution is a pom and dance squad which performs during various athletic events, participates at pep rallies, and marches in local homecoming parades. It promotes and upholds school spirit, entertains the crowd with dance performances at games, and develops a sense of good sportsmanship among students. Tryouts are held in the spring.

Re-MAC Club (Renewable Energy)

Re-MAC provides information, promotes involvement and educates students, individuals, and the community about energy conservation and production.

Robotics, Automation, Design and Information Technology Club

RAD-I.T. promotes students' study and involvement in computers, computer science, electronics, computer-aided design, engineering, and other related technical disciplines. It acts as a support group for students in these areas, provides social and educational activities and opportunities. Any student may join. RAD-I.T. holds regular meetings, attracts lecturers and demonstrates 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 that directs, administers, and executes student activities and social events for the student body to enhance the college experience. SAC also works with campus clubs and organizations to co-sponsor events. The council is composed of representatives from recognized student clubs and organizations and the general student body.

Student Government Association

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

Student-Missouri State Teachers Association

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

Student Nurses Association

ADN Program students are required to belong to a nationally-recognized nursing student organization. Membership in a professional organization enhances leadership skills and continued awareness of professional issues. MAC nursing students can join

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations.

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

Student Radiology Club

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

The Click

The Click is a student-driven photography club where members share tips, ideas, and resources. Members also coordinate projects and exhibitions to promote student involvement and enhance the campus aesthetic. Open to the general student body.

Veterans Organization

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

Art Department

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

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

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

Music Department

The Music Department consists of a variety of performing ensembles:

Chamber Singers

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

Concert Band

Meets for one, two-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed.

Community Singers

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

Jazz Ensemble

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

Jazz Combo

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

Kicks Band

The jazz ensemble meets for two-hour rehearsals throughout the year and is the main performing group at the Jazz Festival. MAC students and community members audition, depending on need.

MAC Singers

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Steel Drum Ensemble

A performing ensemble focusing on the popularity of the steel drum band. Students are 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 Music

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

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

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

Every spring, the department coordinates an annual Jazz Festival 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.

Theatre Department

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

The guild produces a minimum of six shows on campus and 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 three musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school

children and trips for college students to attend plays outside the area.

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

Athletics Department

Intercollegiate athletics are an integral part of campus life at MAC. The college has achieved national and statewide recognition for men's basketball, baseball and golf; and women's basketball, softball and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities. There have been 21 Academic All-Americans and ten All-Americans since the 2011-2012 season.

Cheerleaders

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

Kirby The Cardinal (Mascot)

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

Men's Baseball

The men's Cardinal baseball teams have enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The team won 33 games in the 2013 season, 31 games in 2014, and finished runner-up in the Region 16 baseball tournament. The MCCAC Conference provides an excellent race every year as well. Scholarships are available.

Men's Basketball

Basketball highlights include 14 MCCAC Conference Championships, six Region 16 Championships, and three appearances to the

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

MJCAA National Tournament. The Cardinals won the conference and the region in 2013 and 2015. Both the 2013 and 2015 teams made it to the NJCAA National Tournament, which had not been accomplished since 1977. MAC plays a national schedule, and hosts multiple nationally ranked teams each year. In 2012, the men's basketball team captured the MCCAC conference sportsmanship award.

Men's Golf

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

Women's Basketball

With eight Conference Championships and five Sub-Regional Championships, the women's basketball program has been highly successful. The 2014 women's basketball team won the MCCAC Conference Championship and the 2015 team captured the first Region 16 championship in the program's history. 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 15 Academic All-Americans. Scholarships are awarded on a merit basis.

Women's Softball

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

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. The 2013 team won the first MCCAC Conference Championship in the program's history. The Cardinals won a Region 16 title and ended the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. 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. Scholarships are awarded on a merit basis.

Academic and General College Policies

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ **Academic & General College Policies**
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ **Academic Integrity**
- ▶ **Student Conduct and Due Process**
- ▶ **College Email**
- ▶ **Classroom Electronic Use Policy**
- ▶ **Courses and Registration**
 - ▶ Administrative Drop
 - ▶ Auditing a Course
 - ▶ Change in Class Schedule
 - ▶ Class Cancellations
 - ▶ Distance Education
 - ▶ Dual Credit
 - ▶ English as a Second Language
 - ▶ Final Examinations
 - ▶ Prerequisites and Corequisites
 - ▶ Repeating a Course
 - ▶ Unit of Credit and Courseload
 - ▶ Withdrawal from College
 - ▶ Withdrawal for Students Mobilized for Military Duty
- ▶ **Grading**
 - ▶ Dean's List
 - ▶ Grade Appeal Process
 - ▶ Grade Point Average
 - ▶ Grading System
- ▶ **Honors Program**
- ▶ **Incomplete Policy**
- ▶ **Graduation**
 - ▶ Applying for Graduation
 - ▶ Applying for More Than One Degree
 - ▶ Commencement and Conferring Degrees
- ▶ **Reverse Transfer**
- ▶ **Videotaping and Photography**

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

Academic Integrity

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

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

Level I Violation

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

Consequences

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

Level II Violation

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

Consequences

1. The student receives a failing grade for the course.
2. The instructor completes an Academic Integrity report which is forwarded to the dean of

- students who disseminates the form to the appropriate individuals.
- The respective dean will be notified and a meeting will be scheduled with the student.

Student Conduct and Due Process

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

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

College Email

MAC email 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 email communications are intended only to meet the academic, student activities and administrative needs of the campus community.

Official college email accounts are activated upon the student's acceptance. Official email addresses are not considered directory information and are not released to third parties without the written authorization of the student. For directions on accessing the MAC email account, students should follow the link to "MAC Email" on the MAC website. If further assistance is needed, the student should click on the "HELP" link.

All MAC email addresses are composed using the following form: The first initial of the first name, first initial of the last name and the student ID number + @MineralArea.edu. For example: Dan Goodperson, ID 68189 would be: dg68189@MineralArea.edu.

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

All students and MAC employees are expected

to check their email 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.

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence. Students will have an opportunity to request that their email address not be disclosed to others as part of courses using electronic teaching tools.

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This official student email policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty will presume that students' official MAC email accounts are being accessed, and faculty can use email for their classes accordingly.

Classroom Electronic Use Policy

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

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

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

Penalties for any infraction may include:

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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

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

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

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

Courses and Registration

Administrative Drop

Faculty may drop a student for excessive absences after two weeks of consecutive absences occurring during the first 75% of the semester or term. Individual faculty members may define excessive absences differently, such as three absences per semester. The student is responsible for being aware of and adhering to the attendance policy for each course. Students who have not contacted their instructor after the seventh day of a 16-week semester or by the third day of a summer term may be administratively dropped by their instructor. There is no guarantee, however, that a student will be dropped. Therefore, if a student wishes to drop a class or withdraw from the college, it is strongly advised that the student initiate the drop/withdrawal to avoid receiving a punitive grade of "F" for the course(s). In addition, an administrative drop may be processed for a student who fails to meet corequisite or prerequisite requirements for a course.

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. A student must complete the drop/withdrawal process within the refund period of each term

in order to receive a refund of paid tuition or remission of indebtedness if tuition has not been paid. A student cannot drop a course simply by not attending.

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

Auditing a Course

Students who choose to audit a course must enroll and pay for the course. However, audits carry no credit hours. Students must declare or enroll as an audit on or before the first day of the semester. Once registered, students may not change their registration status to credit. An "AU" grade appears on the transcript but does not count in the computation of the GPA. Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisites for other courses. Normally, an auditor attends the course on a regular basis but is not required to take examinations or complete homework assignments. Fees are the same for audited courses as for credit courses. Financial assistance does not apply to audited courses and audited courses do not count towards full- or part-time enrollment status. Students, including auditing students, are not allowed to sit in classes they have not registered and paid for.

Change in Class Schedule

Adding a Class

For a regular, 16-week semester, students are allowed to add classes through the second class meeting, and first class meeting, including telecourses and online courses, for the summer term. Students may add telecourses or online courses during the first three days of a 16-week term. Accelerated classes, or sub-terms, are on a prorated basis. Restricted classes require the instructor's signature.

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

Dropping a Class

Unless otherwise indicated for specific

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

programs, students may officially drop a class up to the time that 75% of the term or semester is completed. After 75% of the term or semester is completed, students will not be permitted to drop a class and will be issued the grade earned. The date of the drop will determine if a refund is due. Refund schedules are published in the Registration Guide available online. Courses that are dropped during the first 12.5% of a term are not entered on the student's permanent record.

Students may drop online or in person through the second class day of the 16 week semester. After the second class day, students must drop in person or email registrar@MineralArea.edu with a request to drop, including the semester and course information. It is strongly recommended that students speak to their instructor prior to dropping a class. Drop dates/refunds are prorated for terms less than 16 weeks.

Instructors may drop students for excessive absences. Please see "Administrative Withdrawal" for more information.

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

Class Cancellations

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

Distance Education

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

MAC is approved by the Higher Learning Commission of the North Central Association to offer all courses required for the AAS in Criminal Justice online. For more information, please call the director of Public Safety.

Dual Credit

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

Students must meet Missouri Department of Higher Education requirements and MAC course prerequisites. Interested students should contact

their high school counselor or the dual credit coordinator for additional information.

English as a Second Language

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

Final Examinations

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

Prerequisites and Corequisites

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

If a student enrolls in a course requiring a corequisite and drops the primary course, the corequisite course must also be dropped. If a student fails the primary course and passes the prerequisite course with a "C" or above, the student will be allowed to repeat the primary course without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until both the primary course and the corequisite have been successfully completed.

Repeating a Course

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

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

when the semester and cumulative statistics are calculated.

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

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

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

Unit of Credit and Courseload

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

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

Sixteen semester hours constitute a normal courseload for a full-time student in one semester. 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.

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

Withdrawal from College

When a student 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. If applicable, the appropriate refund amount will be placed on the student’s MAC debit card.

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

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

Withdrawal for Students Mobilized for Military Duty

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

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

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Grading

Dean's List

The Dean's List is an academic honor awarded to students who have accomplished an extraordinary level of academic achievement through MAC coursework. The Dean's List is noted on the transcript at the end of each semester for which a student qualifies and is based on the semester cumulative institutional statistics (transfer work is not included). Students meeting the following semester requirements may qualify for the Dean's List:

1. Academic course load of 12 semester hours or more for credit.
2. GPA of 3.25 or higher.
3. No grade below a "C" earned during the semester.
4. No "I" (incomplete) grades received during the semester.

Grade Appeal Process

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

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

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

Grade Point Average

The semester GPA is calculated by:

1. Multiplying the credit hours of a course by the grade points earned for the course grade;

2. Adding the grade points earned for each course;
 3. Dividing the total grade points by the number of credit hours attempted.
- Courses with grades of a "P, W, AU" and "I" are excluded from the GPA.

Grading System

Students officially enrolled in classes are graded according to the following system:

- **A - Superior.** The student has demonstrated outstanding proficiency in mastering course objectives.
- **B - Above average.** The student has demonstrated above-average proficiency in mastering course objectives.
- **C - Average.** The student has demonstrated average proficiency in mastering course objectives.
- **D - Below average.** The student has demonstrated below average proficiency in mastering course objectives. A grade of "D" may be considered unsatisfactory in some programs.
- **F - Failing.** Work done is undeserving of credit. The student has not demonstrated a below minimum passing proficiency in mastering course objectives.
- **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.** Students attend class meetings but do not receive credit or a grade for the course.
- **CR - Credit.** Grade awarded for non-traditional transfer credit such as CLEP exams, military credit, etc.
- **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
- **CR** No grade points
- **P** No grade points

Once a grade is recorded in the Registrar's Office, it is a permanent grade. Grades will not be

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life

Academic & General College Policies

- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

changed unless the instructor has made an error in calculating the grade and submits a signed grade change form to the Registrar's Office. All grade changes must be approved by the dean of the respective division.

Honors Program

An Honors Program is offered for students wishing to further participate in their education and gain an increased understanding of the subject matter. Honors classes offer an opportunity to meet peers of comparable abilities and experience greater teacher-student interaction. Coursework 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 3.0 or above on a 4.0 scale;
- ACT composite score of 21 or above;
- ACT reading score of 21 or above;
- Minimum Accuplacer reading score of 85 or above.

Returning students must maintain a cumulative GPA of 3.0 or above on a 4.0 scale to remain eligible for honors courses.

To successfully complete the Honors Program and receive recognition at commencement, students must complete four classes totalling Tuition 12 credit hours of honors credit, earn no grade below a "B" in any honors course (a "C" or below will disqualify a student from the program), have a final cumulative GPA of 3.0, and complete an exit interview with the honors director.

Incomplete Policy

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

Both the student and the instructor must sign the Incomplete Grade Request form and file the form with the appropriate dean. Requirements for completing the course 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, available on MyMAC. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an "I" grade is not cleared within the specified time period, the grade will automatically convert to an "F."

Graduation

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

Applying for Graduation

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

To be considered a candidate for graduation a student must:

1. Submit an Application for Graduation Candidacy, with a copy of the degree audit, to the Registrar's Office by the following deadlines:
 - **Fall Semester (December graduate)**, end of second week of 16-week semester
 - **Spring Semester (May graduate)**, end of second week of 16-week semester
 - **Summer Session (July/August graduate)**, end of first week of 8-week term
2. Submit the nonrefundable \$50 graduation

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life

▶ Academic & General College Policies

- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- fee (charged one time per degree) with the application.
3. Complete the degree requirements per the college catalog, earning a minimum of 15 semester credit hours from MAC.
 4. Earn a minimum 2.0 cumulative career (includes transfer work) and institutional (MAC) GPA; 2.75 minimum for AAT students.
 5. Complete an exit exam.
 6. Candidates seeking a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. Candidates will be notified by email of the exam dates, also posted on the website.
 7. Resolve all financial obligations to the college and return all library and college materials.

Applying for More Than One Degree

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

Commencement and Conferring Degrees

1. Candidates for graduation are required to attend a graduation seminar. Seminar dates will be emailed to potential graduates and posted on the MAC website.
2. A commencement ceremony is held in May for students completing the AA, AAT, AGS, AAS and AS degrees. At the ceremony, faculty, staff, family and friends gather to recognize and honor academic achievements. Students who wish to participate in the ceremony must submit the Commencement Participation form, available online, to the Bookstore or Student Services (in addition to the Graduation Application) before spring break. Participants will receive an email with details regarding the ceremony. The cost of the cap and gown is included in the graduation fee.
3. Once the registrar verifies that a student has completed all degree requirements, degrees and certificates will be conferred and the

appropriate designation will be posted to the transcript. Diplomas and certificates will be mailed approximately 4-6 weeks after the end of the semester.

4. If a student does not complete the graduation requirements or withdraws his/her application (in writing) for the semester for which he or she has applied, the graduation processing fee is transferable to a future semester upon request. However, a new application for graduation must be submitted for the semester in which he/she intends to graduate.

Reverse Transfer

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

Videotaping and Photography

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

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

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

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

Arts & Sciences Division

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ **Degrees & Certificates**
 - ▶ Associate of Arts (AA)
 - ▶ Associate of Arts in Teaching (AAT)
 - ▶ Associate of General Studies (AGS)
 - ▶ Certificate
- ▶ **Degree Plans**
 - ▶ Associate of Arts Degree (62 hours)
 - ▶ Associate of Arts in Teaching (62 hours)
 - ▶ Associate of General Studies Degree (62 hours)
- ▶ **Arts & Sciences Division**
- ▶ **General Education Philosophy**
- ▶ **General Degree Requirements**
 - ▶ Associate of Arts (AA)
 - ▶ Associate of Arts in Teaching (AAT)
 - ▶ Associate of General Studies (AGS)
 - ▶ Global Studies Certificate

Degrees & Certificates

Associate of Arts

Fields of Study

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

Associate of Arts in Teaching

Areas of Concentration

Early Childhood Education (Grades Pre-K-3)
 Elementary Education (Grades 1-6)
 Secondary Education

Associate of General Studies

General Studies

Certificate

Global Studies

Degree Plans

Associate of Arts Degree (62 hours)

A Transferable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written 3 hrs	English Comp I	ENG1330
	Written 3 hrs	English Comp II	ENG1340
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670
Humanities	Total 9 hours from at least 2 disciplines 3 hours must be cultural diversity course(*)	Art	ART1490*, 1500*, 1510*, 1530*
		Foreign Language	Any MFL prefix*
		History	HIS1100*, 1130*, 1140*, 1190, 1520*
		Literature	ENG1570, 2020, 2120*, 2130*, 2330, 2340, 2440, 2430, 2460, 2492*, 2500*, 2530*, 2560*, 2580
		Mass Comm.	COM1060*
		Music (<i>Studio and ensemble courses do not count as a humanity</i>)	MSC1201, 1202, 1641*, 1642*, 1801*, 1811, 1821, 1831, 1861, 2203, 2204
		Philosophy	PHI1400, 1410*, 1420
		Social	SOC1540*, 1600*, 1620*
		Theatre	THE1000, 1200, 2120*, 2140*, 2200*
History/Political Science	Total 6 hours	Amer. Political Systems	POS1180 and
		Amer. History I or II	HIS1230 or 1240
Mathematics	Total 3 hours	College Algebra	MAT1230
Physical & Biological Sciences	Total 8-10 hours One from each discipline One with lab included	Biological Science	BIO1100, 1150, 1330, 1340, 1430, 1500, 2112, 2122, 2240, 2430, 2540, 2600, 2620, 2700
		Physical Science	PHS1130, 1200, 1210, 1230, 1250, 1270, 1350, 1380, 1390, 1400, 1420, 1440, 2230, 2240, 2300, 2350, 2360, 2410, 2420, 2430
Social & Behavioral Sciences	Total 3 hours	Business	BUS2930, 2940
		Psychology	PSY1130, 1140, 1160, 1250, 2000
		Sociology	SOC1130, 1230, 1240, 1540, 1600, 1620
Computer Information Systems	Total 3 hours	Computer	CIS1050, 1100, 1700, 1750, 2000, 2100, 2110, 2200, 2210, 2320, 2330, 2350, 2400, 2930, 2940
Physical Education	Total 2 hours <i>Activity course</i>	Physical Education	PED1360, 1420, 2130, 2132, 2180, 2650, 2700, 2710, 2720, 2730, 2760, 2780
			PHY1120 (<i>with physician excuse only</i>)
		Total General Education 42-44 Hours	
Electives	Total 18-20 hours	A&S Division: ART, BIO, BUS, CIS, EDU, ENG, GEO, GUI, HIS, MAT, MFL, MSC, PED, PHI, PHS, POS, PSY, SOC, SWK, THE CTE Division: <u>A maximum of 15 credit hours will be allowed from the CTE Division where applicable.</u> AGR, CRJ, DCS, EGN, MGT, PAW, CIS, CSC, ECE, HRT, OST, RET, TEC* <u>A maximum of 6 credit hours will be allowed from the CTE Division where applicable.</u> *See advisor for courses	
		Total Electives	18-20 Hours
		TOTAL	62 HOURS

Please see the general requirements for the AA degree for more information.

Associate of Arts in Teaching (62 hours)

A Transferable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written	English Comp I	ENG 1330
	Written	English Comp II	ENG 1340
	Oral	Public Speaking	ENG 1440
Humanities	Total 9 hours from at least 2 disciplines <input type="checkbox"/> 3 hours must be cultural diversity course(*) <input type="checkbox"/> Elementary, Special, and Early Childhood must take one class with plus sign (+) <input type="checkbox"/> All education majors need one class with check (√) <input type="checkbox"/> See advisor for recommended humanities	Art +	ART 1490*, 1500*, 1510*
		Foreign Language	Any MFL prefix*
		History	HIS 1100*, 1130*, 1140*, 1190, 1520*
		Literature √	ENG 2520 (Early Childhood, Elementary, & Special Ed.)
			ENG 2530* (Secondary Ed.)
			ENG 1570, 2330, 2340, 2430, 2440, 2492, 2500, 2560, 2580
		Mass Comm.	COM 1060*
		Music +	MSC 1801*
		Philosophy	PHI 1400, 1410*, 1420
		Sociology	SOC 1540*, 1600*, 1620*
Theatre	THE 1000, 1200, 2120*, 2140*, 2200*		
History/Political Science	Total 6 hours	Amer. Pol. Systems	POS 1180 and
		Amer. History I or II	HIS 1230 or 1240
Mathematics	Total 3 hours	College Algebra	MAT 1230 (Secondary & Special Ed. Majors)
		Foundations of Math	MAT 1530 (Early Childhood & Elementary Majors only)
Physical & Biological Sciences	Total 8-10 hours One from each discipline	Physical Science	PHS 1130, 1400, 1250 (5 hour course required for Early Childhood, Elementary, & Special Ed.)
			PHS 2420, 2430, 1200, 1230 (3 hour course required for Secondary Ed.)
		Biological Science	BIO 1150
Social & Behavioral Sciences	Total 6 hours	Psychology	PSY 1130
		Sociology	SOC 1130
Teacher Education Courses	Total 13 hours	Foundations of Educ.	EDU 2040
		Field Experience	EDU 2100
		Tech for Teachers	EDU 2200
		Education Psychology	EDU 2320
		Portfolio Assessment	EDU 2600
Physical Education	Total 2 hours <i>Activity Course</i>	Physical Education	PED 1360, 2130, 2132, 2650, 2700, 2710, 2720, 2730, 2760, 2780 PHY1120 <i>(with physician excuse only)</i>
Electives	SEE EDUCATON PROGRAM ADVISOR FOR APPROPRIATE ELECTIVES		
			TOTAL 62 HOURS MINIMUM

Please see the general requirements for the AAT degree.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division**
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Associate of General Studies Degree (62 hours)

A Non-Transferable Degree/Course-by-Course Transfer

Departments	Requirements	Course Titles/Areas	Course Numbers	
English	Written 3 hrs	English Comp I	ENG1330	
	Written 3 hrs	English Comp II	ENG1340	
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670	
Humanities	Total 9 hours from at least 2 disciplines 3 hours must be cultural diversity course(*)	Art	ART1490*, 1500*, 1510*, 1530*	
		Foreign Language	Any MFL prefix*	
		History	HIS1100*, 1130*, 1140*, 1190, 1520*	
		Literature	ENG1570, 2020, 2120*, 2130*, 2330, 2340, 2430, 2460, 2492*, 2500*, 2530*, 2560*, 2580	
		Mass Comm.	COM1060*	
		Music <i>(Studio and ensemble courses do not count as a humanity)</i>	MSC1201, 1202, 2203, 2204, 1641*, 1642*, 1801*, 1811, 1821, 1831	
		Philosophy	PHI1400, 1410*, 1420	
		Social	SOC1540*, 1600*, 1620*	
		Theatre	THE1000, 1200, 2120*, 2140*, 2200*	
History/Political Science	Total 6 hours	Amer. Political Systems	POS1180 and	
		Amer. History I or II	HIS1230 or 1240	
Mathematics	Total 3 hours	Math	MAT 1130, 1230;MGT1800;TEC1900	
Physical & Biological Sciences	Total 3 - 5 hours	Biological Science	BIO1100, 1150, 1330, 1340, 1430, 1500, 2112, 2122, 2240, 2430, 2540, 2600, 2620, 2700	
		Physical Science	PHS1130, 1200, 1210, 1230, 1250, 1270, 1350, 1380, 1390, 1400, 1420, 1440, 2230, 2240, 2300, 2350, 2360, 2410, 2420, 2430	
Social & Behavioral Sciences	Total 3 hours	Business	BUS2930, 2940	
		Psychology	PSY1130, 1140, 1160, 1250, 2000	
		Sociology	SOC1130, 1230, 1240, 1540, 1600, 1620	
Computer Information Systems	Total 3 hours	Computer	CIS1050, 1100, 1700, 1750, 2000, 2100, 2110, 2200, 2210, 2320, 2330, 2350, 2400, 2930, 2940	
Physical Education	Total 2 hours <i>Activity course</i>	Physical Education	PED1360, 1420, 2130, 2132, 2180, 2650, 2700, 2710, 2720, 2730, 2760, 2780 PHY1120 (<i>with physician excuse only</i>)	
			Total General Education	42-44 Hours
Electives	Total 18 – 20 hours	A&S Division: ART, BIO, BUS, CIS, EDU, ENG, GEO, GUI, HIS, MAT, MFL, MSC, PED, PHI, PHS, POS, PSY, SOC, SWK, THE CTE Division: ADN, AGR, AHR, AUT, CAB, CBT, CIS, CRJ, CSC, DCS, ECE, EEE, EET, EGN, ETT, FST, GRA, HLT, HRT, MFG, MGT, NUR, OST, PAR, PAW, PTA, RDL, RET, RST, RTV, TEC, WLD		
			Electives	18-20 Hours
			TOTAL	62 HOURS

Please see the general requirements for the AGS degree for more information.

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

MAC believes that all college students should participate in a core group of learning experiences commonly called general education. General education provides students a foundation for future

learning experiences and also serves to enrich the lives of students outside the classroom.

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

General Education Key Quality Indicators/Competency Statements

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

These indicators include:

1. **Communications** - To thrive in the fast-changing technological environment of today, graduates must be able to communicate effectively by writing and speaking properly and persuasively. Therefore, MAC not only requires students to take courses in English Composition and in Public Speaking, but expects all students to write and speak extensively in most classes.
2. **Problem Solving** - No single college in the 21st Century can prepare students with all of the information and all of the solutions to the problems and challenges encountered in typical professional career fields. However, in order to be better prepared for society, students will have to learn not just to memorize information, but know how to analyze problems and explore possible solutions. Courses at MAC are designed to apply problem-solving skills and improve problem-solving abilities.
3. **Critical/Creative Thinking** - In addition to memorizing facts and figures and other "concrete-sequential" problem solving activities, students should be challenged to apply what they have learned to the real world, including thinking "outside the box" while solving real world issues. MAC graduates will be prepared to apply what they have learned to the real world.
4. **Computer** - The electronic world is increasing exponentially. Graduates who are not familiar with typical microcomputer applications simply have fewer chances for success in the business environment of today. A MAC education helps

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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), MAC faculty use student-teacher interactive techniques, critical thinking exercises, small group activities and other related assignments in order to create a learning curiosity and to prevent students from just memorizing material.
6. **Personal/Social Development** - At MAC, education not only involves academic achievement, but life-management skills, as well. A MAC graduate should be mature and considerate, with self-confidence and the ability to interact with others in a successful, ethical way.
7. **Teamwork/Team Leading** - Many employers and four-year universities are looking for people who have the ability to work with others on a team. In fact, the higher a professional or employee rises in most fields, the more important teamwork and leadership abilities will become. At MAC, students will find many curricular and extra-curricular activities to apply these skills and develop their proficiency at working in and leading teams.
8. **Multicultural Experiences** - Recognizing diversity is one of the stated values of the overall mission and vision of MAC. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts and every Associate of Arts in Teaching student is required to complete one course that is "culturally diverse." The college recognizes diversity as a value to be upheld by faculty, staff and students so that a learning environment can be maintained that encourages inclusiveness and discourages acts of thoughtlessness and disrespect.
9. **Cultural Enrichment** - Part of being knowledgeable is having an admiration for the most meaningful accomplishments of human society. Whether it is listening to 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, success-

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

General Education State Level Skill Areas

1. **Communicating** - To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world, students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence and persuasiveness.
2. **Higher Order Thinking** - To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
3. **Managing Information** - To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic and other sources in preparation for solving problems and making informed decisions.
4. **Valuing** - To develop students' abilities to understand moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
5. **Social and Behavioral Sciences** - To develop students' understanding of themselves and the world around them through study of content the processes used by historians and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)
6. **Humanities** - To develop students' understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances; and to appreciate

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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.

4. Complete all program applications, complete 15 credit hours with a 2.5 GPA or higher, undergo a background screening, and possess a clear record prior to being admitted to the program and participating in field experience. (See detailed background check policy.)
5. Complete the Missouri Educator Profile (MEP).
6. Schedule and take MAC's exit exam. Students may petition the dean for a waiver if they previously received a degree from MAC.
7. Pass mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.
8. A maximum of six credit hours from the Division of Career & Technical Education may be applied toward the AAT degree.
9. A maximum of six hours may be fulfilled through participation in ensembles.
10. All courses, including electives, must be 1000 level or higher.

General Requirements

AA Degree

1. Complete 62 semester hours minimum including two semester hours of physical education activity. With dean's approval, School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC.
3. Earn a 2.0 or higher cumulative career (includes transfer) and MAC GPAs.
4. Schedule and take the exit exam. Students may petition the dean for a waiver if they previously received a degree from MAC.
5. Apply by the published deadlines.
6. A maximum of 15 credit hours from approved areas of study from the Division of Career & Technical Education may be applied toward the AA degree electives.
7. All degree-applicable courses, including electives, must be 1000 level or higher.

AAT Degree

1. Complete 62 semester hours minimum including two semester hours of physical education activity. With dean's approval, School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC.
3. Earn a 2.75 or better cumulative GPA with no grade less than a "B" in all education coursework and content area and no grade less than a "C" in all other courses.

AGS Degree

1. Complete 62 semester hours minimum including two semester hours of physical education activity. With dean's approval, School Health may substitute with a physician's excuse.
2. Earn a minimum of 15 semester hours from MAC.
3. Earn a 2.0 or higher cumulative GPA.
4. Schedule and take MAC's exit exam. Students may petition for a waiver if they previously received a degree from MAC.
5. Apply by the published deadlines.
6. Credit hours from the Division of Career & Technical Education may be applied toward the AGS degree.
7. All degree-applicable courses, including electives, must be 1000 level or higher.

Global Studies Certificate

1. Complete 28 or more hours of prescribed courses as described in the Global Studies brochure and at www.MineralArea.edu;
2. Complete the requirements for any one of the associate degrees;
3. Earn a 2.0 or higher cumulative GPA;
4. Complete the process of graduation, including applying for graduation, taking the Exit Exam, and completing all course work for the appropriate degree.

Career & Technical Education Division

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ **Degrees & Certificates**
 - ▶ Associate of Applied Science
 - ▶ Associate of Science
 - ▶ Certificates
- ▶ **General Requirements**
 - ▶ Degrees and Certificates
 - ▶ Degrees for Allied Health
- ▶ **Degree Programs**
 - ▶ Main Campus Degree Plans
 - ▶ Dual Credit or Adult Associate Degree Programs Articulated with Career and Technology Centers
- ▶ **Career & Technical Education Division**
- ▶ **Career & Technical Assessments**
- ▶ **Career Center Partnerships**
 - ▶ Associate of Applied Science Degrees & Certificates
- ▶ **Career & Technical Dual Credit**
 - ▶ Career & Technical Dual Credit Associate of Applied Science Degrees
- ▶ **Allied Health Related**
 - ▶ Practical Nursing Certificate
 - ▶ Associate Degree-Nursing Advanced Placement (LPN to RN) Program
 - ▶ Associate Degree-Nursing Advanced Placement Hybrid (LPN to RN Program)
 - ▶ Fast-Track Students (MAC LPN Graduates since 1991)
 - ▶ Bridge Students (LPNs from another school or MAC LPNs prior to 1991)
 - ▶ Associate Degree-Nursing
 - ▶ Emergency Medical Technician (EMT) Certificate
 - ▶ Paramedic Technology
 - ▶ Physical Therapist Assistant
 - ▶ Radiologic Technology
 - ▶ Respiratory Therapy
- ▶ **Associate of Applied Science**
 - ▶ Degrees & Certificate Programs (AAS)
- ▶ **Agriculture**
- ▶ **Business Related**
 - ▶ Business Computer Programming
 - ▶ Business Management
 - ▶ Business Management— Accounting
 - ▶ Business Management— Microcomputers
 - ▶ Business Management— Retail Pharmacy Technician
 - ▶ Computer Networking
 - ▶ Medical Coding
 - ▶ Office Systems Technology
 - ▶ Pharmacy Technology
- ▶ **Child Development**
- ▶ **Criminal Justice**
 - ▶ Criminal Justice
 - ▶ Criminal Justice—Missouri Dept. of Corrections
 - ▶ Criminal Justice—Correctional Administration
 - ▶ Criminal Justice—Forensic Investigation
 - ▶ Criminal Justice—Judicial Administration
 - ▶ Criminal Justice—Law Enforcement
 - ▶ Criminal Justice—Security Management
- ▶ **Electrical/Electronics Technology**
- ▶ **Engineering Technology**
 - ▶ Engineering Technology—Civil Architecture
 - ▶ Engineering Technology—Design Drafting
 - ▶ Engineering Technology—Manufacturing
- ▶ **Fire Science Technology**
- ▶ **Industrial Maintenance**
- ▶ **Machine Tool Technology**
- ▶ **Physical Therapist Assistant**
- ▶ **Renewable Energy Technology**
- ▶ **Skilled Trades**

Degrees & Certificates General Requirements

Associate of Applied Science

Associate of Science

Certificates

(one year and less than one year)

Degree program offerings are outlined on the following pages.

Degrees and Certificates

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete the TSA Exam.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation. (For Allied Health requirement of a "C" 2.0 or higher required)
5. Fifteen semester hours must be earned through MAC.

Degrees for Allied Health

1. Complete 74-77 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher.
 - a. 32 Academic credit hours.
 - b. 42 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a "C" or above.
3. Last 15 semester credit hours must be earned through Mineral Area College.
4. Application for Graduation must be submitted during first two weeks of the spring term (sophomore year).
5. Students are required to complete the Technical Skills Assessment Exam and a Graduation Interview in their final semester.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Degree Programs

Career & Technical Education Main Campus Degree Plans

Program Titles	Associate of Applied Science (AAS)	Associate of Science (AS)	Certificate 1 Year	Certificate Less Than 1 Year
Agriculture	x		x	
Basic Law Enforcement Academy 1,000 hours			x	
Business Computer Programming	x			
Business Management	x			
Business Management – Accounting	x			
Business Management – Microcomputers	x			
Business Management – Retail Pharmacy Technician	x			
Child Development	x		x	
Child Development Associate				x
Civil Construction Technology			x	
Computer Aided Design and Drafting			x	
Computer Networking	x		x	
Criminal Justice – Correctional Administration	x			
Criminal Justice – Forensic Investigation	x			
Criminal Justice – Judicial Administration	x			
Criminal Justice – Law Enforcement	x		x	
Criminal Justice – Security Management	x			
Electrical/Electronics Technology	x			
EMT – Emergency Medical Technician				x
Engineering Technology – Civil Architecture	x			
Engineering Technology – Design Drafting	x			
Engineering Technology – Manufacturing	x			
Fire Science Technology	x		x	
Industrial Maintenance	x		x	
Manufacturing Technology	x			
Nursing – Advanced Placement - RN		x		
Nursing – Advanced Placement Nursing Hybrid		x		
Nursing – Practical Nursing - LPN			x	
Nursing – Registered Nursing - RN		x		
Office Systems Technology – Administrative Assistant	x		x	
Office Systems Technology – Medical Coding	x		x	
Paramedic Technology	x		x	
Radiologic Technology		x		
Pharmacy Technician			x	
Renewable Energy Technology	x		x	
Skilled Trades Technology	x			

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Dual Credit or Adult Associate Degree Programs Articulated with Career and Technology Centers

Program and Major Code	Arcadia Valley	Cape Girardeau	Perryville	UniTec
Agriculture	X	X	X	X
Automotive Collision Technology (AS)	X	X	X	X
Automotive Technology (AO)	X	X	X	X
Business Management (MG)*		X*		
Business Management – Microcomputers (MM)*		X*		
Child Development (CD)*		X*		
Computer Networking (CN)*		X*		
Construction/Building Technology (CU)	X	X	X	X
Digital Media Technology (RT)		X	X	X
Electrical/Electronics Technology (AL)		X		
Electrical Technology (EW)		X		X
Graphic Arts/Printing Technology (GR)	X	X	X	X
Heating, Air Conditioning & Refrigeration Technology (HE)		X	X	
Industrial Maintenance (IM) Southeast Regional Industrial Training Group		X		
Machine Tool Technology (MO)		X		X
Office Systems Technology (OS)	X	X*		
Physical Therapist Assistant (PT)		X		
Respiratory Therapy (RE)		X		
Welding Technology (WE)	X	X	X	X
Wood Manufacturing Technology (CK)		X		

Career & Technology Centers

Arcadia Valley Career & Technology Center - Ironton, MO

Cape Girardeau Career & Technology Center - Cape Girardeau, MO

Perryville Area Career & Technology Center - Perryville, MO

UniTec Career & Technology Center - Bonne Terre, MO

* Only select courses that apply to these degrees are available at the Cape Girardeau CTC. Please check with the Mineral Area College advisor at this location.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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 advisor or the Career and Technical dean's office for more information.

The Career & Technical Education Division recognizes that not all students come to the college with the same backgrounds, interests and capabilities. Certain services are provided to

more nearly provide all potential students an equal opportunity of success. In the past five years, programs have been developed to meet the special needs of many students. These programs have been very successful in recruiting and retaining students with special needs and, as a result, have received statewide recognition.

Career & Technical Education Assessments

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

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

Allied Health Related

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

The nursing programs are fully-approved by the Missouri State Board of Nursing and offer a variety of nursing experiences within the college community, including providing care for all age groups in a

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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. 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 or the Advanced Placement Hybrid (LPN to RN) Program. The Advanced Placement Programs allow students to further their education without repeating many successfully completed courses. MAC Practical Nursing students or Licensed Practical Nurse (LPN) graduates of MAC since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing program or the Advanced Placement Hybrid (LPN to RN) Program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the ADN program. Students accepted into the Advanced Placement Program enter the second year of the Associate Degree Nursing Program and require only two additional semesters to be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students accepted into the Advanced Placement Hybrid (LPN to RN) Program also complete two semesters, but in an alternate format utilizing web-based instruction and day, evening and/or weekend clinicals. Acceptance into either of the Advanced Placement Programs is based on space availability and selection by the ADN Selection and Retention Committee. (See side-by-side comparison of Option A and Option B and Advanced Placement options.)

Graduates of both Practical Nursing program options are prepared to: assess the health status

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of "C" or above:
 - a. 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) Math — Algebra I and Algebra II
 - 2) 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*
 - b. Compass (must be taken by Dec. 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 MAC.
7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Please

*See advisor for comparison scores on the Compass

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division**
- ▶ Course Descriptions
- ▶ Administration, Faculty

- 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. Application form with \$20 fee.
 - b. High school transcripts or GED scores.
 - c. ACT or Compass scores.
 - d. Official 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. No alternates will be admitted to the nursing program after the first day of class.
 13. A personal interview may be required.

NOTE: Course substitutions must be approved.

One-Year Certificate in Practical Nursing Curriculum OPTION A & B Side-by-side comparison

OPTION A - Generic Track

Program Prerequisites	Credit Hours
MAT0950 Elem Algebra* or higher	3
ENG1330 English Comp I*	3
Subtotal	6
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
Subtotal	20
2nd Trimester	
NUR1320 Geriatric Nursing*	2
NUR1350 Maternity Nursing*	4
NUR1420 Pediatric Nursing*	3
NUR1430 Mental Health Nursing*	4
PSY1250 Human Growth & Dev.	3
Subtotal	16
3rd Trimester	
NUR1270 Body Function*	2
NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
HLT2400 Intravenous Therapy*	3
Subtotal	18
Total Cr Hrs (including program prerequisites): .. 60	

*Course has prerequisite. See MAC Catalog.

OPTION B - Fast Track

Program Prerequisites	Credit Hours
MAT0950 Elem Algebra* or higher	3
ENG1330 English Comp I*	3
PHS1250 Intro Chemistry*	5
Subtotal	11
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
Subtotal	20
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
Subtotal	21
3rd Trimester	
NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
ENG1340 English Comp II**	3
HLT2400 Intravenous Therapy*	3
Subtotal	19
Total Cr Hrs (including program prerequisites):... 71	

+ If English Comp II is already completed, students may take other general education courses required for ADN program such as American Political Systems or Sociology.

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

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

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

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

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

Entrance Requirements For Advanced Placement

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges and/or Career and Technical schools attended, with proof of graduation from high school or GED.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.
5. 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.
7. Pass the dosage calculation and practicum exams.
8. 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*
 - b. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
 - 1) Writing - 81
 - 2) Algebra - 36
9. Have a GPA of 2.5 or above.
10. A high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student's grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
 - a. Students articulating from the PN Program must have a grade of "B" or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate. Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.
 - b. The nursing faculty, utilizing their professional judgment, will determine if the student's clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.
13. Applications will be accepted from Feb. 1 until Dec. 15 of each school year. Application deadline may be extended.
14. It is the student's responsibility to assure the following documents are on file in the Allied Health Department before selection.
 - a. Application form with \$20 fee.
 - b. High School transcripts or GED scores
 - c. ACT or Compass scores
 - d. College or university transcripts
 - e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages).
15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check and successfully completing all prerequisites.
16. Persons who do not meet the above requirements should contact the director or an advisor.
17. No classes may be added after the first

*See advisor for comparison scores on the Compass.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- three days of fall and spring classes without permission of the dean.
18. No alternates will be admitted to the nursing program after the first day of class.
 19. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
 20. A personal interview may be required.

Summer Semester - Third Semester Credit Hours	
ENG1340 English Composition II	3
ADN1420 Bridge Course	3
Subtotal	6
Fall Semester - Fourth Semester	
ADN1490 Medical-Surgical Nursing I	10
BIO2700 Microbiology	4
ADN1512 Clinical Pharmacology	3
Subtotal	17
Spring Semester - Fifth Semester	
ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II	6
POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
Subtotal	18

Entrance Requirements for LPN Graduates of MAC since 1991

Grade of "C" or above required on all prerequisites:

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

PN or LPN Graduates of MAC since 1991

Fall Semester - Fourth Semester	Credit Hours
ADN1490 Medical-Surgical Nursing I*	5
BIO2700 Microbiology	4
ADN1512 Clinical Pharmacology	3
Subtotal	12

*NOTE: 5 credit hours articulate from PN Program

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

*NOTE: 2 credit hours articulate from PN Program

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

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1330 English Composition I	3
PSY1130 General Psychology I	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
Subtotal	27

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

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

The Advanced Placement Hybrid Program provides the opportunity for LPNs desiring to become RNs to further their education without repeating many successfully completed courses. Classroom learning is done off-campus through online courses. Students complete skills labs and simulations labs at the college. Clinical rotations are completed in hospital settings. The schedule may include day, evening and/or weekend rotations. Classes for the three-semester program begin in January and are completed in October.

To be a candidate for acceptance, applicants must be a graduate of an approved program in Practical Nursing, have completed all required prerequisite courses, received a passing score on an admission assessment exam (if not a MAC LPN graduate) and successfully complete all entrance requirements.

The Advanced Placement Hybrid program offers two paths of study. LPN Graduates of MAC since 1991 who earned a "B" or above in Medical-Surgical Nursing (NUR 1380) may qualify for the fast track. This path allows the student to articulate five credit hours toward Medical-Surgical Nursing I and two credit hours toward Medical-Surgical Nursing II in the hybrid program and complete the two-semester program (24 credit hours). The Bridge track requires LPNs from another school or MAC LPNs prior to 1991 to take all required hours of Medical-Surgical Nursing I & II and complete the Bridge course prior to beginning of the program and complete the three semester program (34 credit hours).

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division**
- ▶ Course Descriptions
- ▶ Administration, Faculty

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation for a state approved program of Practical Nursing, hold a license in good standing with IV certification, and have at least 300 hours working as an LPN (MAC will verify through recent employer). If requested, provide copies of final record, performance evaluations and course outline from program in Practical Nursing from which the student graduated.
3. Provide references from PN Program director, one instructor, employer and personal references.
4. Entrance requirements must be completed by the end of the spring semester with a grade of "C" or above.

Courses	Credit Hours
Elementary Algebra*	3
Introductory Chemistry*	5
English Composition I	3
English Composition II	3
General Psychology	3
Human Growth and Development	3
Human Anatomy	5
Human Physiology	5
Microbiology	4
Total	34

*NOTE: Equivalent high school courses in Chemistry and Algebra I and II may be substituted if completed in the past 5 years with a "C" or above.

5. American College Test (ACT) or Compass Test.
 - a. ACT- Applicants must have taken the ACT or be scheduled to take the test on or before the April test date and have the following minimum scores:
 - 1) English – 20*
 - 2) Math- 19 and a grade of C or above in Elementary Algebra*
 - b. Compass – Applicants must have taken the Compass test and have the following minimum scores:
 - 1) Writing – 81
 - 2) Algebra – 36
 The deadline for taking the Compass test is June 1 and can be scheduled in the Student Services Office, by calling (573) 518-2202 or at www.MineralArea.edu.
6. A grade point average (GPA) of 2.5 or above.
7. A high school or college computer course.
8. Acceptance will be based on space availability and selection by the Associate Degree Selection Committee.
9. Faculty has the option, based on the student's

*NOTE: See advisor for comparison scores on the Compass.

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 Medical Surgical Nursing (NUR-1380) course or complete 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. All students must take all exams in Medical-Surgical Nursing I and Medical-Surgical Nursing 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.
10. Applications will be accepted through June 1. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.
 11. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to ensure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED scores.
 - c. ACT (American College Test) or ACT Compass scores.
 - d. College/university and vocational school transcripts.
 - 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)
 12. 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 prerequisite courses.
 13. No classes may be added after the first three days of classes without the permission of the dean.
 14. A personal interview may be requested.
 15. No alternates will be admitted to the nursing program after the first day of class.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

16. Pass the dosage calculation and practicum exams.

**Fast-Track Students
(MAC LPN Graduates since 1991)**

First Semester	Credit Hours
ADN1490 Medical-Surgical Nursing I.....	5
(5 cr. hrs. articulate from PN program)*	
ADN1512 Clinical Pharmacology	3
POS1180 American Political Systems or POS1130 American National Government or HIS1230 American History I or HIS1240 American History II	
Subtotal	11
Second Semester	
ADN1480 Contemporary Nursing.....	1
ADN1610 Nursing of Children	5
SOC1130 General Sociology.....	3
Subtotal	9
Third Semester	
ADN1500 Medical-Surgical Nursing II.....	4
(2 cr. hrs. articulate from PN program)*	
TSA0000 Technical Skills Assessment.....	0
Subtotal	4

*Based on grades and clinical skills. See policy.

**Bridge Students
(LPN's from another school or
MAC LPN's prior to 1991)**

Courses	Credit Hours
ADN1420 Bridge Course.....	3
First Semester	
ADN1490 Medical-Surgical Nursing I.....	10
ADN1512 Clinical Pharmacology	3
POS1180 American Political Systems or POS1130 American National Government or HIS1230 American History I or HIS1240 American History II	
Subtotal	16
Second Semester	
ADN1610 Nursing of Children	5
ADN1480 Contemporary Nursing.....	1
SOC1130 General Sociology.....	3
Subtotal	9
Third Semester	
ADN1500 Medical-Surgical Nursing II.....	6
TSA0000 Technical Skills Assessment.....	0
Subtotal	6

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 or
 - b. A college computer course,
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. hrs.) 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.)

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division**
- ▶ Course Descriptions
- ▶ Administration, Faculty

- 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*
 - 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 MAC.
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.
 - a. Application form with \$20 fee.
 - 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 an advisor.
11. No classes may be added after the first three days of fall & spring classes without permission of the dean.
12. No alternates will be admitted to the nursing program after the first day of class.
13. A personal interview may be required.

*See advisor for comparison scores on the Compass.

Curriculum Plan for Associate Degree Nursing Program

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
Subtotal	8

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

First Year

Fall Semester

ENG1330 English Comp I	3
BIO2600 Human Anatomy	5
NUR1450 Fundamentals of Nursing	6
NUR1572 Basic Pharmacology	3
PSY1250 General Psychology I	3
Subtotal	20

Spring Semester

ADN1460 Maternity Nursing.....	4
ADN1630 Mental Health Nursing	4
BIO2620 Human Physiology	5
ADN1640 Therapeutic Nutrition	3
Subtotal	16

Summer Semester

ENG1340 English Comp II	3
PSY1250 Human Growth & Development	3
Subtotal	6

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

Second Year

Fall Semester

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

Spring Semester

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

Prerequisites

Total

(32 Academic + 45 Nursing)

Emergency Medical Technician (EMT) Certificate - 12 credit hours

MAC offers a one semester course (HLT1762) which provides the basic instruction for health care professionals responsible for the delivery of emergency medical services (EMS) as an Emergency Medical Technician (EMT). This course provides initial instruction in the following: foundations of professional EMS practice, roles and responsibilities of the EMT, the EMS agenda, workforce safety and wellness, ethics and legal issues, public health, illness and injury prevention, principles of pathophysiology, review of anatomy

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

and physiology, medical terminology, patient assessment, therapeutic communication, history taking, physical exam techniques, communications, documentation, patients of diverse cultures, basic airway and ventilatory management, resuscitation of the medical and trauma patient, common medical emergencies, trauma care and trauma systems, HAZMAT awareness, older patients, pediatrics, OB/GYN emergencies, environmental emergencies, terrorism and disaster response and multiple-casualty incidents. In addition to the 210 hours of classroom instruction, two 12-hour emergency department rotations and three 12-hour ambulance rotations are required for a total of 60 clinical/field internship hours. Successful completion of a comprehensive written and practical exam will allow the student to be enrolled in the National Registry of EMTs (NREMT - www.nremt.org) and apply for a Missouri State EMT license. Extensive preparation for the NREMT EMT Practical examination is required in this course. Student are required to demonstrate 100% competency with regards to the mandatory procedure list and required NEMT psychomotor skills. The course meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS licensure requirements. American Heart Association (AHA) Basic Life Support for Health Care Providers is required for the Certificate in Paramedic Technology or the Associate of Applied Science in Paramedic Technology.

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

Paramedic Technology

MAC offers a Certificate in Paramedic Technology and an Associate of Applied Science Degree in Paramedic Technology. The certificate program is an extended three semester curriculum consisting of 58 credit hours and the Associate of Applied Science degree consists of an additional 34 credit hours.

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

hospital rotations. Paramedics are trained to provide advanced life support to the acutely ill and injured. They are skilled in patient assessment and recognition of diagnostic signs and symptoms of injury and illness. Through an advanced, evidence-based curriculum, students are trained to evaluate patients and deliver treatment rapidly and efficiently, thereby reducing morbidity and mortality. Paramedics are employed by ambulance services, fire departments, hospitals, emergency communications centers and industrial medical and safety departments.

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

Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
 - a. EMT license, or expect to have EMT license by Aug. 1 of each year.
 - b. At least 100 hours of patient care experience (preferred). Students without at least 100 hours experience will be required to complete an additional 100 hours of field internship during first semester.
 - c. Must be at least 18 years of age.
 - d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
 - a. Must hold current Missouri EMT license.
 - b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
 - c. Medical Terminology/Intro to Pathology (HLT2350), 3 credit hours with a grade of "C" or above.
4. American College Test (ACT) or Compass
 - a. ACT -Applicants must have taken the ACT and have the minimum score of :
 - 1) English - 18
 - 2) Math - 19
 - b. Compass - Applicants must have taken the Compass and have the following minimum scores:
 - 1) Writing - 68
 - 2) Algebra - 36
 - 3) Reading - 81
5. Have a GPA of 3.0 or above.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted from Jan. 1 - May 1 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED scores (official copies, not hand-carried).
 - c. ACT 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. Typed questionnaire.
 - g. Professional interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the director of EMS education.

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

1. Program admission is based on a selection process. Applications will be accepted from Jan. 1 - May 1.
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.

Paramedic Technology One-Year Certificate

Prerequisites **Credit Hours**

Must hold EMT Certification	
PAR2100 Paramedic Anatomy & Physiology	4
HLT2350 Medical Terminology/Introduction to Pathology	3
Semester 1	
PAR2000 Princ of Paramedic Tech I	8
PAR2142 Paramedic Laboratory I	3
PAR2200 Paramedic Clinical I	1
PAR2082 Pharmacology for Paramedics	5
PAR2300 Paramedic Internship I	1
Subtotal	18
Semester 2	
PAR2020 Princ of Paramedic Tech II	8
PAR2042 Princ of Paramedic Tech III	5
PAR2220 Paramedic Clinical II	2
PAR2162 Paramedic Laboratory II	2
PAR2322 Paramedic Internship II	2
Subtotal	19
Semester 3	
PAR2062 Princ of Paramedic Tech IV	6
PAR 2240 Paramedic Clinical III	1
PAR2330 Paramedic Laboratory III	2
PAR2340 Paramedic Internship III	5
Subtotal	14
Total	51

Paramedic Technology Associate of Applied Science

General Education	Credit Hours
ENG1330 English Composition I*	3
ENG1340 English Composition II*	3
MAT1130 Intermediate 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 I	3
Total Gen Ed Credit Hrs.	34
Paramedic Tech Certificate Credit Hrs ^{<}	51
Total AAS Credit Hours^{<}	85

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

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

The MAC Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

(CoAEMSP): Commission on Accreditation of Allied Health, Education Programs, 1361 Park Street, Clearwater FL 33756, Phone: 727-210-2350, www.caahep.org

Radiologic Technology

The school of Radiologic Technology offers an educational program that leads to an Associate of Science degree. Students are provided with skills, techniques and professional abilities to become a registered Radiologic Technologist (RT). The program includes academic classroom presentations with a supervised clinical education experience.

Clinical participation begins by first observing an RT in the execution of duties in the radiology field. This participation moves from a passive role of observation to a more active role of assisting the RT. The student's participation then moves into the active mode of performing exams under the supervision of a radiologic technologist.

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

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

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

Program Prerequisites	Credit Hours
BIO2540 Human Anatomy & Physiology*	5
CIS1050 Introduction to Computers (or higher)	3
ENG1330 English Composition I*	3
ENG1440 Public Speaking	3
HLT2350 Medical Term/Intro to Pathology*	3
MAT1130 Intermediate Algebra*	3
POS1180 American Political Systems	3
PSY1130 General Psychology I	3
SOC1620 Human Diversity	3
Total	29

* Course has a prerequisite. See MAC Catalog.

Note: All program prerequisite courses must be completed by the end of the spring semester to be considered for admission. No summer classes will be accepted during the same year of application.

Entrance Requirements

- Applications will be accepted from Jan. 15 to May 1 of each year.
- A \$50 non-refundable application fee payable to MAC should accompany the application.

- Official high school transcript or GED mailed to MAC.
- Official college or university transcripts mailed to MAC (official copies, not hand-carried).
- Cumulative GPA must be 2.5 or above.
- ACT or Compass Test:
 - ACT – Must be taken within the last three years with the following minimum scores:
 - English – 18
 - Math – 19
 - Science – 18
 - Reading – 18
 - Composite – 19
 - Compass – Must be taken within the last three years with the following minimum scores:
 - Writing – 70
 - Algebra – 40
 - Reading – 81
- Completed reference forms
- The Health Education Services, Inc. (HESI) Admissions Assessment Exam will be scheduled after all requirements are met.
- Completed Health Form with record of immunization.
- Health Standards: A health statement from a physician for verification in the clinical phase the student will be able to: operate radiographic equipment including mobile units; lift patients to and from wheelchairs, carts and radiographic tables; be capable to do other duties without injury to themselves or others; communicate effectively in the surgery suite with staff during procedures; and have the ability to communicate clearly to instruct patients is required.

Associate of Science Degree

Program Core	Credit Hours
Freshman Year, Fall Semester	
RDL1022 Radiation Protection & Biology	3
RDL1040 Radiographic Anatomy I	3
RDL1060 Radiographic Procedures I	3
RDL1082 Intro to Radiology & Patient Care	3
RDL1102 Clinical I	6
Freshman Year, Spring Semester	
RDL1220 Radiographic Exposure I	3
RDL1240 Radiographic Procedures II	3
RDL1260 Radiographic Physics I	3
RDL2240 Cross Sectional Anatomy	3
RDL1300 Clinical II	6
Freshman Year, Summer Semester	
RDL1400 Clinical III	5
Sophomore Year, Fall Semester	
RDL1270 Image Acquisition	3
RDL2040 Radiographic Procedures III	3
RDL2080 Radiographic Exposure II	3
RDL2100 Clinical IV	6

Sophomore Year, Fall Semester	
RDL2022 Radiographic Equipment.....	3
RDL2260 Radiographic Anatomy II.....	3
RDL2280 Clinical V.....	6
RDL2400 Radiology Registry Review.....	1
Total Credit Hours.....	72

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

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

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

General Education	Credit Hours
CIS 1050 Introduction to Computers or higher.....	3
ENG 1330 English Composition I ■▲.....	3
ENG 1340 English Composition II ■.....	3
HLT 2350 Medical Terminology/Intro Path ■▲●.....	3
MAT 1130 Intermediate Algebra or higher ■▲.....	3
POS 1180 American Political Systems.....	3
PSY 1130 General Psychology I.....	3
PSY 1250 Human Growth and Development.....	3
Total.....	24

Please refer to the MAC Respiratory Therapy Associate of Science Degree Plan for degree requirements.

- 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 CGCTC Respiratory Therapy Program.

Associate of Applied Science

Degrees & Certificate Programs

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

Associate of Applied Science degrees require a general education component consisting of college-level coursework, including all relevant prerequisites, in each of the following areas:

Program Core	Credit Hours
Communications.....	6
Choose two courses from English and Communications. Choose one written and one oral communications course from the following:	
ENG1330 English Composition I*+ (written)	
ENG1440 Public Speaking+ (oral)	
ENG1670 Interpersonal Communication (oral)	
TEC1040 Technical Writing* (written)	
Human Development.....	3
Choose from the following human development courses:	
SOC1130 General Sociology	
SOC1400 Human Relations*	
PSY1130 General Psychology I+	
PSY1160 Applied Psychology	
Employment.....	2
The following two courses must be completed for most AAS degrees:	
PAW1060 Preparation for Employment	
MGT2980 Capstone-Business Management OR	
OST2980 Capstone-Office Systems Technology	
History and Political Science.....	3
Choose from the following history and political science courses:	
HIS1230 American History I	
HIS1240 American History II	
POS1180 American Political Systems	
Mathematics.....	6-7
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*	
Biological/Physical Sciences.....	3-5
Choose from the following science courses:	
BIO1100 Intro to Bio Science	
BIO1150 General Biology	
BIO1250 General Botany	
BIO1350 General Zoology	
BIO1430 Environmental Science	
PHS1130 Physical Science*	
PHS1200 Introductory Astronomy	
PHS1230 Introductory Oceanography	
PHS1250 Introductory Chemistry*	
PHS1350 General Chemistry I	
PHS1420 College Physics I*	
PHS2230 General Physics I*+	
PHS2400 Earth Science	
PHS2420 Earth Science I	
TEC1070 Unified Technical Concepts I*+	
TEC1080 Unified Technical Concepts II*+	
Computer Literacy.....	3
Total General Education for Most AAS Degrees.....	23-25
Recommended Major Courses and Electives.....	44-51
Total Credit Hours for Most AAS Degrees.....	67-70

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division**
- ▶ Course Descriptions
- ▶ Administration, Faculty

Agriculture

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

Program Core	Credit Hours
AGR1130 Animal Science.....	4
AGR1220 Plant Science.....	4
AGR1770 Contemporary Ag Issues I.....	2
AGR1800 Ag Leadership & Employment.....	1
AGR2220 Ag Internship*.....	3
AGR2320 Ag Economics.....	3
AGR2420 Soil Science and Mgt*.....	3
HRT1070 Plant Propagation.....	3
HRT1150 Applied Plant Pest Mgt.....	3
HRT2170 Horticulture Maintenance*.....	3
OST1500 Applied Accounting I*.....	3
AGR/HRT Electives.....	12
TSA0000 Technical Skills Assessment.....	0
Subtotal.....	44
General Education	
Communications-1 written and 1 oral*.....	6
Computer Literacy.....	3
History/Political Science*.....	3
Human Development.....	3
Mathematics*.....	3
Science*.....	5
Subtotal.....	23
Total Credit Hours.....	67

*Designates courses with prerequisites.

Agriculture Certificate

Program Core	Credit Hours
AGR1130 Animal Science.....	4
AGR1220 Plant Science.....	4
AGR1800 Ag Leadership & Employment.....	1
AGR2420 Soil Science and Mgt.....	3
AGR/HRT Electives.....	12
TSA0000 Technical Skills Assessment.....	0
General Education	
Communications*.....	3
Computer Literacy.....	3
Total Credit Hours for Certificate.....	30

*Designates courses with prerequisites

Business Related

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

In addition to the general education require-

ments of the AAS degree, students will complete courses in the respective program core.

Business Computer Programming

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

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications*.....	3
CIS1610 IT Fundamentals*.....	3
CIS1870 Internetworking I *.....	3
CIS1900 Fundamentals of Unix * OR	
CIS2080 Fundamentals of Linux*.....	3
CIS2100 Micro Database Management *.....	3
CIS2400 Web Page Development *.....	3
CSC1100 Programming Logic*.....	3
CSC1500 BASIC Programming *.....	3
CSC2400 Computer Programming in C++.....	3
CSC2420 Java Script Programming *.....	3
CSC2470 Database Design with SQL *.....	3
CSC2480 Database Programming with SQL *.....	3
CSC2980 Capstone – Bus. Computer Prog*.....	1
PAW1060 Prep for Employment*.....	1
Computer Elective.....	3
TSA0000 Technical Skills Assessment0.....	0
Subtotal.....	41
General Education	
ENG1330 English Composition I *.....	3
ENG1340 English Composition II *.....	3
Oral Communication.....	3
Human Development.....	3
History/Political Science.....	3
Mathematics.....	6-10
Science.....	3-5
Subtotal.....	24-30
Total Credit Hours.....	65-71

*Designates courses with prerequisites.

+Designates recommended courses for transfer students.

Business Management

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications*	3
CIS1030 Information Tech for Business*	3
MGT1590 Personal Finance*	3
MGT1710 Human Resource Mgt*	3
MGT1800 Business Math*	3
MGT2200 Business Internship*	3
MGT1300 Org. Analysis and Mgt* OR	
MGT2660 Supervision/Mid-Mgt*	3
MGT2980 Capstone – Business Mgt*	1
OST1400 Business Communications I*	3
OST2200 Intro to Business*	3
PAW1060 Prep for Employment*	1
Accounting Electives	3
Accounting Electives	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Computer Elective	3
Computer Elective	3
TSA0000 Technical Skills Assessment.....	0
Subtotal.....	56
General Education	
ENG1330 English Composition I*	3
Oral Communication.....	3
Human Development.....	3
History/Political Science	3
Mathematics	3-5
Science.....	3-5
Subtotal.....	18-22
Total Credit Hours	74-78

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

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.

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications *	3
MGT1590 Personal Finance*	3
MGT1710 Human Resource Mgt*	3
MGT1800 Business Math*	3
MGT1300 Org. Analysis and Mgt.* OR	
MGT2660 Supervision/Mid-Mgt.*	3
MGT2980 Capstone – Business Mgt*	1
OST1400 Business Communications I*	3
OST2200 Intro to Business*	3
PAW1060 Prep for Employment*	1
Accounting Elective	3
Accounting Elective	3
Bus/Mgmt. Elective.....	3
Computer Elective	3
ENG1330 English Composition I*	3
TSA0000 Technical Skills Assessment.....	0
Total Credit Hours.....	38

*Designates courses with prerequisites

+Designates recommended courses for transfer students

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.

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications*	3
CIS1030 Information Tech for Business*	3
CIS1650 Accounting on Microcomputer*	3
MGT1590 Personal Finance*	3
MGT1710 Human Resource Mgt*	3
MGT1800 Business Math*	3
MGT2062 Managerial Accounting*	3
MGT2064 Cost Accounting*	3
MGT2200 Business Internship*	3
MGT1300 Org. Analysis and Mgt.* OR	
MGT2660 Supervision/Mid-Mgmt*+	3
MGT2980 Capstone – Business Mgt*	1
OST1400 Business Communications I*	3
OST2200 Intro to Business*	3
PAW1060 Prep for Employment*	1
Accounting Electives	3
Accounting Electives	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Bus/Mgt Elective.....	3
Computer Elective	3
TSA0000 Technical Skills Assessment.....	0
Subtotal.....	53
General Education	
ENG1330 English Composition I*	3
Oral Communication.....	3
Human Development.....	3
History/Political Science	3
Mathematics	3-5
Science.....	3-5
Subtotal.....	18-22
Total Credit Hours	74-78

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

Business Management — Microcomputers

Computers have become a vital part of industry and business today. The Business Management-Microcomputer curriculum was developed to meet the emerging need for businesses that require individuals with training on microcomputers.

Students follow a well-rounded program of business courses along with computer courses. Applications courses will be emphasized with extensive work on personal computers.

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications*	3
CIS1030 Information Tech for Business*	3
MGT1590 Personal Finance*	3
MGT1710 Human Resource Mgt*	3
MGT1800 Business Math*	3
MGT2200 Business Internship*	3
MGT1300 Org. Analysis and Mgt.* OR	
MGT2660 Supervisor/Mid-Mgt* +	3
MGT2980 Capstone – Business Mgt*	1
OST1400 Business Communications I*	3
OST2200 Intro to Business*	3
PAW1060 Prep for Employment*	1
Accounting Electives	6
Bus/Mgt Electives	9
Computer Electives	12
TSA0000 Technical Skills Assessment	0
Subtotal	53
General Education	
ENG1330 English Composition I*	3
Oral Communication	3
Human Development	3
History/Political Science	3
Mathematics	3-5
Science	3-5
Subtotal	18-22
Total Credit Hours	74-78

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

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.

Program Core	Credit Hours
CIS1610 IT Fundamentals*	3
CIS1620 A+ Computer Repair*	3
CIS1670 Fundamentals of Networking*	3
CIS1680 Fundamentals of Net Security*	3
CIS1750 Microcomputer Applications*	3
CIS1840 Microsoft Networking Admin*	3
CIS1870 Internetworking I*	3
CIS1890 Internetworking II*	3
CIS1900 Fundamentals of Unix* OR	
CIS2080 Fundamentals of Linux*	3
CIS2670 Internetworking III*	3
CIS2690 Internetworking IV*	3
CIS2980 Capstone – Computer Networking*	1
CSC1500 BASIC Programming*	3
PAW1060 Prep for Employment	1
Management Elective	3
Program Elective	3

TSA0000 Technical Skills Assessment	0
Subtotal	44
General Education	
ENG1330 English Composition I*	3
Oral Communication	3
Human Development	3
History/Political Science	3
Mathematics	6-10
Science	3-5
Subtotal	21-27
Total Credit Hours	65-71

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

Computer Networking Certificate

Program Core	Credit Hours
CIS1610 IT Fundamentals*	3
CIS1620 A+ Computer Repair & Maint.*	3
CIS1670 Fundamentals of Networking	3
CIS1750 Microcomputer Applications*	3
CIS1840 Microsoft Networking Admin*	3
CIS1870 Internetworking I*	3
CIS1890 Internetworking II*	3
CIS2980 Capstone–Comp. Networking*	1
CSC1500 BASIC Programming*	3
PAW1060 Prep for Employment*	1
TSA0000 Technical Skills Assessment	0
Subtotal	26
General Education	
ENG1330 English Composition I*	3
Human Development	3
Mathematics	3
Subtotal	9
Total Credit Hours	35

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

Office Systems Technology

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

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Program Core	Credit Hours
CIS1050 Intro to Computers* OR	
CIS1750 Microcomputer Applications*	3
CIS1650 Accounting on Microcomputer *	3
MGT1160 Customer Relations*	3
MGT1710 Human Resource Management*	3
MGT1800 Business Math *	3
OST1020 Keyboarding II *	3
OST1080 Ten Key Numeric Skills*	1
OST1100 Filing Systems/Records Mgt *	2
OST1350 Admin Business Procedures*	3
OST1400 Business Communications I *	3
OST1500 Applied Accounting I*	3
OST1520 Applied Accounting II *	3
OST2000 Transcription Skills *	3
OST2080 Business Applications *	3
OST2200 Intro to Business*	3
OST2300 Business Communications II*	3
OST2400 Business Internship *	3
OST2980 Capstone—Office Sys. Tech*	1
PAW1060 Prep for Employment*	1
Computer Elective	3
TSA0000 Technical Skills Assessment	0
Subtotal	53
General Education	
ENG1330 English Composition I *	3
Oral Communication	3
Human Development	3
History/Political Science	3
Mathematics	3-5
Science	3-5
Subtotal	18-22
Total Credit Hours	71-75
*Designates courses with prerequisites	
+Designates recommended courses for transfer students	

Office Systems Technology Test-Out Policy

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

OST1000 Keyboarding I — 3 credit hours

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

OST1020 Keyboarding II — 3 credit hours

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

OST1100 Filing Systems and Records Mgt — 2 credit

hours

1. Pass a comprehensive objective exam with 80% accuracy.
2. Pass a practical filing exam with 80% accuracy.

OST1500 Applied Accounting I — 3 credit hours

1. Score 80% on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

OST2000 Transcription Skills — 3 credit hours

1. Pass a comprehensive exam with 80% accuracy.

OST2400 Business Internship — 3 credit hours

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

Office Systems Technology Certificate

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

Program Core	Credit Hours
CIS2350 Microsoft Word*	3
MGT1160 Customer Relations*	3
OST1020 Keyboarding II*	3
OST1080 10 Key Numeric Skills*	1
OST1100 Filing Systems/Records Mgt *	2
OST1350 Administrative Bus. Proced*	3
OST1400 Business Communications I*	3
OST1500 Applied Accounting I*	3
OST2200 Intro to Business*	3
OST2980 Capstone – Off. Sys. Tech*	1
PAW1060 Preparation for Employment*	1
TSA000 Technical Skills Assessment	0
Subtotal	26
General Education	
Communications	3
Computer Literacy	3
Subtotal	6
Total Credit Hours	32

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.

Program Core	Credit Hours
HLT2350 Med Term/Intro Pathology*	3
HLT2360 Med Terminology II*	3
MGT1800 Business Math *	3
OST1000 Keyboarding I*	3
OST1020 Keyboarding II*	3
OST1080 Ten Key Numeric Skills*	1
OST1100 Filing Systems/Records Mgt*	2
OST1350 Admin Business Procedures I*	3
OST1400 Business Communications I *	3
OST1500 Applied Accounting I*	3
OST1602 Intro to Coding & Reimb Systems*	3
OST1608 Diagnosis & Proced. Coding *	3
OST1620 Medical Office Procedures*	1
OST1640 Medical Software/Elec Billing*	2
OST2400 Business Internship *	3
OST2602 Diagnosis & Proced. Coding II*	3
OST2604 Diagnosis & Proced. Coding III*	3
OST2610 Medical Transcription*	3
OST2980 Capstone—Office Sys. Tech.*	1
PAW1060 Prep for Employment*	1
TSA0000 Technical Skills Assessment	0
Subtotal	50
General Education	
ENG1330 English Composition I *	3
Oral Communication	3
Computer Literacy	3
History/Political Science	3
Human Development	3
Mathematics	3-5
OST1622 Essentials of A&P for Coders*	3
Subtotal	21-23
Total Credit Hours	71-73

*Designates courses with prerequisites

+Designates recommended courses for transfer students

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.

Program Core	Credit Hours
HLT2350 Medical Terminology & Intro to Pathology	3
HLT2360 Medical Terminology II*	3
OST1000 Keyboarding I	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems & Records Mgt*	2
OST1300 Office Procedures I*	3
OST1400 Business Communications I*	3
OST1602 Intro to Coding*	3
OST1608 Diagnosis and Coding I*	3
OST1620 Medical Office Procedures	1
OST1622 Essentials of A & P for Coders	3
OST1640 Medical Software/Electronic Billing	2
OST2602 Diagnosis and Coding II*	3
OST2604 Diagnosis and Coding III*	3
PAW1060 Preparation for Employment	1
OST2980 Office Systems Capstone	1

General Education

Communications (Choose 1 course)	3
ENG1330 English Composition I*	3
ENG1440 Public Speaking	3
ENG1670 Interpersonal Communications I Computers (Choose 1 course)	3
CIS1050 Introduction to Computers	3
CIS1750 Microcomputer Applications*	3
Total Credit Hours	44

* Designates courses with prerequisites.

Business Management — Retail Pharmacy Technician

Community pharmacies have a totally different appearance than just a few years ago. Many pharmacies virtually all use computers and depend on currently technological advances to provide customer service and process prescriptions. The need for highly-trained Pharmacy Technicians has never been greater.

The Retail Pharmacy Technician program has been designed to train workers in this exciting field. After extensive consultation with local business people, a degree plan was devised that allows students to gain expertise in the skills required of today's Pharmacy Technicians. This plan is open to all students who have completed the Pharmacy Technician courses.

In addition to receiving instruction in areas

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

considered “traditional” for Pharmacy Technicians, students receive instruction in computer applications as well as accounting and related business subjects.

Program Core	Credit Hours
CIS1050 Intro to Computers OR	3
CIS1750 Microcomputer Applications*	3
CIS 1030 Information Technology for Business*	3
HLT2350 Medical Terminology I	3
HLT2360 Medical Terminology II	3
MGT1590 Personal Finance*	3
MGT1710 Human Resource Management	3
MGT1800 Business Math*	3
MGT2660 Supervision/Mid-Mgt OR	3
MGT1300 Organizational Analysis and Mgmt.	3
OST1400 Business Communications I *	3
OST2200 Intro to Business	3
PHR1100 Introduction to Pharmacy	3
PHR1110 Introduction to Pharmacy Lab	2
PHR1120 Pharmacy Calculations	3
PHR1130 Pharmacy Tech Leadership & Dev	1
PHR1200 Pharmacology for Pharmacy Techs	3
PHR1300 Pharmacy Technician Internship I	3
PHR1400 Pharmacy Technician Internship II	3
Accounting Electives	3
Subtotal	51
General Education	
Communications (1 written & 1 oral)	
ENG1330 English Composition I *	3
Oral Communication	3
Human Development	3
History/Political Science	3
Mathematics	3-5
Science	3
OST1622 Essential of A&P for Coders*	3
TSA0000 Technical Skills Assessment	0
Subtotal	18-20
Total Credit Hours	69-71

+ Recommended course for transfer students.
* Designates courses with prerequisites.

Pharmacy Technician Certificate

The Certificate in Pharmacy Technician is designed to provide the student with basic technical and practical training essential for entry into the pharmacy world.

PHR1100 Intro to Pharmacy	5
PHR1110 Intro to Pharmacy Lab	2
PHR1120 Pharmacy Calculations	3
PHR1130 Pharm Tech Leadership & Dev	1
PHR1200 Pharmacology for Pharm Techs	3
PHR1300 Pharm Tech Internship I	3
PHR1400 Pharm Tech Internship II	3
HLT2350 Medical Terminology I	3
HLT2360 Medical Terminology II	3
OST1622 Essentials of A&P	3
TSA0000 Technical Skills Assessment	0
Total Credit Hours	29

Child Development

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

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

Program Core	Credit Hours
ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
ECE2020 Emerging Language and Literacy	3
ECE2040 Home, School and Family	3
EDU1300 Child Development	3
EDU2400 Infant/Toddler Methods and Materials*	3
EDU2420 Organization and Management of EC Programs*	3
MGT1710 Human Resource Management	3
PAW1060 Prep for Employment	1
ECE2300 Professional Portfolio Assessment	1
TSA000 Technical Skills Assessment	0
Course Specific Electives (choose 2 courses-see degree plan)	6
General Education	
Communications-1 written and 1 oral	6
Human Development (1 social science and 1 psychology course)	6
History/Political Science	3
Mathematics (MAT1130 or higher OR MGT 1800)	3
Business Math	3
Physical/Biological Science w/lab	5
Total Credit Hours	65

*Designates course with a prerequisite.

Child Development Certificate

Program Core	Credit Hours
ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
EDU1300 Child Development	3
EDU2400 Infant/Toddler Methods and Materials*	3
EDU2420 Organization and Management of Early Childhood Programs*	3
MGT1710 Human Resources Management	3
PAW1060 Prep for Employment	1
General Education Requirements	
English (1 oral)	3
Human Development (1 social science or 1 psychology)	3
Computer (CIS1050 or higher)	3
Total Credit Hours	35

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

*Designates course with a prerequisite.

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

ECE1060 CDA Credential Prep 3

Total Credit Hours..... 12

Note: Nine hours of child-related college credit hours provide training and education in working with young children in a developmentally appropriate child care program. The ECE1060 course prepares students for the final assessment process required by Washington D.C. Council for Professional Recognition. The student must be working with children in a child care setting or conduct a minimum of five hours per week in an accredited child care program during the acquisition of the CDA.

CRJ2320 Admin of Correctional Services..... 3

CRJ2340 Concepts of Community Corrections 3

CRJ1520 Criminology 3

CRJ2380 Probation & Parole in America 3

Program Electives..... 6

General Education

Communications 6

Computer Literacy..... 3

Human Development 3

History/Political Science 6

Mathematics..... 6-10

Science 3-5

TSA 0

Total Credit Hours..... 66-70

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Criminal Justice

Criminal Justice — Missouri Department of Corrections

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

Criminal Justice — Correctional Administration

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

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

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

Program Core	Credit Hours
CRJ1010 Criminal Justice Internship*	3
CRJ1100 Intro to Criminal Justice	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ1600 Juvenile Justice System	3
CRJ1800 Intro to Corrections	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment	1

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 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 options when seeking an education in criminal justice:

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

Program Core	Credit Hours
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
Program Electives	6
General Education	
Communications	6
Human Development	3
History/Political Science	6
Math	6-10
PHS1250 Introductory Chemistry	5
Computer Literacy	3
TSA	0
Total Credit Hours	66-70

Criminal Justice — Judicial Administration

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

degree in Judicial Administration and work in a Court Administration, Court Clerk, or related services field.

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

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

Program Core	Credit Hours
CRJ1010 Criminal Justice Internship.....	3
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
CRJ1600 Juvenile Justice System.....	3
CRJ 2200 Ethics for Legal Professionals.....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1
MGT1710 Human Resource Mgt.....	3
MGT2660 Supervision:Mid-Mgt.....	3
OST1500 Applied Accounting I.....	3
OST1520 Applied Accounting II*.....	3
Program Elective.....	3
General Education	
Communications.....	6
Human Development.....	3
History/Political Science.....	6
Mathematics.....	3-5
Science.....	3-5
Computer Literacy.....	3
TSA.....	0
Total Credit Hours.....	64-68

Criminal Justice —Law Enforcement

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

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

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

a path for a bachelor's degree from a four-year college or university.

Program Core	Credit Hours
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
CRJ1520 Criminology 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
Program Electives.....	6
General Education	
Communications.....	6
Human Development.....	3
History/Political Science.....	6
Math.....	6
Science.....	3-5
Computer Literacy.....	3
TSA.....	0
Total Credit Hours.....	64-70

Criminal Justice —Security Management

This program is designed for students who plan to complete an Associate of Applied Science degree in Security Management and work in a security management field. A four-year degree is strongly advised for students interested in working in the management area of security. Students are offered two options when seeking an education in criminal justice:

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

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

Program Core	Credit Hours
CRJ1010 Criminal Justice Internship*.....	3
CRJ1100 Introduction to Criminal Justice.....	3
CRJ1200 Criminal Investigations I.....	3
CRJ1260 Intro to Security Management.....	3
CRJ1400 Criminal Law*.....	3
CRJ1500 Criminal Evidence.....	3
CRJ2220 Principles of Homeland Security.....	3
CRJ2240 Security Management & Operations.....	3
CRJ2260 Private Security & Public Safety.....	3
CRJ2280 Emergency & Crisis Management.....	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1

Program Electives.....	6
General Education	
Communications	6
Human Development	3
History/Political Science	6
Math	6
Science	3-5
Computer Literacy.....	3
TSA	0
Total Credit Hours.....	64-70

Physical Science.....	3-5
Total Credit Hours	64-70

See Course Descriptions for prerequisites.

Electrical/Electronics Technology

One of the 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, automobile electronics manufacturing, municipal facilities maintenance, small appliance repair, aerospace applications, biomedical instrumentation, computer maintenance, electronics drafting, process instrumentation, robotics and telecommunications.

Program Core	Credit Hours
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
EEE1710 National Electric Code.....	3
EEE1910 Electronic Servicing.....	3
EEE1970 Programmable Logic Controllers.....	3
EEE2020 Basic Soldering Techniques	2
EEE2040 Digital Electronics I.....	3
TEC1930 Mfg. Safety OSHA 30/HAZCOM	3
TEC Elective (EEE, RET, or TEC).....	9
PAW1060 Preparation for Employment.....	1
TSA0000 Technical Skills Assessment.....	0
General Education	
Communications (1 written or 1 oral).....	6
Computer Literacy	3
Hum Dev/History/Political Science.....	3
Mathematics.....	6-10

Engineering Technology

Engineering Technology —Civil Architecture

Technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. They 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, surveyor's assistant, architectural design/drafting/estimating, structural design/drafting/estimating and highway design and planning.

Program Core	Credit Hours
AGR2420 Soil Science	3
PAW1060 Preparation for Employment.....	1
TEC1260 Topographic & Map Drafting.....	3
TEC1300 Computer Aided Design / Drafting	3
TEC1330 CAD/D-Special Problems.....	3
TEC1340 CAD/D-Special Appl Prog	3
TEC1520 Construction Methods & Estimating.....	3
TEC1540 Surveying I.....	3
TEC1630 Principles of Engineering.....	3
TEC1680 Civil Engineering/Architecture.....	3
TEC1730 Problem Analysis	1
TEC1780 Blueprint Reading	3
TEC1930 Mfg. Safety OSHA 30/HAZCOM	3
TEC2050 Engineering Design & Development.....	3
TEC/RET Elective	6
TSA0000 Technical Skills Assessment.....	0
General Education	
Communications (1 written or 1 oral).....	6
Computer Literacy	3
Hum Dev/History/Political Science.....	3
Mathematics.....	6-10
Physical Science.....	3-5
Total Credit Hours	65-71

See Course Descriptions for prerequisites.

Engineering Technology —Design Drafting

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in design drafting may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics and structural among others. Job opportunities include, but are not limited to: 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; and product development.

Program Core	Credit Hours
PAW1060 Preparation for Employment.....	1
TEC1300 Computer Aided Design / Drafting	3
TEC1320 Advanced Computer Aided Design	3
TEC1330 CADD-Special Problems.....	3
TEC1340 CAD/D-Special Appl Prog.....	3
TEC1530 Three-Dimensional Modeling.....	3
TEC1580 Quality Control/Testing Fundamentals.....	3
TEC1630 Principles of Engineering.....	3
TEC1680 Civil Engineering/Architecture.....	3
TEC1710 Computer Integrated Manufacturing.....	3
TEC1730 Problem Analysis	1
TEC1780 Blueprint Reading	3
TEC1930 Mfg. Safety OSHA30 & HAZCOM.....	3
TEC2050 Engineering Design & Development.....	3
TEC/RET/EEE Elective.....	6
TSA0000 Technical Skills Assessment.....	0

General Education	
Communications (1 written or 1 oral).....	6
Computer Literacy	3
Hum Dev/History/Political Science.....	3
Mathematics.....	6-10
Physical Science.....	3-5
Total Credit Hours	65-71

See Course Descriptions for prerequisites.

Engineering Technology —Manufacturing

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production and personnel. Management is concerned with the planning, organization and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement and retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production and estimating costs.

In addition, new advances in robotics, computer-aided manufacturing and process control systems are integrated into both hands-on and theory classes. Job opportunities include, but are not limited to: quality control technician, safety specialist, time measure analyst, plant layout technician, industrial maintenance, robotic programmer, production supervisor, plant engineering technician, methods analyst, process instrumentation, product development and CADD/CAM.

Program Core	Credit Hours
MFG1060 Manufacturing Equipment & Operation.....	3
EEE1550 Electrical Systems	3
PAW1060 Preparation for Employment.....	1
TEC1300 Computer Aided Design/Drafting	3
TEC1350 Intro to Robotics.....	3
TEC1560 Mfg. Process & Estimating	3
TEC1580 Quality Control/Testing Fundamentals.....	3
TEC1630 Principles of Engineering.....	3
TEC1710 Computer Integrated Manufacturing.....	3
TEC1730 Problem Analysis	1
TEC1780 Blueprint Reading	3
TEC1930 Mfg. Safety OSHA30 & HAZCOM.....	3
TEC2030 Basic Fluid Power.....	3
TEC2050 Engineering Design & Development.....	3
TEC Electives.....	6
TSA0000 Technical Skills Assessment.....	0

General Education	
Communications (1 written or 1 oral).....	6
Computer Literacy	3
Hum Dev/History/Political Science.....	3
Mathematics.....	6-10
Physical Science.....	3-5
Total Credit Hours	65-71

See Course Descriptions for prerequisites.

Fire Science Technology

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

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

Program Core	Credit Hours
FST1050 Firefighter Technology	12
FST1330 Ropes and Rappelling.....	1
FST1390 Natural Cover Fires.....	1

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division**
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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 Intern	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	
Communications (1 written and 1 oral).....	6
Computer Literacy.....	3
Mathematics.....	3
Physical Education.....	1
POS1180 American Political Systems.....	3
SOC1130 General Sociology.....	3
Additional Electives.....	11
TSA	0
Total Credit Hours	64

*Designates courses with prerequisites
 •Additional course options available.

Industrial Maintenance

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

Program Core	Credit Hours
Mechanical.....	9
TEC1720 Mechanisms.....	3
TEC1780 Blueprint Reading	3
TEC1300 Computer Aided Design/Drafting	3
Electrical.....	9
EEE1550 Electrical Systems	3
EEE1710 National Electric Code	3
Electrical Elective.....	3
Automation	9
TEC1350 Introduction to Robotics.....	3
EEE1970 Programmable Logic Controllers.....	3
Automation Elective	3
Power.....	6
TEC2030 Basic Fluid Power.....	3
Power Elective	3
Manufacturing.....	9
MFG1060 Mfg. Equipment & Operations.....	3
TEC1560 Mfg. Processes & Estimating	3
Manufacturing Elective	3
Additional Courses.....	5-7
TEC1930 Mfg. Safety OSHA 30/HAZCOM	3
PAW1060 Prep for Employment.....	1
Additional Elective	1-3
TSA0000 Technical Skills Assessment.....	0
General Education	22-47
Communications (1 written and 1 oral).....	6

Computer Literacy.....	3
Hum Dev/History/Political Science.....	3
Mathematics.....	6-10
Science	3-5
Total Credit Hours	68-76

See Course Descriptions for prerequisites.

Industrial Maintenance Certificate

Program Core	Credit Hours
Mechanical.....	9
TEC1720 Mechanisms.....	3
TEC1780 Blueprint Reading	3
TEC1300 Computer Aided Design/Drafting	3
Electrical.....	6
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I.....	3
Automation	6
TEC1350 Introduction to Robotics	3
EEE1970 Programmable Logic Controllers.....	3
Power.....	3
TEC2030 Basic Fluid Power.....	3
Manufacturing.....	6
MFG1060 Mfg. Equipment & Operations.....	3
TEC1560 Mfg. Processes & Estimating	3
Additional Courses.....	4
TEC1930 Mfg. Safety OSHA 30/HAZCOM.....	3
PAW1060 Prep for Employment.....	1
TSA0000 Technical Skills Assessment.....	0
Total Credit Hours	34

See Course Descriptions for prerequisites.

Machine Tool Technology

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

Program Core	Credit Hours
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
TEC1770 Computer Numerical Control*	3
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
Subtotal.....	46

General Education	
Communications (1 written and 1 oral).....	6
Computer Literacy.....	3
Hum Development.....	3
History/Political Science.....	3
Mathematics.....	6-10
Science.....	3-5
Subtotal.....	24-30
Total Credit Hours.....	70-76

Mathematics ▲■.....	3
Computer Literacy.....	3
Subtotal.....	24 - 26

Program Core

Trimester I

PTA1000 Anatomy and Physiology for PTA* (CC).....	5
PTA 1000 Anatomy and Physiology for PTA* (CC).....	5
PTA 1002 Introduction to PTA (CC).....	2
PTA 1062 Basic Patient Care & Lab* (CC).....	3
PTA 1080 Physical Agents and Modalities & Lab* (CC)....	3
PTA 1100 Clinical Practice I* (CC).....	1
PTA 2210 Health and Disease * (CC).....	3
PTA 2260 Trends and Issues in Phys. Ther.* (CC).....	2
Subtotal.....	19

Trimester II

PTA 1040 Human Development* (CC).....	3
PTA 2220 Funct. Anatomy & Kinesiology & Lab* (CC)....	4
PTA 2224 Tests and Measures (CC).....	2
PTA 2242 Therapeutic Exer. I & Lab* (CC).....	5
PTA 2282 Clinical Practice II* (CC).....	3
Subtotal.....	17

Trimester III

PTA 2302 Therapeutic Exer. II & Lab* (CC).....	4
PTA 2340 Special Problems in PTA* (CC).....	2
PTA 2362 Clinical Practice III* (CC).....	4
PTA 2400 Clinical Practice IV* (CC).....	4
Subtotal.....	14
TSA0000 Technical Skills Assessment.....	0

Total Credit Hours..... 75-78

■ Course has prerequisite (s). Refer to the College Catalog for prerequisite information.

▲ Required for admission into CGCTC Program.

Machine Tool Technology Certificate

Program Core		Credit Hours	
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		
Subtotal.....	21		

General Education	
Communications (1 written or 1 oral).....	3
Computer Literacy.....	3
Hum Development.....	3
Mathematics.....	3-5
Science.....	3-5
Subtotal.....	15-19

Total Credit Hours.....36-40

*Designates courses with prerequisites

Physical Therapist Assistant

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

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

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

For additional program information contact: Cape Girardeau Career and Technology Center at (573) 334-0826 or MAC Dual Credit Office at (573) 518-2155.

General Education & Prerequisites		Credit Hours	
General Biology with Lab ▲.....	4-5		
HLT 2350 Medical Terminology/Intro Path ▲■.....	3		
Communications: 1 Written▲■ and 1 Oral.....	6		
Human Development.....	3		
History/Political Science.....	3		

Renewable Energy Technology

This program is designed for students who plan to complete an Associate of Applied Science degree in renewable energy and work in a career in wind, solar, or biomass energy production. Recent accelerated expansion of these three disciplines has increased demand for qualified technicians to install, operate and maintain the equipment. Graduates in the renewable energy field may enter a wide variety of industries and careers. These careers include Renewable Energy Technician, Sustainability Specialist, Weatherization Technician, Green Diesel Technician, Solar/ Photovoltaic Installer, Wind Turbine Maintenance Technician and Bioprocessing Technician.

Program Core		Credit Hours	
AGR1220 Plant Science.....	4		
OR			
HRT1010 Intro to Horticulture.....	5		
PAW1060 Prep for Employment OR			
AGR1800 Ag Leadership.....	1		
EEE1550 Electrical Systems.....	3		
TEC1070 Unified Technology Concepts I.....	4		
RET1000 Intro to Renewable Energy Tech.....	3		
RET1020 Instrumentation Principles.....	3		

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

TEC1930 Mfg. Safety OSHA30/HAZCOM	3
RET2000 Bioprocess Practices	3
RET2020 Solar Energy Systems	3
RET2040 Wind Energy Systems	3
TEC1730 Problem Analysis	1
TEC1780 Blueprint Reading	3
Subtotal	34-35
Program Electives (any 12 hours)	
AGR2220 Agriculture Internship I	3
EEE1970 Programmable Logic Controllers	3
HRT2172 Crop Science	3
HRT2174 Biomass and Feedstock	3
HRT2510 Horticulture Internship I	3
MGT2660 Supervision Mid-Management	3
MFG1060 Mfg. Equip. Maint./Operations	3
TEC1100 Technology Internship I	3
TEC1220 Mechanical Design	3
TEC1720 Mechanisms	3
TEC2030 Basic Fluid Power	3
Subtotal	12
General Education	
Communications (1 written and 1 oral)	6
Computer Literacy	3
History/Political Science	3
Mathematics	3
BIO1430 Environmental Science	3
Subtotal	18
TSA0000 Technical Skills Assessment	0
Total Credit Hours	64-65
See Course Descriptions for prerequisites.	

Renewable Energy Technology Certificate

This certificate program is designed for students who do not plan to complete an Associate of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. This certificate is designed for someone already in the Renewable Energy field but needing additional training or certification to enhance their career.

Program Core	Credit Hours
RET1000 Intro to Renewable Energy	3
RET1020 Instrumentation Principles	3
TEC1930 Mfg. Safety OSHA 30/HAZCOM	3
RET2000 Bioprocess Practices	3
TSA0000 Technical Skills Assessment	0
Subtotal	12
Computer Literacy	
CIS1050 Intro to Computers OR	
CIS1750 Microcomputer Applications	3
Total Credit Hours	15
See Course Descriptions for prerequisites.	

This degree provides an important link in assisting employers with the technician preparation delivery system.

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

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

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17 college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 57 hours of credit at the college level. MAC agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant MAC credit for other DOL approved trade apprenticeship programs. Students need to earn a minimum of 25 additional semester hours of general education courses and/or electives to complete the associate degree, with a minimum of 15 semester hours taken at MAC.

Program Core	Credit Hours
Skilled Trades Technology Credit	37
General Education	
Communications (1 written and 1 oral)	6
Computer Literacy	3
History/Political Science	6
Mathematics	3-5
Sciences	3-5
Electives	4
Subtotal	25
Total Credit Hours	62

*Designates courses with prerequisites

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.

Career Center Partnerships

Associate of Applied Science Degrees & Certificates

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

Career & Technical Dual Credit

Career & Technical dual credit is a partnership between MAC and service area career and technology centers and comprehensive high schools. Secondary students have the opportunity to earn college credit and begin an associate of applied science degree while still in high school. This unique local program allows students to receive college credit through their secondary career and technical education program. College credit is earned and grades are transcribed as students proceed through their competency-based courses.

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

Career & Technical Dual Credit Associate of Applied Science Degrees

Agriculture
Automotive Collision Technology
Automotive Technology
Business Management
Business Management – Microcomputers
Child Development
Computer Aided Design/Drafting Technology
Computer Networking
Construction/Building Technology
Digital Media Technology
Electrical Technology
Electrical/Electronics Technology
Engineering Technology
Graphic Arts/Printing Technology
Heating, Air Conditioning and Refrigeration Technology
Machine Tool Technology
Office Systems Technology – Administrative Assistant
Welding Technology
Wood Design Technology

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Course Descriptions

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Academic Courses

- ▶ **ART** Art
- ▶ **BIO** Biological Science
- ▶ **BUS** Business Admin & Economics
- ▶ **CIS** Computer Info Systems
- ▶ **COM** Communications
- ▶ **CSC** Computer Science
- ▶ **DAN** Dance
- ▶ **EDU** Education
- ▶ **EGN** Engineering
- ▶ **ENG** English
- ▶ **GEO** Geography
- ▶ **GUI** Guidance
- ▶ **HIS** History
- ▶ **IDS** Interdisciplinary Studies
- ▶ **MAT** Mathematics
- ▶ **MFL** Modern & Foreign Languages
- ▶ **MSC** Music
- ▶ **PED** Physical Education
- ▶ **PHI** Philosophy
- ▶ **PHS** Physical Science
- ▶ **PHY** Physiology & Health
- ▶ **POS** Political Science
- ▶ **PSY** Psychology
- ▶ **RDG** Reading
- ▶ **SOC** Sociology
- ▶ **SWK** Social Work
- ▶ **THE** Theatre

Career & Technical Courses

- ▶ **ADN** Associate Degree Nursing
- ▶ **AGR** Agriculture
- ▶ **AHR** Air, Heating, & Refrigeration
- ▶ **CIS** Computer Info Systems
- ▶ **CRJ** Criminal Justice
- ▶ **DCS** Deaf Communication Studies
- ▶ **ECE** Early Childhood Education
- ▶ **EEE** Electrical/Electronics Technology
- ▶ **ETT** Electrical Technology
- ▶ **FST** Fire Science Technology
- ▶ **HLT** Health Related Technology
- ▶ **HRT** Horticulture
- ▶ **MFG** Manufacturing
- ▶ **MGT** Management
- ▶ **NUR** Practical Nursing
- ▶ **OST** Office Systems Technology
- ▶ **PAR** Paramedic Technology
- ▶ **PAW** Personal Awareness
- ▶ **PHR** Pharmacology
- ▶ **PTA** Physical Therapist Assistant
- ▶ **RDL** Radiologic Technology
- ▶ **RET** Renewable Energy Technology
- ▶ **RST** Respiratory Therapy
- ▶ **TEC** Technology

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

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

Lecture/Laboratory Hours

Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

Honors

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

Course Levels

0010-0990 — Developmental courses*
1000-2990 — Freshman/Sophomore level courses

* Do not apply to a degree

Associate Degree Nursing

ADN1001 _____ (1 - 0) 1 cr. hr. Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the director of Allied Health and program coordinator.

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

ADN1002 _____ (1 - 0) 1 cr. hr. Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the director of Allied Health and program coordinator.

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

ADN1420 _____ (Arranged) 3 cr. hrs. LPN-ADN Transition (Bridge) (Summer, Fall)

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

ADN1450 _____ (Arranged) 6 cr. hrs. Fundamentals of Nursing

Prerequisite: Acceptance into the ADN Program.

Designed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing

skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Clinical hours are scheduled weekly in the last half of the semester.

ADN1460 _____ (Arranged) 4 cr. hrs. Maternity Nursing

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

Provides instruction and clinical practice in meeting the physiologic, psychologic and adaption 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

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political and 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 _____ (Arranged) 10 cr. hrs. Medical-Surgical Nursing I

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

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 _____ (Arranged) 6 cr. hrs. Medical-Surgical Nursing II

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

A continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. Integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN1512 _____ (3 - 0) 3 cr. hrs. Clinical Pharmacology

Prerequisites: Sequential nursing and science courses with a minimum grade of C.

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

ADN1572 _____ (3 - 0) 3 cr. hrs. Basic Pharmacology

Prerequisite: Acceptance into the ADN Program.

Corequisite: ADN1450

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. Medication practicum required prior to clinicals.

ADN1610 _____ (Arranged) 5 cr. hrs. Nursing of Children

Prerequisites: Sequential nursing and science courses and PSY1250 with a minimum grade of C.

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

ADN1630 _____ (Arranged) 4 cr. hrs. Mental Health Nursing

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

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

ADN1640 _____ (3 - 0) 3 cr. hrs. Therapeutic Nutrition

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

Provides students with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health and alterations required in diets of individuals who have specific disease processes.

Agriculture

AGR1130 _____ (4 - 0) 4 cr. hrs. Animal Science

Designed to provide first-year agriculture students an introduction to the fundamental biological principles of animal science including reproduction, genetics, nutrition and lactation, as well as current issues related to the animal sciences. Field trips and laboratory sessions allow students first-hand experience with many of these topics. Major species will be used as

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

examples to cover basic principles; however, improving, managing and marketing of these animals will be reserved for advanced science, production and management courses.

AGR1220 _____ (4 - 0) 4 cr. hrs. Plant Science

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

AGR1320 _____ (3 - 0) 3 cr. hrs. Introduction to Agricultural Economics

An introduction to the basic concepts and issues in economics as they relate to the agricultural industry. Elective credit only.

AGR1460 _____ (3 - 0) 3 cr. hrs. Equine Science 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. Prepares students for managing small one- or two horse facilities, as well as provide them with a sound foundation for advanced equine education programs.

AGR1480 _____ (3 - 0) 3 cr. hrs. Advanced Equine Science and Management (Spring)

Prerequisite: AGR1460 with a minimum grade of C or instructor consent.

An advanced course to AGR1460, designed to provide students with a greater understanding of how to successfully manage and care for an equine business with a large number of horses. Provides instruction in successful breeding, marketing, raising and caring for horses and will prepare students for a career in the equine industry. Students are expected to possess basic skills and conceptual techniques of equine science and management.

AGR1550 _____ (3 - 0) 3 cr. hrs. Livestock Production (Fall)

Designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine, sheep and goats are covered. Basic management of equine and poultry facilities and operations is included.

AGR1650 _____ (3 - 0) 3 cr. hrs. Agriculture Credit and Finance (Spring)

Prerequisites: Sophomore standing and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours, or instructor consent. Recommend AGR2320, BUS 2430.

A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR1700 _____ (3 - 0) 3 cr. hrs. Farm Management (Spring)

Prerequisites: Sophomore standing and one of the following: a minimum score of 18 on the

ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours, or instructor consent. Recommended AGR2320, OST1500.

Principles and decision making tools applied to practical farm problems. Budgeting, break-even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

AGR1780 _____ (2 - 0) 2 cr. hrs. Contemporary Agricultural Issues

A web-based, collaboration-driven course designed to explore current agricultural issues, policies, or programs which impact the agricultural industry. It provides a vehicle to present a knowledge base that is current with ever-changing economics, industry, markets, technology and related issues in agriculture.

AGR1800 _____ (1 - 0) 1 cr. hr. Agriculture Leadership and Employment (Fall)

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

AGR2220 _____ (3 - 0) 3 cr. hrs. Agriculture Internship

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

AGR2260 _____ (3 - 0) 3 cr. hrs. Problems in Agriculture

Prerequisite: Instructor consent. May be substituted for AGR 2220.

Provides for supervised training in an instructor-approved problem area at an agri-business industry or education site coordinated by MAC. Student will complete 120 clock hours within the problem area.

AGR2320 _____ (3 - 0) 3 cr. hrs. Agriculture Economics

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

AGR2420 _____ (3 - 0) 3 cr. hrs. Soil Science and Management (Fall)

Prerequisites: Sophomore standing and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours, or instructor consent.

Must be an agriculture or civil/construction technology student. Recommend PHS1250 for transfer students.

Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

AGR2430 _____ (0 - 1) 1 cr. hr. Soil Science and Management Lab (Fall)

A one-hour, optional lab provides further application of key concepts and is recommended for students transferring into programs of study emphasizing agronomy, natural resources management, or other related agricultural sciences.

AGR2520 _____ (3 - 0) 3 cr. hrs. Agricultural Genetics

Prerequisites: Sophomore standing and AGR1130 or AGR1220 with a minimum grade of C, or instructor consent.

Basic principles of inheritance in plants and animals of agricultural significance. Transmission genetics and its effects on the usefulness of plants and animals. Basic principles of plant and animal improvement.

Air Conditioning, Heating, Refrigeration

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

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

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

Prerequisite: AHR1612 with a minimum grade of C.

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

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

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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

to acquire the hands on portion of installing and troubleshooting pump systems.

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

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

Art

ART1130 _____ (2 - 4) 3 cr. hrs.
Drawing I (Spring, Fall)

An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. A basic course in drawing fundamentals desired by all transfer colleges. Various media are introduced so that the student gains an awareness of the potential of each. Value, line, texture and shape are some of the basic elements presented.

ART1140 _____ (2 - 4) 3 cr. hrs.
Drawing II (Spring, Summer)

Prerequisite: ART1130 with a minimum grade of C.

An extension of Drawing I with additional emphasis on elements of drawing. Anatomy of the human figure is explored through drawings from scale models and an artist anatomy handbook. After the first three weeks there will be a clothed model posing in quick poses to develop gesture and proportion, then the model will take longer poses for more developed drawings. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. There will be a focus placed on figurative art and some copying of earlier artists. Introduces working from the imagination as a personal art form.

ART1160 _____ (2 - 4) 3 cr. hrs.
Painting I (Spring, Fall)

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

An introduction to painting with the emphasis placed on the basic study of still lifes emphasizing composition, depiction of objects and color theory utilizing oil paint and the problems it presents.

ART1230 _____ (2 - 4) 3 cr. hrs.
Ceramics I (Spring, Summer)

An introductory course which explores and emphasizes the basic elements and techniques of ceramics. Will stress the fundamental methods of pottery making: hand-built, wheel throwing and glazing.

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

Designed to introduce the student to the visual masterpieces of a particular western civilization. Stresses the style, function and historical context of art. Offered in conjunction with student tours and 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. Meets cultural diversity requirement.

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

The study of Renaissance and Baroque art. Meets cultural diversity requirement.

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

History of the major developments in the art of the 19th and 20th Centuries. Meets cultural diversity requirement.

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. Meets cultural diversity requirement.

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 with a minimum grade of C or instructor consent.

An introduction to the basic graphic processes, materials and equipment used in relief and intaglio printing. Will stress the expressive potentialities of the wood block and etching.

ART1740 _____ (3 - 0) 3 cr. hrs.
Watercolor I

Prerequisite: ART1130 with a minimum grade of C 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.

ART1750 _____ (3 - 0) 3 cr. hrs.
Watercolor II

Prerequisite: ART1740 with a minimum grade of C

A continuation of Watercolor I, this course expands on the basic techniques and includes plein watercolor painting and figure work.

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

Prerequisite: ART1750 with a minimum grade of C

Expands the watercolor techniques taught in the foundation courses Watercolor I and II through a series of additional watercolor paintings. Plein watercolor painting, covered in the previous course, will be used along with the introduction of landscape paintings. A series of five particular color combinations will be used throughout the course.

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. Students will be introduced to water based paint, construction paper and other media. Focuses on colors and their effect on each other and teaches the ability to see color in all its complexity and simplicity as well as understand decoration, painting conception and basic diversions into imagination. Will explore Persian, Indian, Expressionist and Impressionist artwork.

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

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

An investigation and employment of various materials and methods of sculpting including clay modeling of the head and the figure. Students will explore a variety of media, including paper mache, wire mesh and found object sculpture. Some attempts to work on a large, aggressive scale will occur.

ART2160 _____ (2 - 4) 3 cr. hrs.
Painting II

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

An expansion of Painting I, with an emphasis on developing painting techniques to more advanced state. The student's own ideas become important in this class. Landscape painting, still life, abstract and personal expression is presented and completed. More attention is placed on painting materials and mediums.

ART2162 _____ (2 - 4) 3 cr. hrs.
Sculpture II

Prerequisite: ART1930 with a minimum grade of C.

Advanced three dimensional projects in clay, wood and found objects. A personal large scale work is imperative.

ART2172 _____ (2 - 4) 3 cr. hrs.
Ceramics II

Prerequisite: ART1230 with a minimum grade of C.

Expands on the techniques learned in Ceramics I. Continuing the methods of pottery making learned in Ceramics I: hand-building, wheel throwing and glazing. The students are expected to emphasize their preferred technique and original formations.

ART2174 _____ (2 - 4) 3 cr. hrs.
Printmaking II

Prerequisites: ART1130 and ART1640 with a minimum grade of C or instructor consent.

A deeper exploration into the basic graphic processes, materials and equipment used in relief and intaglio printing. Will stress the potential of the student to express themselves through the wood block and etching.

ART2176 _____ (2 - 4) 3 cr. hrs.
Painting III

Prerequisites: ART1160 and ART2160 with a minimum grade of C or instructor consent.

Expands on Painting I and Painting II. There is an emphasis on the student creating their own style and developing themselves as an artist. Advanced techniques in painterly expression is a basic focus. A portfolio of a consistent set of paintings ready for four-year college

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

presentations is one of the basic functions of this course.

**ART2180 _____ (2 - 4) 3 cr. hrs.
Ceramics III**

Prerequisites: ART1230 and ART 2172 with a minimum grade of C.

Advanced, three-dimensional projects in ceramic wheel bowl making, slab pot construction and figure construction with clay.

**ART2200 _____ (3 - 0) 3 cr. hrs.
Printmaking III**

Prerequisite: ART2174 with a minimum grade of C.

Single and multi-colored etching techniques using line, aquatint, soft ground and editions of prints that include five consistent prints. This includes two that are an edition of ten equal prints of the same blackness and print quality. One set will be in block printing and one set in the etching or intaglio process.

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**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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. Meets the general education biological science requirement.

**BIO1330 _____ (2 - 3) 3 cr. hrs.
Local Flora (Spring, Odd Year)**

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. Field trips are required.

**BIO1340 _____ (Arranged) 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.

**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. The remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

**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.

**BIO2112 _____ (3 - 4) 5 cr. hrs.
General Botany**

Prerequisite: BIO1150 with a minimum grade of C or instructor consent.

Emphasizes biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. Meets the general education biological science requirement.

**BIO2122 _____ (3 - 4) 5 cr. hrs.
General Zoology**

Prerequisite: BIO1150 with a minimum grade of C or instructor consent.

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

**BIO2240 _____ (2 - 4) 4 cr. hrs.
Field Biology (Alternate Spring)**

Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122 with a minimum grade of C or instructor consent.

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.

**BIO2430 _____ (3 - 2) 4 cr. hrs.
General Genetics**

Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122 with a minimum grade of C or instructor consent.

An introductory genetics course, covering the principles of Mendelian genetics, gene function and regulation in bacteria, plants and animals. Includes the discussion of genetics as a therapeutic tool, hereditary mechanisms for disease, population genetics and recombinant DNA technology.

**BIO2540 _____ (3 - 4) 5 cr. hrs.
Human Anatomy and Physiology (Spring)**

Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112, BIO2122 or PHS1250 with a minimum grade of C.

Designed to provide the student with an understanding of the structure and function of the human body. Includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular, neural and cardiovascular systems. Recommended for

science and physical education majors as well as some non-nursing hospital-based courses such as radiology. Not recommended for students applying to the nursing program. 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 transfer institutions.

**BIO2600 _____ (3 - 4) 5 cr. hrs.
Human Anatomy (Fall)**

Prerequisite: Acceptance into ADN or PN nursing program or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620). This course is required for the nursing program.

**BIO2620 _____ (3 - 4) 5 cr. hrs.
Human Physiology (Spring)**

Prerequisites: BIO2600 and PHS1250 with a minimum grade of C or instructor consent.

A continuation of BIO2600. Focuses on the biochemical, cellular and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. Required for the ADN nursing program.

**BIO2700 _____ (3 - 2) 4 cr. hrs.
Microbiology (Fall)**

Prerequisites: BIO2600, BIO2620 and PHS1250 with a minimum grade of C or instructor consent.

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

**BIO2980 _____ (Arranged) 1 cr. hr.
Readings in Honors**

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

**BIO2990 _____ (Arranged) 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 Admin & Economics

**BUS1190 _____ (3 - 0) 3 cr. hrs.
Business Ethics**

A presentation of basic principles of business

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

BUS1330 _____ (3 - 0) 3 cr. hrs.
Survey of Economics

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

BUS1600 _____ (3-0)
Calculus for Business & Social Sciences

Prerequisite: A minimum ACT score of 27, or a minimum Compass algebra score of 90, or a minimum Compass College Algebra score of 72, or a minimum Compass Trigonometry score of 63, or a minimum grade of C in MAT1230.

Designed for students majoring in business, social, or life sciences. Topics include limits; finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions; utilizing derivatives to sketch graphs of functions and integration. Applications will be emphasized.

BUS2000 _____ (3 - 0) 3 cr. hrs.
Principles of Accounting I

An introductory course in accounting principles. Covers the accounting process for a sole proprietorship (service and merchandising organization) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets and payroll. OST1500 recommended.

BUS2050 _____ (3 - 0) 3 cr. hrs.
Principles of Accounting II

Prerequisite: BUS2000 with a minimum grade of C.

A continuation of BUS2000. Topics include partnership accounting, corporation accounting, manufacturing accounting, financial statement analysis and managerial accounting.

BUS2100 _____ (3 - 0) 3 cr. hrs.
Fundamentals of Management

A basic course in the principles and practices of business management as it concerns planning, organization, staffing, leading and controlling.

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

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

BUS2430 _____ (3 - 0) 3 cr. hrs.
Introductory Statistics

Prerequisite: MAT1130 with a minimum grade of C or instructor consent.

An introductory survey of the many applications of descriptive and inferential statistics. Students will acquire the basic knowledge and skills to organize, analyze and present data. Students will learn sampling methods, how to develop confidence intervals and hypothesis testing.

BUS2530 _____ (3 - 0) 3 cr. hrs.
Legal Environment of Business

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A study of the legal environment in which a business person must operate from the standpoint of legal institutions, the legal process and a survey of the following substantive areas of law: crimes, torts, contracts, sales, labor law and environmental law.

BUS2930 _____ (3 - 0) 3 cr. hrs.
Principles of Macroeconomics

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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 consists of analysis of the individual consumer, firm and market. The principles of demand and supply, elasticity, price determination, costs, market structure and other related economic issues are studied.

Computer Info Systems

CIS1030 _____ (3 - 0) 3 cr. hrs.
Information Technology for Business

Prerequisite: CIS 1050, CIS 1610, or CIS 1750 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test scores, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Prepares students to work effectively in today's business environment. The students will learn about the tasks involved in various Information Technology (IT) job roles and learn the foundational skills and technologies used in business.

CIS1050 _____ (3 - 0) 3 cr. hrs.
Introduction to Computers

Prerequisite: Keyboarding skills are required. Concurrent enrollment in CIS1050 and CIS1750 is prohibited.

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 and Windows interface.

CIS1100 _____ (3 - 0) 3 cr. hrs.
Microcomputer Graphics

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C.

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.

CIS1610 _____ (3 - 0) 3 cr. hrs.
Information Technology Fundamentals

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

The student will demonstrate solid competence in computers and office programs, including e-mail and Internet navigation. This class will help the student prepare for the Certiprot IC3 Certification.

CIS1620 _____ (3 - 0) 3 cr. hrs.
A+ Comp Repair and Maintenance

Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

A study of the 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 _____ (Arranged) 3 cr. hrs.
Accounting on Microcomputer

Prerequisites: BUS2050 or OST1520 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test scores, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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

Prerequisites: CIS1610 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a

minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

An entry-level course in networking. Covers various aspects of designing and implementing a network for both home and office. Helps students prepare for the CompTIA Network+ Certification.

CIS1680 _____ (3 - 0) 3 cr. hrs. Fundamentals of Network Security

Prerequisites: CIS1610, CIS1850, CIS1870 or CIS2000 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

An entry-level course in network security. Covers various aspects of designing and implementing a secure network for both home and office networks. Helps students prepare for the CompTIA Security+ Certification.

CIS1700 _____ (3 - 0) 3 cr. hrs. Desktop Publishing

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C.
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 applications. Concurrent enrollment in CIS1050 and CIS1750 is prohibited.
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 with a minimum grade of C.
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. An introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.

CIS1800 _____ (2 - 2) 2 cr. hrs. Introduction to Networking

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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 Exams.

CIS1830 _____ (3 - 0) 3 cr. hrs. Novell Network Administration

Prerequisite: CIS1850, CIS 1870, CIS2000 with a minimum grade of C, or concurrent enrollment in CIS1850, CIS1870, or CIS2000, or instructor consent.

Enables the student to perform day to day administrative tasks on a Novell Network. Helps prepare the student for Certified Novell Administrator (CAN) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management and many other topics related to managing Novell networks.

CIS1840 _____ (3 - 0) 3 cr. hrs. Microsoft Network Administration

Prerequisites: CIS1850, CIS1870, or CIS2000 with a minimum grade of C, or concurrent enrollment in CIS1850, CIS1870, or CIS2000, or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990 or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

CIS1870 _____ (3 - 0) 3 cr. hrs. Internetworking I

Prerequisites: CIS1050, CIS1610, CIS1670, or CIS1750 with a minimum grade of C, or concurrent enrollment in CIS1610 or CIS1670, or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

First of four semesters in the Cisco Networking Academy curriculum. Teaches students the skills needed to obtain entry-level home network installer jobs. Also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers and help desk technicians. Provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments.

CIS1890 _____ (3 - 0) 3 cr. hrs. Internetworking II

Prerequisites: CIS1850 or CIS1870 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Second of four semesters in the Cisco Networking Academy curriculum. Provides a basic overview of routing and remote access, addressing and security. Familiarizes students with servers that provide email services, web space and authenticated access. Students learn about the soft skills required for help desk and customer service positions and preparation for the CCENT certification exam.

CIS1900 _____ (3 - 0) 3 cr. hrs. Fundamentals of Unix

Prerequisite: CIS1850, CIS1870 or CIS2000 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT

reading or eligible placement test score, or minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Enables students 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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

A study of the 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 exploration 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 with a minimum grade of C.
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

Prerequisites: CIS1610, CIS1670, CIS1850, CIS1870 or CIS2000 or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Introduces the fundamentals of the Linux operating system. Will guide students through the basics of Linux systems concepts, architecture and administration. Includes networking essentials commonly used in the Linux environment.

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

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C.
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.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

CIS2110 _____ (3 - 0) 3 cr. hrs.
Advanced Microcomputer Database Management

Prerequisite: CIS2100 with a minimum grade of C

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.
Micro Spreadsheet Applications

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C

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 Micro Spreadsheet Applications

Prerequisite: CIS2200 with a minimum grade of C.

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.

CIS2350 _____ (3 - 0) 3 cr. hrs.
Word Processing - Microsoft Word

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C

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 with a minimum grade of C.

Introduces webpage 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.

CIS2450 _____ (3 - 0) 3 cr. hrs.
WP - Advanced Microsoft Word

Prerequisite: CIS2350 with a minimum grade of C.

A continuation of Microsoft Word which provides opportunities for practical applications in creating more advanced documents using Microsoft Word software. The student will learn how to merge documents, customize documents and features and reference data (footnotes, indexes, tables and forms).

CIS2670 _____ (3 - 0) 3 cr. hrs.
Internetworking III

Prerequisites: CIS1890 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Third of fourth semester in the CISCO Networking Academy curriculum. Familiarizes students with the equipment applications and protocols installed in enterprise networks with a focus on switched networks, IP Telephony requirements and security. Also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIS2690 _____ (3 - 0) 3 cr. hrs.
Internetworking IV

Prerequisites: CIS2670 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Fourth of four semesters in the Cisco Networking Academy curriculum. Introduces students to network design processes. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept and project management. Lifecycle services, including upgrades, competitive analyses and system integration, are presented in the context of pre-sale support.

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 with a minimum grade of C.

A continuation of CIS1700 Desktop Publishing to expand the student's proficiency in developing quality publications.

CIS2960 _____ (Arranged) 3 cr. hrs.
Computer Networking Internship

Prerequisites: Sophomore standing in Computer Networking and instructor consent.

Intended for computer networking majors. This 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.

CIS2980 _____ (Arranged) 1 cr. hrs.
Capstone-Computer Networking

Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.

Prepares students entering the computer networking career fields. Students will review the coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

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. Also covers 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. Meets cultural diversity requirement.

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.

COM2200 _____ (3 - 0) 3 cr. hrs.
T.V. Production

Prerequisite: COM1020 with a minimum grade of C or instructor consent.

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 _____ (3 - 0) 3 cr. hrs.
T.V. Production Practicum

Prerequisite: COM2200 with a minimum grade of C.

Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

Criminal Justice

CRJ1000 _____ (3 - 0) 3 cr. hrs.
Basic Police Science I

Open to 1000 Hour Law Enforcement Academy students only.

Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for the subject areas in Missouri Statutory Law, Civil Process and Tactical Communications.

CRJ1010 _____ (3 - 0) 3 cr. hrs.
Criminal Justice Internship

Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.

Intended for criminal justice majors only who have completed a minimum of 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.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

CRJ1050 _____ (3 - 0) 3 cr. hrs.
Basic Police Science II
 Open to 1000 Hour Law Enforcement Academy Students only.
 Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for Domestic Violence, Community Policing and Human Behavior.

CRJ1100 _____ (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
 Designed to make the subject of forensic science comprehensible to a wide variety of students who are or plan to be aligned with the forensic science profession. This class will give the students an introduction to the forensic crime laboratory, its functions, services and organization. Will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

CRJ1150 _____ (3 - 0) 3 cr. hrs.
Basic Police Science III
 Open to 1000 Hour Law Enforcement Academy students only.
 Students will cover the objectives set forth by the Missouri Peace Officers Standards and Training (POST) for firearms, shotgun and patrol rifle and advanced drug recognition training.

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

CRJ1200 _____ (3 - 0) 3 cr. hrs.
Criminal Investigation I
 Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
 The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of fact gathering, test of hypotheses and the problem of proof are covered.

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

CRJ1260 _____ (3 - 0) 3 cr. hrs.
Introduction to Security Management
 Introductory course presenting protection concepts, security management principles and current industry practices.

CRJ1300 _____ (3 - 0) 3 cr. hrs.
Criminal Investigation II
 Prerequisite: CRJ1200 with a minimum grade of C or instructor consent.
 Law Enforcement Academy students only.
 The recognition, collection, identification, preservation, transportation and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ1400 _____ (3 - 0) 3 cr. hrs.
Criminal Law
 Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
 The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ1440 _____ (3 - 0) 3 cr. hrs.
Criminal Courts-Process and Issues
 Prerequisite: CRJ1170 with a minimum grade of C or instructor consent.
 Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems and examines the key courtroom personnel.

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

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

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

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

CRJ1700 _____ (3 - 0) 3 cr. hrs.
Patrol and Traffic Law
 Open to Law Enforcement Academy students only.
 The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

CRJ1710 _____ (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.

CRJ1750 _____ (3 - 0) 3 cr. hrs.
Advanced Patrol/Traffic Law
 Open to Law Enforcement Academy students only.
 Discusses preparation for duty by the patrol officer. It demonstrates how knowledge of criminal activity, local geography and proper uniform and equipment will enhance the performance of the patrol officer. Also discusses the physical and psychological factors which affect an officer during patrol and job performance.

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

CRJ1800 _____ (3 - 0) 3 cr. hrs.
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
 Prerequisite: CRJ1800 with a minimum grade of C or instructor consent.
 Reviews various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900 _____ (3 - 0) 3 cr. hrs.
Police Administration
 Prerequisite: CRJ1100 with a minimum grade of C or instructor consent.
 A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the

responsibility of police departments. The most popular and prevalent ideas, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman's functioning.

CRJ1920 _____ (3 - 0) 3 cr. hrs. College Math/Criminal Justice Professionals

Prerequisite: Must be Criminal Justice major. Connects basic mathematical concepts to their applications. Emphasis is placed on strengthening the student's ability to connect with math concepts to situations within their criminal justice career field.

CRJ2000 _____ (3 - 0) 3 cr. hrs. Criminal Justice Report Writing

Prerequisites: CRJ1100, CRJ1200 and ENG1330 with a minimum grade of C or instructor consent.

The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques 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 on the camera. The student will use these skills to photograph objectives detailing most situations occurring in real life crime scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and compassion. Court room qualifications will be final determination of the students work and performance. Prepares students for CRJ2140.

CRJ2140 _____ (3 - 0) 3 cr. hrs. Forensic Crime Scene Investigation

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

CRJ2160 _____ (3 - 0) 3 cr. hrs. Crime Scene Analysis

Prerequisite: CRJ2140 with a minimum grade of C or instructor consent.

Designed to be an advanced Crime Scene Investigation class. The students will be shown the proper way to collect, analyze and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above mentioned tasks through practical skill demonstrations.

CRJ2200 _____ (3 - 0) 3 cr. hrs. Ethics for Legal Professionals

Looks at the ethical dilemma and professional problems faced by criminal justice personnel. Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

CRJ2220 _____ (3 - 0) 3 cr. hrs. Principles of Homeland Security

Prerequisite: CRJ1100 with a minimum grade of C.

Provides an overview and examination of the history, mission and development of homeland security at the federal, state, local and private sector levels.

CRJ2240 _____ (3 - 0) 3 cr. hrs. Security Management and Operations

Prerequisite: CRJ1260 with a minimum grade of C.

Course presents protection concepts, security management principles and current practices.

CRJ2260 _____ (3 - 0) 3 cr. hrs. Private Security and Public Safety

Prerequisites: CRJ1100 and CRJ1260 with a minimum grade of C.

Provides an overview of the functions of private security, with a focus on the expanding role of private security in the field of public safety.

CRJ2280 _____ (3 - 0) 3 cr. hrs. Emergency and Crisis Management

Prerequisites: CRJ1100 and CRJ1260 with a minimum grade of C.

Examines the subject of emergency and crisis management through a social perspective, emphasizing the understanding of vulnerability as a response component.

CRJ2300 _____ (1 - 1) 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.

CRJ2320 _____ (3 - 0) 3 cr. hrs. Administration of Correctional Service

Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.

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

CRJ2340 _____ (3 - 0) 3 cr. hrs. Concepts of Community Corrections

Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.

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

CRJ2380 _____ (3 - 0) 3 cr. hrs. Probation and Parole in America

Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.

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

Computer Science

CSC1100 _____ (3 - 0) 3 cr. hrs. Programming Logic

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 and Development (Spring)

Prerequisite: CIS1050 or CIS1750 with a minimum grade of C or instructor consent.

Examines the video game industry using an interdisciplinary approach to create PC-based games. Specializes 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 with the production of PC video games.

CSC1500 _____ (3 - 0) 3 cr. hrs. Basic Programming

Prerequisite: CIS1050, CIS1750, or CSC1100 with a minimum grade of C or instructor consent.

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 - 0) 3 cr. hrs. Computer Programming in C++

Prerequisite: CIS1050, CIS1750, or CSC1100 with a minimum grade of C 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. 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, or CSC1100 with a minimum grade of C 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 using HTML.

CSC2440 _____ (3 - 0) 3 cr. hrs. Web Programming w/Perl/CGI/Linux

Prerequisite: CIS1050, CIS1750, or CSC1100 with a minimum grade of C or instructor consent.

Introduction to server/client server systems with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC2470 _____ (3 - 0) 3 cr. hrs. Database Design and Programming w/SQL

Prerequisites: CSC1100 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or

▶ Greetings

▶ Contact Info

▶ Academic Calendar

▶ About Mineral Area College

▶ Admissions & Records

▶ Support Services

▶ Tuition, Financial Assistance

▶ Student Life

▶ Academic & General College Policies

▶ Arts & Sciences Division

▶ Career & Technical Ed. Division

▶ Course Descriptions

▶ Administration, Faculty

concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.
Engages the student to analyze complex business scenarios and create a data model - a conceptual representation of an organization's information. Participants implement their database design by creating a physical database using SQL. Basic SQL syntax and the rules for constructing valid SQL statements are reviewed. Will also prepare the student for the Oracle SQL Database Expert certification exam.

CSC2480 _____ (3 - 0) 3 cr. hrs. Database Programming with PL/SQL
Prerequisites: CSC2470 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.
Introduces the student to PL/SQL, Oracle's procedural extension language for SQL and the Oracle relational database. Participants explore the differences between SQL and PL/SQL. They also examine the characteristics of PL/SQL and how it is used to extend and automate SQL to administer the Oracle database. Will also prepare the student for the Oracle PL/SQL Developer Associate certification exam.

CSC2500 _____ (3 - 0) 3 cr. hrs. Advanced Basic Programming (On Demand)
Prerequisite: CSC1500 with a minimum grade of C.
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. Builds on the information presented in CSC1500.

CSC2980 _____ (Arranged) 1 cr. hr. Capstone-Business Computer Programming
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.
Prepares students entering the Business Computer Programming career fields. Students will review coursework completed during their degree program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

Dance

DAN1002 _____ (0 - 2) 2 cr. hrs. Hip Hop
Physical education activity. Focuses strictly on the dance style of hip hop and aspects of popping, tutting and break dancing.

DAN1004 _____ (2 - 0) 2 cr. hrs. Jazz I
Physical education activity. A beginning level course that helps students develop basic jazz steps, technique and terminology.

DAN1006 _____ (2 - 0) 2 cr. hrs. Tap I
Physical education activity. Develop a foundation of technique and vocabulary of tap steps and combinations. Students will learn how to produce clean tap sounds while building musicality and rhythm. Tap shoes are mandatory.

DAN1020 _____ (3 - 0) 3 cr. hrs. Dance Appreciation
Introduction to aspects of dance as aesthetic and spiritual expression, with emphasis on cultural, ethnic and international formations. Focuses on the origins and related roles of the dancer, choreographer and spectator through readings and video-illustrated lectures conducted by the instructor. Content includes dance from Europe, Africa, South and Central America and Asia, as well as dance originating from within the U.S.. There will be opportunities for students to participate in simple dance movements. Primarily a lecture format with some movement participation. Meets cultural diversity requirement.

DAN2002 _____ (0 - 2) 2 cr. hrs. Hip Hop II
Prerequisite: Hip Hop I with a minimum grade of C or instructor consent.
Physical education activity. Focuses strictly on the dance style of hip hop, touching on aspects of popping, tutting and break dancing. Students will develop composition and choreography.

DAN2004 _____ (2 - 0) 2 cr. hrs. Jazz II
Prerequisite: DAN1004 with a minimum grade of C, two to three years of jazz dance experience, or instructor consent.
Physical education activity. Advanced jazz steps, technique and terminology. Students will develop composition and choreography.

DAN2006 _____ (2 - 0) 2 cr. hrs. Tap II
Prerequisite: DAN1006 with a minimum grade of C, two to three years of tap dance experience, or instructor consent.
Physical education activity. Advance technique and vocabulary of tap steps and combinations. Students will strengthen clean tap sounds while building musicality and rhythm. Students will develop composition and choreography. Tap shoes are mandatory.

Deaf Communication Studies

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

DCS1010 _____ (3 - 0) 3 cr. hrs. Sign Language II
Prerequisite: DCS1000 with a minimum grade of C.
A continuation of DCS 1000. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

Early Childhood Education

ECE1000 _____ (3 - 0) 3 cr. hrs. Introduction to Early Childhood Education
Focuses on research-based theories that have affected the evolution of current developmentally appropriate curriculums used in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for ages birth to 8 will be explored. Developmental effects of the dynamics of the physical, temporal and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record-keeping skills will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Four hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 _____ (3 - 0) 3 cr. hrs. Guidance 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 eight 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. The prosocial environment will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Eight hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 _____ (3 - 0) 3 cr. hrs. Early Childhood Health/Safety/Nutrition
Focus on young children's (age birth through eight years) healthy environment. The child's environment includes all aspects that effect the child's health, safety and nutrition. National health standards are used to plan the child's healthy environment. Learning concepts are based on the response to the standards in an effort to provide an optimal learning environment for the young child. The healthy learning environment and record-keeping techniques required for state licensing will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Eight hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1060 _____ (3 - 0) 3 cr. hrs. Child Development Associate Credential Preparation
Prerequisites: ECE1000, ECE1020 and ECE1040 with a minimum grade of C and meet all CDA competency standards including a resource collection of required artifacts in all three courses.
Focuses on final preparation for the nationally accredited Child Development Associate

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

credential. Students will begin to build the professional resource collection that exemplifies CDA standards. Coursework also includes writing competency standards required in the CDA 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The professional development specialist will conduct final observations and evaluations of the student in the student's child care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test which will be taken on campus through online testing PearsonVue.

**ECE1200 _____ (3 - 0) 3 cr. hrs.
Caring for School Age Children**

Intended to provide a developmental overview of children ages 5 to 12 years of age. It focuses on after-school and summer care of school-age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The students will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning environment will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Two hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE1220 _____ (3 - 0) 3 cr. hrs.
Home Visits**

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

**ECE2002 _____ (2 - 4) 4 cr. hrs.
Practicum Classroom Experiences**

Prerequisites: ECE1000, ECE1020, ECE1040 and a minimum of one ECE 2000-level course with a minimum grade of C.

It is recommended that students take this course the semester before qualifications have been met for graduation. Focuses on the application of learned concepts of planning, observing and documenting the growth and development of young children. The student will plan and apply the learned concepts in a 15-week, four-hour practicum classroom experience and 15-week, 50-minute lecture. The practicum experiences will apply to children 3 to 5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a developmentally appropriate (DAP) environment. Four hours of required practicum classroom experience is assigned each week for a total of 60 hours. NOTE: Assigned artifacts reflecting

the core competencies will be collected for the capstone course.

**ECE2020 _____ (3 - 0) 3 cr. hrs.
Emerging Language and Literacy**

Explores the development of language from birth through 8 years; print-rich environments and print awareness; and pre-reading skills necessary for kindergarten preparedness. The integration of language experience and the systematic approach to several teaching techniques are identified throughout the course to prepare the early care and education teacher for working with young children birth through eight years of age. The emerging language and literacy techniques will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Four hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2040 _____ (3 - 0) 3 cr. hrs.
Home, School and Family**

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. Family partnerships will be explored through the utilization of observation in a developmentally appropriate (DAP) environment. Four hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting this course competencies will be collected for the capstone course.

**ECE2120 _____ (3 - 0) 3 cr. hrs.
Introduction to Young Children with Special Needs**

Focuses on the learning differences in the children birth to age 8. Special-need programs and resources will be identified to help teachers, parents and children 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 different family values and expectations. Family and professional collaboration will be explored to address the impact of the special-needs child on the family. Modifications of environments will be identified through the utilization of observation in a developmentally appropriate (DAP) environment. Two hours of required observations are assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

**ECE2300 _____ (1 - 1) 1 cr. hr.
Professional Portfolio Assessment**

Prerequisites: ECE1000, ECE1020, ECE1040 and a minimum of one ECE 2000-level course with a minimum grade of C.

Intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student's work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met throughout the AAS in Child Development. Note: The student must have completed 45 hours in AAS/Child Development

or last semester before graduation.

Education

**EDU1100 _____ (3 - 0) 3 cr. hrs.
Psychology of Adolescence**

Prerequisites: PSY1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development. Students must earn a minimum grade of B in all education courses with an EDU prefix.

**EDU1300 _____ (3 - 0) 3 cr. hrs.
Child Development**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Must earn a B or higher in all education courses with an EDU prefix.

Students will study development, from conception through adolescence. Review theories related to the four areas of development: cognitive, physical, language and social/emotional. Explore the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child's learning environment.

**EDU2040 _____ (3 - 0) 3 cr. hrs.
Foundations of Education**

Prerequisites: ENG1330 and PSY1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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

**EDU2100 _____ (3 - 0) 3 cr. hrs.
Teaching Profession w/Field Experience**

Prerequisites: ENG 1330 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must be admitted to the AAS program by separate application through the Education Department.

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. Designed to assist students in determining if a career in teaching is an appropriate goal. Students will be required to complete the Missouri Educator Profile. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2200 _____ (3 - 0) 3 cr. hrs.
Technology for Teachers

Prerequisites: EDU2040 with a minimum grade of B and ENG1330 and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score and a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must be admitted to the AAT program by separate application through the Education Department.

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

EDU2320 _____ (3 - 0) 3 cr. hrs.
Educational Psychology

Prerequisites: EDU2040 with a minimum grade of B and one of the following: a minimum score of 18 on the ACT reading or eligible placement test scores, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must be admitted to the AAT program by separate application through the Education Department.

Designed to help students relate the application of psychological principles to teaching, learning and assessment and the educational practice in P-12 classrooms. Focuses on the learner and the learning process, teacher characteristics and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2400 _____ (3 - 0) 3 cr. hrs.
Infant/Toddler Curriculum Methods

Prerequisites: EDU1300 with a minimum grade of B and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Examines the areas of development during a child's first three years of life. 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 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. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2420 _____ (3 - 0) 3 cr. hrs.
Organization and Management of Early Childhood Programs

Prerequisites: EDU1300 with a minimum grade of B and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program 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 addressed as a part of the planning process. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2600 _____ (1 - 1) 1 cr. hr.
Portfolio Evaluation

Prerequisites: EDU2040 with a minimum grade of B and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must earn a B or higher in all education courses with EDU prefix. Must be admitted to the AAT program by separate application through the Education Department.

Corequisites: EDU2200, EDU2100 and EDU2320 with a minimum grade of B.

A capstone course in the education department's sequence of pre-professional teacher education courses. Includes a systematic analysis and review of each student's portfolio. Students must complete their portfolios and pass each section of the Missouri General Education Assessment (MoGEA) to receive a passing score for this class. Students who do not pass all sections of the MoGEA will receive an incomplete. Students will have one semester following their portfolio class to pass the MoGEA or the incomplete will turn into a failing grade. Students are also required to have completed the Missouri Educator Profile (MEP).

Electrical/Electronics Technology

EEE1500 _____ (3 - 0) 3 cr. hrs.
Basic Electronics

Corequisite: EEE1550.
A study of basic electronic theory, OHM's Law as applied to DC and AC, series and parallel resistance, inductance and capacitance circuits.

EEE1550 _____ (3 - 0) 3 cr. hrs.
Electrical Systems

Prerequisite: EEE1500 with a minimum grade of C or concurrent enrollment.

An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power and network analysis.

EEE1580 _____ (3 - 0) 3 cr. hrs.
Practical Electronics I

Prerequisites: EEE1500 and EEE1550 with a minimum grade of C or instructor consent.

A combination lecture/laboratory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. Includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE1600 _____ (3 - 0) 3 cr. hrs.
Practical Electronics II

Prerequisite: EEE1580 with a minimum grade of C or instructor consent.

A continuation of EEE1580, this 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 Electric Code

Prerequisites: EEE1500 and EEE1550 with a minimum grade of C or instructor consent.

Designed to update electrical workers and electricians with the ever-changing National Electrical Code.

EEE1910 _____ (3 - 0) 3 cr. hrs.
Electronic Servicing

Prerequisite: EEE1580 with a minimum grade of C.

Teaches the basic principles of process automation and demonstrate the application of these principles on modern industrial practice. This is an introductory or first level course. Intended to be both theoretical and practical to show the basic concepts of process control theory and troubleshooting.

EEE1970 _____ (3 - 0) 3 cr. hrs.
Programmable Logic Controllers

Offers a learning opportunity that covers a wide range of 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.

EEE2020 _____ (2 - 2) 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 and hard wired circuits.

EEE2040 _____ (3 - 0) 3 cr. hrs.
Digital Electronics I

Prerequisites: EEE1500 and EEE1550 with a minimum grade of C or instructor consent.

An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

Engineering

EGN2130 _____ (3 - 0) 3 cr. hrs.
Engineering Mechanics-Statics

Prerequisites: PHS2230 and MAT2150 with a minimum grade of C.

Covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moments of inertia.

**EGN2230 _____ (3 - 0) 3 cr. hrs.
Engineering Mechanics-Dynamics**

Prerequisite: EGN2130 with a minimum grade of C.

Application of the principles of mechanics to engineering problems of motion: force, mass and acceleration, work and energy, impulse and momentum.

**EGN2340 _____ (4 - 0) 4 cr. hrs.
Introduction to Electrical Engineering**

Prerequisites: PHS 2240 and MAT2250 with a minimum grade of C, or concurrent enrollment in MAT2250.

Circuit elements, signals, Kirchhoff's laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC and RLC circuits.

English**ENG0800 _____ (3 - 0) 3 cr. hrs.
English as a Second Language I**

Prerequisite: TOEFL score of or below 550 (paper-based), 173 (computer-based) or 61 (internet-based).

An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills.

**ENG0820 _____ (3 - 0) 3 cr. hrs.
English as a Second Language II**

Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a minimum grade of C.

Offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing.

**ENG0960 _____ (3 - 0) 3 cr. hrs.
Basic Writing Skills I**

Prerequisites: ACT English score 0-12 and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0750 or RDG0900, or have earned 24 college-level semester credit hours.

Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. Focuses on mechanics, e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward an Associate Degree.

**ENG0970 _____ (3 - 0) 3 cr. hrs.
Basic Writing Skills II**

Prerequisites: ACT English score 13-17 or ENG0960 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0750 or RDG0900, or have earned 24 college-level semester credit hours.

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 an Associate Degree.

**ENG1000 _____ (1 - 1) 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 - 1) 1 cr. hr.
Use of Library Resource**

Designed to improve student skills related to locating, evaluating and documenting information. Familiarizes students with both brick-and-mortar and online library environments and processes.

**ENG1330 _____ (3 - 0) 3 cr. hrs.
English Composition I**

Prerequisite: A minimum ACT score of 18 or ENG0970 with a minimum grade of C.

English Composition I is a purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized and well-developed writing. Instruction will also include basic research skills, MLA guidelines, mechanics, usage and grammar.

**ENG1340 _____ (3 - 0) 3 cr. hrs.
English Composition II**

Prerequisite: ENG1330 with a minimum grade of C.

Emphasizes argument, critical thinking, research and documentation. Students will be expected to read critically and synthesize information cogently and effectively.

**ENG1360 _____ (3 - 0) 3 cr. hrs.
Creative Writing**

Prerequisite: ENG1330 with a minimum grade of C.

An introduction to writing short fiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

**ENG1440 _____ (3 - 0) 3 cr. hrs.
Public Speaking**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions and practice in impromptu and extemporaneous speaking.

**ENG1570 _____ (3 - 0) 3 cr. hrs.
Introduction to Literature/Prose/Poetry**

Prerequisite: ENG1330 with a minimum grade of C.

An introductory survey of the prose forms of literature, primarily short story and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. A strong emphasis

will be placed on reading and discussion.

**ENG1670 _____ (3 - 0) 3 cr. hrs.
Interpersonal Communications I**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others and respect for individual differences. Will engage in "what-if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

**ENG2150 _____ (3 - 0) 3 cr. hrs.
Leadership Development**

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on leadership development and provides opportunities for developing a personal leadership philosophy, analyzing one's leadership abilities and learning about different elements of successful leadership. Students will learn through reading, observation and application of leadership skill sets.

**ENG2330 _____ (3 - 0) 3 cr. hrs.
English Literature I**

Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors and their works from the early Middle Ages through the 18th century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

**ENG2340 _____ (3 - 0) 3 cr. hrs.
English Literature II**

Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce and Orwell. A strong emphasis will be placed on reading and discussion.

**ENG2430 _____ (3 - 0) 3 cr. hrs.
American Literature I**

Prerequisite: ENG1330 with a minimum grade of C.

The purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period and Romantic Period, nonfiction essays, journals, short stories and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

**ENG2440 _____ (3 - 0) 3 cr. hrs.
American Literature II**

Prerequisite: ENG1330 with a minimum grade of C.

This purpose of this course is to help students understand and appreciate American literature from the late 19th century to the late

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

20th century. Specific periods covered are the Realistic/Naturalist Period, Modernist Period and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2492 _____ (3 - 0) 3 cr. hrs.

Women's Literature

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on the ideas, experiences and perceptions of women in various literary genres and time periods. Explores the political, historical, social and religious contexts in which women live and write. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

ENG2500 _____ (3 - 0) 3 cr. hrs.

Multicultural Literature

Prerequisite: ENG1330 with a minimum grade of C.

Designed to give students an introduction to and appreciation of cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

ENG2520 _____ (3 - 0) 3 cr. hrs.

Children's Literature

Prerequisite: EDU2040 or ECE1000 with a minimum grade of C.

Designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children's literature and formulating techniques for using literature in the classroom.

ENG2530 _____ (3 - 0) 3 cr. hrs.

Young Adult Literature

Prerequisites: ENG1330 and EDU2040 with a minimum grade of C.

Designed for secondary education majors with course content focusing on poetry, prose and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and attitude needed for understanding and appreciating literature. Meets cultural diversity requirement.

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

Creative Nonfiction Literature

Prerequisite: ENG1330 with a minimum grade of C.

Investigates a variety of issues surrounding the genre of creative non-fiction. These issues will include but will not be limited to defining the genre, ethical concerns faced by authors and the evolution of the genre. A strong emphasis will be placed on reading and discussion.

ENG2580 _____ (3 - 0) 3 cr. hrs.

Poetry and the Human Experience

Prerequisite: ENG1330 with a minimum grade of C.

Investigates the impact of culture on poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be

studied. A strong emphasis will be placed on reading and discussion. Meets cultural diversity requirement.

Electrical Technology

ETT1030 _____ (3-0) 3 cr. hrs.

Introduction to Electrical Technology, Materials & Supplies

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

ETT1200 _____ (3-2) 3 cr. hrs.

Residential Circuits

A lecture/laboratory study of the installation of complete electrical systems for residential application.

ETT1300 _____ (3-2) 3 cr. hrs.

Commercial Circuits

A lecture/laboratory study of the installation of complete electrical systems for commercial structures, to include high bay and outdoor lighting systems and power distribution for commercial applications.

ETT1400 _____ (3-0) 3 cr. hrs.

Industrial Circuits

A study of the planning, installation, troubleshooting and repair of industrial control systems, including motor controls and programmable control systems used in industrial settings.

ETT1420 _____ (3-2) 3 cr. hrs.

Electrical Construction

This course will address the knowledge and skills necessary to properly use common hand and power tools used in the field of electrical technology, to include conduit bending, conduit threading, wire pulling, drilling structural members, use of hole punching and drilling equipment, electrical motor and transformer selection and installation and equipment and materials.

ETT1700 _____ (0-6) 3 cr. hrs.

Electrical Technology Internship I

A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

ETT1720 _____ (0-6) 3 cr. hrs.

Electrical Technology Internship II

A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

Fire Science Technology

FST1000 _____ (Arranged) 3 cr. hrs.

Introduction to Firefighting

Designed to prepare the FST student in the first phase of classroom instruction for firefighter certification (through Missouri Fire Marshal's Office). Will use the Missouri Division of Fire

Safety's Basic Firefighters 36-hour course, combined with a basic hazmat awareness course and incident command system NIMS 700.

FST1050 _____ (Arranged) 12 cr. hrs.
Firefighter Technology

A comprehensive course of instruction which develops the required knowledge and skills expected of firefighters pursuing certification by the Missouri Division of Fire Safety for the rating of Firefighter I and Firefighter II. Students must pass classroom instruction and practical skill demonstrations with a minimum of 80% proficiency.

FST1080 _____ (Arranged) 1 cr. hr.
Self-Contained Breathing Apparatus

Prerequisite: FST1050 with a minimum grade of C or instructor consent.

An advanced course is designed to instruct the student in the use of the SCBA functions for all purposes of safe firefighting and the importance of personal safety.

FST1110 _____ (Arranged) 1 cr. hr.
Vehicle Fire Fighting

Covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

FST1150 _____ (Arranged) 1 cr. hr.
Pump Operations

Prerequisite: FST1050 with a minimum grade of C. Math and TEC1070 are recommended.

Traces the history of fire service pump, develops the theory of operations and develops practical skills in the operation of fire service pumps.

FST1200 _____ (Arranged) 1 cr. hr.
Fire Prevention

Prerequisite: FST1050 with a minimum grade of C.

Introduces the student to basic inspection procedures, general fire safety and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

FST1310 _____ (Arranged) 1 cr. 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.

FST1312 _____ (Arranged) 1 cr. hr.
Highway Safety for First Responder

Designed to assist the students with making emergency scenes safe, not only for the citizens they serve, but for them as responders as well.

FST1314 _____ (Arranged) 1 cr. hr.
Calling A Mayday

Designed to increase the student's awareness that, as an emergency responder, they may be required to call a mayday or respond to a mayday incident. Recognized by the National Fire Academy.

FST1330 _____ (Arranged) 1 cr. hr.
Ropes And Rappelling

Develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots,

rigging rope rescue systems and caring for rope equipment. Component of Rescue Technician skills.

FST1340 _____ (Arranged) 1 cr. hr. Foam Applications

Expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

FST1350 _____ (Arranged) 3 cr. hrs. Basic Wildland Firefighting

This 48-hour course is designed to provide the entry level firefighter with the knowledge and skill sets to recognize the primary factors affecting the start and spread of wildfire, potentially hazardous situations and basic tool/line construction skills. All classes are taught with the mandated NWCG curriculum. This course includes S-130 Firefighter Training, S-190 Introduction to Wildland Fire Behavior and L-180 Human Factors in the Wildland Fire Service.

FST1390 _____ (Arranged) 1 cr. hr. Natural Cover Fires

Covers the concepts of weather and geographic factors, equipment tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

FST1400 _____ (Arranged) 1 cr. hr. Industrial Fire Brigade

Designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

FST1420 _____ (Arranged) 2 cr. hrs. Hazardous Materials/Rec Handling

Provides the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment and finalization of the incident.

FST1520 _____ (Arranged) 1 cr. hr. Vehicle Extrication - Passenger

Addresses the specialized topics of removing victims from passenger vehicles. Covers the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the direction of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

FST1600 _____ (Arranged) 1 cr. hr. Training Operations in Small Departments

Designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

FST1620 _____ (Arranged) 1 cr. hr. Managing Company Tactical Operation

Provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural firefighting operations.

FST1630 _____ (Arranged) 1 cr. hr. Principles Building Construction/Non-Combustibles

Addresses the need for fire service incident commanders to understand building construction

and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

FST1640 _____ (Arranged) 1 cr. hr. Shaping The Future

Provides students with an understanding of concepts, functions and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

FST1660 _____ (Arranged) 3 cr. hrs. Sociological Changes/Fire Service

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

FST1680 _____ (Arranged) 2 cr. hrs. Building Construction for Fire Service

Provides an understanding of the principles of building construction and their impact on firefighting strategy. It explains building materials and processes that are commonly involved in the construction of structures.

FST1702 _____ (Arranged) 3 cr. hrs. Fire Service Law

Provides an overview of the law and how it affects the fire service while providing services to the community and how the law affects firefighters at work.

FST2080 _____ (Arranged) 3 cr. hrs. Practical Applications of Hydraulic Theory Firefighting

Prerequisite: FST1050 with a minimum grade of C.

Designed to further the student's understanding of everyday applications of hydraulics as it applies to water applications within firefighting. Formulas used in pumping water, moving it in hoses and discharging it from nozzles are developed and examined in detail. Serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. Intended for FST majors only.

FST2130 _____ (Arranged) 2 cr. hrs. Introduction to Fire Inspections/Principles/Practices

Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

FST2140 _____ (Arranged) 3 cr. hrs. Tech Prin/Prac of Fire Prevention

Provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspectors to understand the scope of knowledge required and to identify the various steps in the inspection process.

FST2150 _____ (Arranged) 1 cr. hr. Principles Building Construction/Combustible

Designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements and the risks associated with performing fire suppression activities inside and around

buildings involved in fire.

FST2160 _____ (Arranged) 1 cr. hr. Introduction to Wilderness Search/Rescue

Introduces students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

FST2180 _____ (Arranged) 1 cr. hr. Advanced Wilderness Search/Rescue

Prerequisite: FST2160 with a minimum grade of C or instructor consent.

A continuation of FST2160, this course is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. Provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

FST2220 _____ (Arranged) 1 cr. hr. Managing in a Changing Environment

Focuses on the four major areas having an impact on the future of fire service, economic, social, political and technological influences.

FST2224 _____ (Arranged) 3 cr. hrs. Strategic and Tactical Considerations/Fireground

Prerequisite: FST1050 with a minimum grade of C or current rating of Firefighter I and II through the Missouri Division of Fire Safety. Provides information to incident commanders for the standardization and implementation of one standard management tool for those operating on the scene of fire emergencies.

FST2320 _____ (Arranged) 1 cr. hr. Incident Command System: Basic

Designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat and natural disasters. Conducted in compliance with the federal Emergency Management Institute and the National Fire Academy.

FST2330 _____ (Arranged) 1 cr. hr. Incident Command System: Intermediate

Prerequisite: FST2320 with a minimum grade of C.

Provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

FST2340 _____ (Arranged) 1 cr. hr. Incident Response to Terrorism

Introduces the Homeland Security courses necessary for firefighters to respond to expected and unexpected forms of terrorism. Includes the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

FST2350 _____ (Arranged) 1 cr. hr. Incident Command System: Advanced

Intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

**FST2380 _____ (Arranged) 1 cr. hr.
Rapid Intervention Teams**

Addresses various techniques, including how to drag a downed firefighter, SCBA change profile, removing a SCBA from a firefighter and lowering a firefighter to safety. Safety awareness for low-profile ladder escapes will be conducted during the hands-on skills portion of this course.

**FST2400 _____ (Arranged) 2 cr. hrs.
Hazardous Materials Operations**

Prerequisite: FST2420 with a minimum grade of C.

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

**FST2420 _____ (Arranged) 1 cr. hr.
Hazardous Materials Awareness**

A continuation of FST2400 with the exception of applied classroom instruction with a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.

**FST2500 _____ (3 - 0) 3 cr. hrs.
Fire Instructor I**

Prerequisite: FST1050 with a minimum grade of C and a computer technology course.

Introduces and develops knowledge and skills used to teach essential skills to firefighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

**FST2520 _____ (Arranged) 3 cr. hrs.
Fire Officer I**

Prerequisite: FST1050 with a minimum grade of C or instructor consent.

Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

**FST2540 _____ (Arranged) 2 cr. hrs.
Fire Service Instructor I**

Prerequisite: FST1050 with a minimum grade of C or instructor consent.

Introduces and develops the knowledge, skills and abilities necessary to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, instructional psychology, instructional presentation and program evaluation/modification are emphasized, with supplemental emphasis given to firefighter safety, legal considerations and development of training aids.

**FST2560 _____ (1 - 1) 1 cr. hr.
Fire Service Instructor II**

Prerequisite: FST2540 with a minimum grade of C.

Expands the knowledge and skills of the Fire Service Instructor I course by developing an understanding of instructor and course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.

**FST2580 _____ (Arranged) 2 cr. hrs.
Fire Service Personnel Management**

Provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service.

Geography

**GEO1130 _____ (3 - 0) 3 cr. hrs.
Regional World Geography**

Prerequisite: Must have a minimum score of 18 on the ACT reading or eligible placement test score; a minimum grade of C in RDG0900, ENG0990, or ENG0090; or have earned 24 college-level semester credit hours.

An introductory survey of physical, cultural, economic and political geography of the world's major regions including: Anglo-America, Asia, Europe, Latin America, North Africa, Southwest Asia and Sub-Sahara Africa.

Guidance

**GUI1000 _____ (3 - 0) 3 cr. hrs.
Principles of College Success**

Designed to make entering college comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

**GUI1960 _____ (1 - 1) 1 cr. hr.
Career Planning**

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

History

**HIS1100 _____ (3 - 0) 3 cr. hrs.
World Civilization I**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. Meets cultural diversity requirement.

**HIS1130 _____ (3 - 0) 3 cr. hrs.
Western Civilization I**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990 or ENG0090, or have earned 24 college-level semester credit hours.

A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. Meets cultural diversity requirement.

**HIS1140 _____ (3 - 0) 3 cr. hrs.
Western Civilization II**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A study of the main problems of the western world from the Age of Absolutism to the present time. Meets cultural diversity requirement.

**HIS1190 _____ (3 - 0) 3 cr. hrs.
History of Christianity**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the U.S. through the Reconstruction period. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of History section in the catalog.

**HIS1240 _____ (3 - 0) 3 cr. hrs.
American History II**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the U.S. from the Reconstruction period to the present.

**HIS1350 _____ (Arranged) 1 cr. hr.
Directed Studies/History-Honors**

Prerequisite: Department chairperson/instructor consent.

The student enrolled for directed studies will investigate a specific topic or area within the field of history.

**HIS1520 _____ (3 - 0) 3 cr. hrs.
World Civilization II**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. Meets cultural diversity requirement.

Health Related Technology

HLT1040 _____ (Arranged) 4 cr. hrs. Basic Electrocardiography

Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent, an eligible math placement test score and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must have a declared major of EMT, Paramedic Technology, Radiology or Nursing.

Teaches healthcare students the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 _____ (Arranged) 3 cr. hrs. Emergency Medical Technician Refresher

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

Refresher/re-licensure course to enhance the knowledge and experience of the relicensing EMT. Designed to assure maintenance of a uniformly high level of proficiency in skills and training among EMTs and keep their training and competency equivalent to those of the EMT graduate. Provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedure regarding the emergency management of acute and chronic medical illness and acute trauma related injury. Meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS re-licensure requirements.

HLT1762 _____ (Arranged) 12 cr. hrs. Emergency Medical Technician (EMT)

Prerequisite: A minimum score of 18 on the ACT reading or eligible placement test score, or ENG1330 with a minimum grade of C. Must be 18 years of age and have basic computer and internet skills. Must attend orientation on first class day.

Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A&P, medical terminology, assessment, therapeutic communication, physical exam techniques, communications, documentation, diverse cultures, ventilatory management, resuscitation, medical/trauma emergencies. Hazmat, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response and MCI. Includes 210 didactic hours and clinical hours.: 36 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam and apply for a Missouri State EMT license. Exceeds EMT level NAEMSE and BEMS licensure requirements. First class day is mandatory orientation.

HLT1770 _____ (3 - 0) 3 cr. hrs. First Responder

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

Provides the basic instruction for fire department personnel, law enforcement officers and other volunteers in the delivery of initial emergency medical services (EMS). Includes 100 hours of instruction with arranged practical lab. The EMR is often the first to arrive on scene of an emergency, such as a motor vehicle collision, a heart attack, or a disaster. EMRs provide medical assistance and aide other emergency care providers. The EMR course will help you gain the knowledge, attitude and skills necessary to be a competent, productive and valuable member of the healthcare or public service team. Exceeds EMR level NAEMSE and BEMS licensure requirements.

HLT1772 _____ (Arranged) 6 cr. hrs. Emergency Medical Responder

Prerequisites: Instructor consent and ACT reading score of 13 or eligible placement test score, or a minimum grade of C in ENG1330. CIS1050 or CIS1750 is recommended. Student must be 18 before taking the national registry exam. Student must meet selection criteria and attend required orientation.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion, the student will be eligible to license as a Nationally Registered EMR.

HLT2080 _____ (3 - 0) 3 cr. hrs. First Aid

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Students will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns and cold and heat emergencies, remote location first aid and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for first aid and CPR completion card are available upon request with the course.

HLT2082 _____ (3 - 0) 3 cr. hrs. Wilderness First Aid

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Provides instruction for the delivery of first aid in a wilderness setting. Students will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written and practical exam will allow the student to receive certification as a Wilderness First Aid provider.

HLT2084 _____ (3 - 0) 3 cr. hrs. Pediatric First Aid

Prerequisite: Access to high-speed internet is required. CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

A hybrid course that teaches the unique approach to first aid for the pediatric patient.

HLT2350 _____ (3 - 0) 3 cr. hrs. Medical Terminology I/Introduction to Pathology

Prerequisite: Minimum score of 18 on the ACT reading or ENG1330 with a minimum grade of C. A study of work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

HLT2360 _____ (3 - 0) 3 cr. hrs. Medical Terminology II

Prerequisite: HLT2350 with a minimum grade of C.

Continuation of HLT2350. Consists of individualized instruction to increase the working knowledge of medical terminology.

HLT2400 _____ (Arranged) 3 cr. hrs. Intravenous Therapy

Prerequisites: Current Missouri-issued LPN license or be admitted to the practical nursing program.

Prepares students to perform I.V. therapy. Designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

HLT2502 _____ (4 - 0) 4 cr. hrs. Introduction to Paramedic Science

Prerequisite: HLT1762 with a minimum grade of C or current Missouri or NREMT EMT license. An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content.

HLT2504 _____ (2 - 2) 2 cr. hrs. EMT Internship

Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content through 100 hours of field internship.

Horticulture

HRT1010 _____ (5 - 0) 5 cr. hrs. Introduction to Horticulture (Fall)

Designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

HRT1050 _____ (3 - 0) 3 cr. hrs. Herbaceous Landscape Plants (Spring)

A study of major plants— annuals, perennials, bulbs, ornamental grasses and wildflowers— that grow in the Midwest landscape garden. Identification, scientific name, growth habits and

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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. Makes use of the greenhouse propagation facilities.

**HRT1092 _____ (3 - 0) 3 cr. hrs.
Woody Plants (Fall)**

Study of trees, shrubs, vines and ground covers with regard to proper identification, scientific name, growth habit and landscape value. In the Midwest, special concern is given to the cultural aspects of proper planting in functional landscape design and maintenance.

**HRT1150 _____ (3 - 0) 3 cr. hrs.
Applied Plant Pest 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 and weeds commonly encountered in the horticulture industry will also be discussed.

**HRT1210 _____ (3 - 0) 3 cr. hrs.
Introduction to Turfgrass Management (Fall)**

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.

**HRT1330 _____ (3 - 0) 3 cr. hrs.
Plants for Interior Design**

Pursues the increasingly popular interior landscaping where interior design skills are developed along with cultural management of tropical plants. Focuses on identification, scientific name, culture and functional use of indoor and florist plants.

**HRT2092 _____ (3 - 0) 3 cr. hrs.
Landscape Design (Fall)**

Prerequisites: HRT1050 and HRT1092 with a minimum grade of C.

A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering and computer-aided design. The principles and elements of design are stressed to create pleasing functional designs.

**HRT2170 _____ (3 - 0) 3 cr. hrs.
Horticulture Maintenance (Spring)**

Prerequisites: HRT1010, HRT1070, HRT1150 and AGR2420 with a minimum grade of C.

Designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning and other plant maintenance practices. Attention will be given to the business side of horticulture maintenance.

**HRT2172 _____ (3 - 0) 3 cr. hrs.
Crop Science (Fall)**

Prerequisites: HRT1010 or AGR1220 with a minimum grade of C.

Objectives will be to familiarize the student with the necessary management practices required to grow a commodity crop in the Midwest. A detailed explanation of individual crops common to the region will be covered.

**HRT2210 _____ (3 - 0) 3 cr. hrs.
Greenhouse and Vegetable Management (Spring)**

Prerequisites: HRT1050 and HRT1092 with a minimum grade of C.

A greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

**HRT2310 _____ (3 - 0) 3 cr. hrs.
Golf Course Management (Spring)**

Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while touching on equipment, irrigation, pest and diseases.

**HRT2540 _____ (Arranged) 3 cr. hrs.
Problems in Horticulture (Spring, Fall)**

Prerequisite: 12 semester hours of college credit earned and instructor consent.

Designed to allow students the opportunity to investigate a horticulture topic in depth using technical skills assessments along with written and verbal presentations of outcomes. Includes 120 clock hours with problems proposed by instructor.

Interdisciplinary Studies

**IDS1010 _____ (1 - 0) 1 cr. hr.
Interdisciplinary Studies**

Prerequisite: Instructor consent.

A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

**IDS1030 _____ (2 - 0) 2 cr. hrs.
Interdisciplinary Studies**

Prerequisite: Instructor consent.

A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

**IDS1050 _____ (3 - 0) 3 cr. hrs.
Interdisciplinary Studies**

Prerequisite: Instructor consent.

A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

Mathematics

**MAT0920 _____ (3 - 0) 3 cr. hrs.
Pre-Algebra**

Prerequisites: ACT math score of 0-14 and one of the following: a minimum score of 18 on the ACT reading or eligible placement test

score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0750 or RDG0900, or have earned 24 college-level semester credit hours.

A college preparatory course with topics that include operations on whole numbers, fractions and decimals; ratio, proportion and percent; integers and basic equation solving. Does not meet math requirements or apply toward an associate degree.

**MAT0950 _____ (3 - 0) 3 cr. hrs.
Elementary Algebra**

Prerequisites: ACT math score of 15-18, or a minimum grade of C in MAT0900 or MAT0920 or Learning Center Modules MAT0020, MAT0030 and MAT0040 and one of the following: a minimum score of 18 on the ACT reading, or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0750 or RDG0900, or have earned 24 college-level semester credit hours.

Introduces students to the concepts of algebra. Includes the concepts of integers, linear equations, inequalities, exponents, polynomials and factoring. Does not meet math requirements or apply toward an associate degree.

**MAT1000 _____ (Arranged) 1 cr. hr.
Metric Measurement**

Designed to introduce students to scientific notation and use of the metric system. The U.S. standard system is reviewed. This course is recommended to be taken before or in tandem with physical and biological science courses, but may be taken by any student for elective credit. Includes measurements of length, area, volume, mass/weight, temperature and time. Also includes conversion within and between metric and U.S. standard systems.

**MAT1130 _____ (3 - 0) 3 cr. hrs.
Intermediate Algebra**

Prerequisite: A minimum ACT math score of 19-21, or a minimum grade of C in MAT0950 or Learning Center modules MAT0110, MAT0120 and MAT0130.

Prepares students for the rigors of college algebra. Includes the concepts of factoring, rational expressions, graphing equations and inequalities, systems of equations, roots and radicals and quadratic equations. Does not meet math requirements for the AA or AAT degrees.

**MAT1230 _____ (3 - 0) 3 cr. hrs.
College Algebra**

Prerequisite: A minimum ACT math score of 22, or a minimum grade of C in MAT1130 and a minimum ACT math score of 19, or a minimum grade of C in MAT0950 and MAT1130.

A comprehensive and rigorous course covering the concepts and techniques of algebra. Included are the following topics: solving linear, rational, quadratic and other types of equations; linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; and solving systems of equations. Topics will be covered thoroughly and in detail.

**MAT1330 _____ (3 - 0) 3 cr. hrs.
Trigonometry**

Prerequisite: A minimum ACT math score of 27, or a minimum grade of C in MAT1230 and a minimum ACT math score of 22, or a minimum grade of a C in MAT1130 and MAT1230.

The study of triangles. Includes an in-depth

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- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

study of trigonometric and circular functions and their graphs, angle measure (degrees and radians); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; and an introduction to vector applications.

MAT1530 _____ (3 - 0) 3 cr. hrs.
Foundations of Mathematics

Prerequisite: A minimum ACT math score of 23 or MAT1130 with a minimum grade of C.

Designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. Acquaints students with a variety of math topics taught at the elementary school level.

MAT1650 _____ (5 - 0) 5 cr. hrs.
Analytic Geometry and Calculus I (Fall)

Prerequisite: A minimum ACT score of 28, or a minimum grade of C in MAT1230 and MAT1330.

Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (by using limits and differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT2150 _____ (5 - 0) 5 cr. hrs.
Analytic Geometry and Calculus II (Spring)

Prerequisite: MAT1650 with a minimum grade of C.

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

MAT2250 _____ (5 - 0) 5 cr. hrs.
Analytic Geometry and Calculus III (Fall)

Prerequisite: MAT2150 with a minimum grade of C.

The third course in the calculus sequence dealing primarily with functions of several variables. Includes vector-valued functions; partial derivatives; motion in space, multiple integration; and vector calculus.

MAT2330 _____ (3 - 0) 3 cr. hrs.
Differential Equations (Spring)

Prerequisite: MAT2250 with a minimum grade of C.

Provides an introduction to the study of differential equations. Includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

Manufacturing

MFG1000 _____ (3 - 0) 3 cr. hrs.
Principles of Maintenance

A technical overview of topics necessary for the non-maintenance personnel to acquire. 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 - 0) 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 - 0) 3 cr. hrs.
Supply Chain Management and Distribution

Covers all aspects of converting raw materials to finished goods. Broad areas to be covered are purchasing, planning and distribution. Improvement strategies for supply chain management are also introduced.

MFG1060 _____ (3 - 0) 3 cr. hrs.
Manufacturing Equipment Maintenance/Operations

An introduction to the principles involved in the performance of mechanical work. Emphasis is placed on developing an understanding of mechanical drives, lubrications, bearings, pneumatics, hydraulics and PLCs. Students will demonstrate the ability to describe concepts as they apply to industrial applications in renewable energy systems as well as other mechanical drive systems and how they might be applied in an industrial setting. Additionally, students will demonstrate the ability to apply such knowledge to assemble, repair, troubleshoot and complete preventative maintenance on various industrial equipment and technologies often utilized in renewable energy industrial operations.

Modern & Foreign Languages

MFL1000 _____ (1 - 1) 1 cr. hr.
Global Studies Seminar

A required course for students interested in earning the Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world and assists with examination of career opportunities in international fields.

MFL1060 _____ (3 - 0) 3 cr. hrs.
Introduction to Spanish for Health Care Work

Designed for individuals and students in the health care field. Students will develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

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

Prerequisite: A minimum ACT score of 18 or ENG0970 with a minimum grade of C.

An introduction to the French language and culture designed to expose students to the four basic language skills — reading, writing, listening and speaking. Meets cultural diversity requirement.

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

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

A continuation of MFL1170. By the end of the second semester all major language structures will have been introduced. Meets cultural diversity requirement.

MFL1290 _____ (3 - 0) 3 cr. hrs.
Culture of French Speaking World

Aspects of French life and culture will be covered, including art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. Meets cultural diversity requirement.

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

Prerequisite: A minimum ACT score of 18 or ENG0970 with a minimum grade of C.

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. Meets cultural diversity requirement.

MFL1470 _____ (3 - 0) 3 cr. hrs.
Elementary Spanish II

Prerequisite: MFL1370 with a minimum grade of C or high school equivalent (1-2 years of recent study).

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

MFL1550 _____ (3 - 0) 3 cr. hrs.
German Language and Culture I

Prerequisite: A minimum ACT score of 18 or eligible placement test score, or ENG0970 or modules ENG0240, ENG0250 and ENG0260 with a minimum grade of C.

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.

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

An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Intended for students with no prior experience in or knowledge of Chinese. 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. Meets cultural diversity requirement.

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

Prerequisite: A minimum ACT score of 18 or ENG0970 with a minimum grade of C.

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Meets cultural diversity requirement.

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

Prerequisites: MFL1700 or DCS1000.
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. Meets cultural diversity requirement.

MFL1740 _____ (3 - 0) 3 cr. hrs.
Introduction to Deaf Culture

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Prior or concurrent enrollment in DCS1000/MFL1700 is recommended

Examines the social and psychological aspects of deafness and introduces students to the organizations of the deaf and how they impact their lives.

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

Prerequisites: MFL1170 and MFL1270 with a minimum grade of C or the equivalent (four 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. Meets cultural diversity requirement.

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

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

Designed to increase reading comprehension and vocabulary development. Meets cultural diversity requirement.

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

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

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. Meets cultural diversity requirement.

MFL2250 _____ (3 - 0) 3 cr. hrs.
Intermediate Spanish II

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

A continuation of Intermediate Spanish I that will further develop students' ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish and write Spanish with a satisfactory level of accuracy. Students will be exposed to Hispanic culture and literature through literary texts and Spanish cinema. Meets cultural diversity requirement.

MFL2350 _____ (3 - 0) 3 cr. hrs.
Advanced German Grammar and Reading

Prerequisite: MFL2460 with a minimum grade of C.

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. Meets cultural diversity requirement.

MFL2390 _____ (Arranged) 3 cr. hrs.
European/Latin American Culture

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

MFL2450 _____ (3 - 0) 3 cr. hrs.
German Language and Culture II

Prerequisite: MFL1550 or equivalent with a minimum grade of C.

A continuation of German Language and Culture I. By the end of this course all major language structures will have been introduced.

MFL2480 _____ (3 - 0) 3 cr. hrs.
German Readings

Prerequisite: MFL2460 with a minimum grade of C or two years minimum high school language study with a minimum grade of B.

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. Meets cultural diversity requirement.

Management

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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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

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

Prerequisite: A minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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

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

Prerequisite: A minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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

Prerequisites: TEC1560 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum score of C in RDG0900, ENG0990, ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Provides students with the fundamental knowledge needed for organizing, developing and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. Provides continued education that meets the needs for some licensure requirements.

MGT1330 _____ (1 - 0) 1 cr. hr.
Basic Supervisory Skills

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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.

MGT1370 _____ (3-0)
Business Information Systems

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Introduces the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions

MGT1550 _____ (3 - 0) 3 cr. hrs.
Marketing

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

A study of the decision areas involved in providing consumers with goods and

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

services. Topics include product decisions, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion and distribution. Students develop a hands-on understanding of marketing and current industry trends through real world projects and assignments.

minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900 or ENG0990 or ENG0090, or have earned 24 college-level semester credit hours.

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.

MGT1560 _____ (3 - 0) 3 cr. hrs. **Statistics**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing simple experiments using hypothesis testing techniques.

MGT1800 _____ (3 - 0) 3 cr. hrs. **Business Mathematics**

Prerequisites: A minimum ACT math score of 15 or eligible placement test score, or a minimum grade of C in MAT0900 and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MGT2040 _____ (1 - 0) 1 cr. hr. **Customer Service Skills**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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.

MGT1590 _____ (3 - 0) 3 cr. hrs. **Personal Finance**

Prerequisites: MGT1800 with a minimum grade of C, or minimum ACT math score of 15 or eligible placement test score, or MAT 0990 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Designed to teach students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing and other personal finance issues.

MGT1840 _____ (3 - 0) 3 cr. hrs. **Finance**

Prerequisites: BUS2050 or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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.

MGT2062 _____ (3 - 0) 3 cr. hrs. **Managerial Accounting**

Prerequisites: BUS2050 or OST1520 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

An introduction to managerial accounting. Includes interpretations of data and the use of accounting in planning and controlling business activities.

MGT1710 _____ (3 - 0) 3 cr. hrs. **Human Resources Management**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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.

MGT1910 _____ (1 - 0) 1 cr. hr. **Occupational Education Special Study**

Prerequisite: Instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours..

Same as MGT1930 except for variable credit.

MGT2064 _____ (3 - 0) 3 cr. hrs. **Cost Accounting**

Prerequisites: BUS2050 or OST1520 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Interpretations and managerial implications of materials, 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.

MGT1720 _____ (3 - 0) 3 cr. hrs. **Labor Relations**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Contents, negotiation and administration of collective labor agreements and settlement of disputes.

MGT1920 _____ (2 - 0) 2 cr. hrs. **Occupational Education Special Study**

Prerequisite: Instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Same as MGT1930 except for variable credit.

MGT2200 _____ (Arranged) 3 cr. hrs. **Business Internship**

Prerequisite: Sophomore standing or instructor consent. Supervised occupational experience in local business establishments.

MGT1730 _____ (3 - 0) 3 cr. hrs. **Safety Management**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a

MGT1930 _____ (3 - 0) 3 cr. hrs. **Occupational Education Special Study**

Prerequisite: Instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Specialized area in occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MGT2030 _____ (3 - 0) 3 cr. hrs. **Advertising and Sales Promotion**

Prerequisite: Must have met one of the

MGT2210 _____ (3 - 0) 3 cr. hrs. **Salesmanship**

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to 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

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

and tactics will be incorporated and applied through simulations in various stages of the sales process.

MGT2470 _____ (3 - 0) 3 cr. hrs. Money and Banking

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Economics recommended.

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: MGT2540 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A 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.

MGT2540 _____ (3 - 0) 3 cr. hrs. Principles of Banking

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping and bank loans and investments. Ends with a discussion of the bank's role in community.

MGT2610 _____ (3 - 0) 3 cr. hrs. Marketing Research

Prerequisites: Sophomore standing, instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

Students will gain practical business knowledge of the basic process of marketing research so that they will be better users of marketing research. Students will learn how to evaluate the need for marketing research and determine the sufficiency of research proposals while giving them the tools to conduct basic analysis on their own.

MGT2650 _____ (3 - 0) 3 cr. hrs. Small Business Management

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Concentrates on aspects of starting a new business such as financing, marketing, organizing and maintaining the business with accounting, marketing, insurance and other considerations. Several case studies will be examined.

MGT2660 _____ (3 - 0) 3 cr. hrs. Supervision: Middle Management

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A 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.

MGT2900 _____ (3 - 0) 3 cr. hrs. E-Commerce

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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 website and find global trading partners through practical application.

MGT2980 _____ (Arranged) 1 cr. hr. Capstone-Business Management

Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.

Prepares students entering the business management career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

Music

MSC1001 _____ (2 - 0) 1 cr. hr. Concert Band I (Music Ensemble)

Prerequisite: Must have had at least some high school experience or equivalence on a band instrument.

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

MSC1002 _____ (1 - 1) 1 cr. hr. Concert Band II

Prerequisite: MSC1001 with a minimum grade

of C.
A continuation of MSC1001.

MSC1011 _____ (1 - 1) 1 cr. hr. Jazz Ensemble I

Prerequisite: Open to all students who play an instrument associated with big band jazz.

A performing ensemble focusing on music from the jazz ensemble (Big Band) repertoire. A variety of styles such as swing, Latin, ballad, rock, bossa nova, pop, funk and contemporary will be rehearsed and performed each semester.

MSC1012 _____ (1 - 1) 1 cr. hr. Jazz Ensemble II

Prerequisite: MSC1011 with a minimum grade of C.

A continuation of MSC1011.

MSC1021 _____ (1 - 1) 1 cr. hr. Jazz Combo I

Prerequisite: Open to all vocalists or instrumentalists through consent of the director.

A performing ensemble focusing on the small-group sound of jazz. A major emphasis is placed on the student learning and applying the creative process of improvisation.

MSC1022 _____ (1 - 1) 1 cr. hr. Jazz Combo II

Prerequisite: MSC1021 with a minimum grade of C.

A continuation of MSC1021.

MSC1031 _____ (1 - 1) 1 cr. hr. Steel Drum Ensemble I

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

MSC1032 _____ (1 - 1) 1 cr. hr. Steel Drum Ensemble II

Prerequisite: MSC1031 with a minimum grade of C.

A continuation of MSC1031.

MSC1041 _____ (1 - 1) 1 cr. hr. Studio Music I

Prerequisite: Open to all students and community people who sing or play an instrument in any style of music, through audition the first week of each semester.

A performing ensemble focusing on the creation and production of a large-scale, musical-variety show.

MSC1042 _____ (1 - 1) 1 cr. hr. Studio Music II

Prerequisite: MSC1041 with a minimum grade of C.

A continuation of MSC1041.

MSC1051 _____ (1 - 1) 1 cr. hr. MAC Singers I

Prerequisite: Open to all students with the consent of the instructor.

A performing ensemble focusing on the large choral ensemble repertoire (soprano/alto/tenor/bass).

MSC1052 _____ (1 - 1) 1 cr. hr. MAC Singers II

Prerequisite: MSC1051 with a minimum grade

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

of C.

A continuation of MSC1051.

MSC1061 _____ (1 - 1) 1 cr. hr.
Chamber Singers I

Prerequisite: This class is open to all students through audition only.

A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from pop to madrigals to a large amount of vocal jazz.

MSC1062 _____ (1 - 1) 1 cr. hr.
Chamber Singers II

Prerequisite: MSC1061 with a minimum grade of C.

A continuation of MSC1061.

MSC1071 _____ (1 - 1) 1 cr. hr.
Mineral Area Community Singers I

Prerequisite: Some previous experience of singing in a choir.

A performing ensemble focusing on the large choral ensemble repertoire (soprano/alto/tenor/bass). Open to all students and the community.

MSC1072 _____ (1 - 1) 1 cr. hr.
Mineral Area Community Singers II

Prerequisite: MSC1071 with a minimum grade of C.

A continuation of MSC1071.

MSC1081 _____ (1 - 1) 1 cr. hr.
Guitar Ensemble I

Prerequisite: MSC1841 with a minimum grade of C or previous guitar experience.

Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.

MSC1082 _____ (1 - 1) 1 cr. hr.
Guitar Ensemble II

Prerequisite: MSC1081 with a minimum grade of C.

A continuation of MSC1081.

MSC1201 _____ (3 - 0) 3 cr. hrs.
Music Theory I (Fall)

A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 _____ (3 - 0) 3 cr. hrs.
Music Theory II (Spring)

Prerequisite: MSC1201 with a minimum grade of C.

A continuation of MSC1201 extending into the areas of seventh chords and nonharmonic tones.

MSC1211 _____ (2 - 2) 2 cr. hrs.
Sight-Singing/Ear Training I (Fall)

A beginning study of aural, vocal and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor keys, rhythm and simple and compound time will also be included.

MSC1212 _____ (2 - 2) 2 cr. hrs.
Sight-Singing/Ear Training II (Spring)

Prerequisite: MSC1211 with a minimum grade of C.

A continuation of MSC1211, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

MSC1221 _____ (2 - 2) 2 cr. hrs.
Class Piano I (Fall)

Required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique of playing scales and chords. The student will also learn how to harmonize simple melodies.

MSC1222 _____ (2 - 2) 2 cr. hrs.
Class Piano II (Spring)

Prerequisite: MSC1221 with a minimum grade of C.

Required for all music majors who are not piano specialists. A continuation and expansion of skills learned in MSC1221.

MSC1401 _____ (1 - 1) 1 cr. hr.
Applied Voice I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.

MSC1402 _____ (1 - 1) 1 cr. hr.
Applied Voice II

Prerequisite: MSC1401 with a minimum grade of C.

A continuation of MSC1401.

MSC1411 _____ (1 - 1) 1 cr. hr.
Applied Piano I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (piano specialization) who have had previous comparable experience.

MSC1412 _____ (1 - 1) 1 cr. hr.
Applied Piano II

Prerequisite: MSC1411 with a minimum grade of C.

A continuation of MSC1411.

MSC1421 _____ (1 - 1) 1 cr. hr.
Applied Woodwinds I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (woodwind specialization) or who have had previous comparable experience.

MSC1422 _____ (1 - 1) 1 cr. hr.
Applied Woodwinds II

Prerequisite: MSC1421 with a minimum grade of C.

A continuation of MSC1421.

MSC1431 _____ (1 - 1) 1 cr. hr.
Applied Brass I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (brass specialization) or for those with previous comparable experience.

MSC1432 _____ (1 - 1) 1 cr. hr.
Applied Brass II

Prerequisite: MSC1431 with a minimum grade of C.

A continuation of MSC1431.

MSC1441 _____ (1 - 1) 1 cr. hr.
Applied Percussion I

Prerequisite: This class is open to all students

through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (percussion specialization) or with previous comparable experience.

MSC1442 _____ (1 - 1) 1 cr. hr.
Applied Percussion II

Prerequisite: MSC1441 with a minimum grade of C.

A continuation of MSC1441.

MSC1451 _____ (1 - 1) 1 cr. hr.
Applied Guitar I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (guitar specialization) or with previous comparable experience.

MSC1452 _____ (1 - 1) 1 cr. hr.
Applied Guitar II

Prerequisite: MSC1451 with a minimum grade of C.

A continuation of MSC1451.

MSC1461 _____ (1 - 1) 1 cr. hr.
Applied Bass I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (bass specialization) or with previous comparable experience.

MSC1462 _____ (1 - 1) 1 cr. hr.
Applied Bass II

Prerequisite: MSC1461 with a minimum grade of C.

A continuation of MSC1461.

MSC1471 _____ (1 - 1) 1 cr. hr.
Applied Composition I

Prerequisite: Open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (composition specialization) or with previous comparable experience.

MSC1472 _____ (1 - 1) 1 cr. hr.
Applied Composition II

Prerequisite: MSC1471 with a minimum grade of C.

A continuation of MSC1471.

MSC1481 _____ (1 - 1) 1 cr. hr.
Applied Jazz I

Prerequisite: This class is open to all students through consent of the instructor only.

A one-on-one, private lesson with the instructor. Primarily for students majoring in music (jazz specialization) or with previous comparable experience.

MSC1482 _____ (1 - 1) 1 cr. hr.
Applied Jazz II

Prerequisite: MSC1481 with a minimum grade of C.

A continuation of MSC1481.

MSC1621 _____ (1 - 1) 1 cr. hr.
Dictation for Singers I

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard English and Italian repertoire.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

MSC1622 _____ (1 - 1) 1 cr. hr.
Diction for Singers II

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard German and French repertoire.

MSC1631 _____ (2 - 2) 2 cr. hrs.
Conducting

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.

MSC1651 _____ (3 - 0) 3 cr. hrs.
Introduction to Audio Recording

Introduces audio recording to the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

MSC1801 _____ (3 - 0) 3 cr. hrs.
Appreciation of Music

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. Meets cultural diversity requirement.

MSC1811 _____ (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 forms through listening alone.

MSC1821 _____ (3 - 0) 3 cr. hrs.
History and Form of Rock Music

Covers the history of Rock/Pop music from the beginning of the Blues up until present time. Includes an emphasis on teaching the student to recognize common music forms through listening alone.

MSC1841 _____ (3 - 0) 3 cr. hrs.
Beginning Guitar

Intended to present basic music reading and playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the Country-Western, Rock n Roll, Blues and Classical genres. Students will be required to play select pieces representative of each genre for unit and assessment purposes.

MSC1851 _____ (3 - 0) 3 cr. hrs.
Beginning Piano

The study and practice of the basic rudiments of music as it pertains to the beginning piano student. This course is specifically designed for non-music majors.

MSC1861 _____ (3 - 0) 3 cr. hrs.
Analyzing Pop/Rock Music Lyrics

Provides an in-depth study into how popular and rock music lyrics are constructed with a complete analysis into implication, poetic devices and relations to musical form. Songs in a variety of musical styles throughout history will serve as examples for the instruction.

MSC2003 _____ (1 - 1) 1 cr. hr.
Concert Band III

Prerequisites: MSC1001 and MSC1002 with a minimum grade of C.
A continuation of MSC1002.

MSC2004 _____ (1 - 1) 1 cr. hr.
Concert Band IV

Prerequisites: MSC1001, MSC1002 and MSC2003 with a minimum grade of C.
A continuation of MSC2003.

MSC2013 _____ (1 - 1) 1 cr. hr.
Jazz Ensemble III

Prerequisites: MSC1011 and MSC1012 with a minimum grade of C.
A continuation of MSC1012.

MSC2014 _____ (1 - 1) 1 cr. hr.
Jazz Ensemble IV

Prerequisites: MSC1011, MSC1012 and MSC2013 with a minimum grade of C.
A continuation of MSC2013.

MSC2023 _____ (1 - 1) 1 cr. hr.
Jazz Combo III

Prerequisites: MSC1021 and MSC1022 with a minimum grade of C.
A continuation of MSC1022.

MSC2024 _____ (1 - 1) 1 cr. hr.
Jazz Combo IV

Prerequisites: MSC1021, MSC1022 and MSC2023 with a minimum grade of C.
A continuation of MSC2023.

MSC2033 _____ (1 - 1) 1 cr. hr.
Steel Drum Ensemble III

Prerequisites: MSC1031 and MSC1032 with a minimum grade of C.
A continuation of MSC1032.

MSC2034 _____ (1 - 1) 1 cr. hr.
Steel Drum Ensemble IV

Prerequisites: MSC1031, MSC1032 and MSC2033 with a minimum grade of C.
A continuation of MSC2033.

MSC2043 _____ (1 - 1) 1 cr. hr.
Studio Music III

Prerequisites: MSC1041 and MSC1042 with a minimum grade of C.
A continuation of MSC1042.

MSC2044 _____ (1 - 1) 1 cr. hr.
Studio Music IV

Prerequisites: MSC1041, MSC1042 and MSC2043 with a minimum grade of C.
A continuation of MSC 2043.

MSC2053 _____ (1 - 1) 1 cr. hr.
MAC Singers III

Prerequisites: MSC1051 and MSC1052 with a minimum grade of C.
A continuation of MSC1051.

MSC2054 _____ (1 - 1) 1 cr. hr.
MAC Singers IV

Prerequisites: MSC1051, MSC1052 and MSC2053 with a minimum grade of C.
A continuation of MSC2053.

MSC2063 _____ (1 - 1) 1 cr. hr.
Chamber Singers III

Prerequisites: MSC1061 and MSC1062 with a minimum grade of C.
A continuation of MSC1062.

MSC2064 _____ (1 - 1) 1 cr. hr.
Chamber Singers IV

Prerequisites: MSC1061, MSC1062 and MSC2063 with a minimum grade of C.
A continuation of MSC2063.

MSC2073 _____ (1 - 1) 1 cr. hr.
Mineral Area Community Singers III

Prerequisites: MSC1071 and MSC1072 with a minimum grade of C.
A continuation of MSC1072.

MSC2074 _____ (1 - 1) 1 cr. hr.
Mineral Area Community Singers IV

Prerequisites: MSC1071, MSC1072 and MSC2073 with a minimum grade of C.
A continuation of MSC2073.

MSC2083 _____ (1 - 1) 1 cr. hr.
Guitar Ensemble III

Prerequisites: MSC1081 and MSC1082 with a minimum grade of C.
A continuation of MSC1082.

MSC2084 _____ (1 - 1) 1 cr. hr.
Guitar Ensemble IV

Prerequisites: MSC1081, MSC1082 and MSC2083 with a minimum grade of C.
A continuation of MSC2083.

MSC2095 _____ (1 - 0) 1 cr. hr.
Special Topics: Ensemble I

Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, MSC2074, or MSC2084 with a minimum grade of C, respectively, depending on which ensemble.
A continuation in one of the musical ensembles offered through the MAC music department.

MSC2096 _____ (1 - 0) 1 cr. hr.
Special Topics: Ensemble II

Prerequisite: MSC2095 with a minimum grade of C.
A continuation in one of the musical ensembles offered through the MAC music department.

MSC2203 _____ (3 - 0) 3 cr. hrs.
Music Theory III (Fall)

Prerequisite: MSC1202 with a minimum grade of C.
Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords and the continuation and expansion of the modulatory processes.

MSC2204 _____ (3 - 0) 3 cr. hrs.
Music Theory IV (Spring)

Prerequisite: MSC2203 with a minimum grade of C.
Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 _____ (2 - 2) 2 cr. hrs.
Sight-Singing/Ear Training III (Fall)

Prerequisite: MSC1212 with a minimum grade of C.
A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214 _____ (2 - 2) 2 cr. hrs.
Sight-Singing/Ear Training IV (Spring)

Prerequisite: MSC2213 with a minimum grade

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

of C.

A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation and 20th century melodies.

MSC2403 _____ (1 - 1) 1 cr. hr.
Applied Voice III

Prerequisites: MSC1401 and MSC1402 with a minimum grade of C.
A continuation of MSC1402.

MSC2404 _____ (1 - 1) 1 cr. hr.
Applied Voice IV

Prerequisites: MSC1401, MSC1402 and MSC2403 with a minimum grade of C.
A continuation of MSC2403.

MSC2413 _____ (1 - 1) 1 cr. hr.
Applied Piano III

Prerequisites: MSC1411 and MSC1412 with a minimum grade of C.
A continuation of MSC1412.

MSC2414 _____ (1 - 1) 1 cr. hr.
Applied Piano IV

Prerequisites: MSC1411, MSC1412 and MSC2413 with a minimum grade of C.
A continuation of MSC2413.

MSC2423 _____ (1 - 1) 1 cr. hr.
Applied Woodwinds III

Prerequisites: MSC1421 and MSC1422 with a minimum grade of C.
A continuation of MSC1422.

MSC2424 _____ (1 - 1) 1 cr. hr.
Applied Woodwinds IV

Prerequisites: MSC1421, MSC1422 and MSC2423 with a minimum grade of C.
A continuation of MSC2423.

MSC2433 _____ (1 - 1) 1 cr. hr.
Applied Brass III

Prerequisites: MSC1431 and MSC1432 with a minimum grade of C.
A continuation of MSC1432.

MSC2434 _____ (1 - 1) 1 cr. hr.
Applied Brass IV

Prerequisites: MSC1431, MSC1432 and MSC2433 with a minimum grade of C.
A continuation of MSC2433.

MSC2443 _____ (1 - 1) 1 cr. hr.
Applied Percussion III

Prerequisites: MSC1441 and MSC1442 with a minimum grade of C.
A continuation of MSC1442.

MSC2444 _____ (1 - 1) 1 cr. hr.
Applied Percussion IV

Prerequisites: MSC1441, MSC1442 and MSC2443 with a minimum grade of C.
A continuation of MSC2443.

MSC2453 _____ (1 - 1) 1 cr. hr.
Applied Guitar III

Prerequisite: MSC1452 with a minimum grade of C.
A continuation of MSC1452.

MSC2454 _____ (1 - 1) 1 cr. hr.
Applied Guitar IV

Prerequisites: MSC1451, MSC1452 and MSC2453 with a minimum grade of C.
A continuation of MSC2453.

MSC2463 _____ (1 - 1) 1 cr. hr.
Applied Bass III

Prerequisites: MSC1461 and MSC1462 with a minimum grade of C.
A continuation of MSC1462.

MSC2464 _____ (1 - 1) 1 cr. hr.
Applied Bass IV

Prerequisites: MSC1461, MSC1462 and MSC2463 with a minimum grade of C.
A continuation of MSC2463.

MSC2473 _____ (1 - 1) 1 cr. hr.
Applied Composition III

Prerequisites: MSC1471 and MSC 1472 with a minimum grade of C.
A continuation of 1472.

MSC2474 _____ (1 - 1) 1 cr. hr.
Applied Composition IV

Prerequisites: MSC1471, MSC1472 and MSC2473 with a minimum grade of C.
A continuation of MSC2473.

MSC2483 _____ (1 - 1) 1 cr. hr.
Applied Jazz III

Prerequisites: MSC1481 and MSC1482 with a minimum grade of C.
A continuation of MSC1482.

MSC2484 _____ (1 - 1) 1 cr. hr.
Applied Jazz IV

Prerequisites: MSC1481, MSC1482 and MSC2483 with a minimum grade of C.
A continuation of MSC2483.

MSC2495 _____ (1 - 0) 1 cr. hr.
Special Topics: Applied Lesson I

Prerequisites: MSC2404, MSC2414, MSC2424, MSC2434, MSC2444, MSC2454, MSC2464, MSC2474, or MSC2484 with a minimum grade of C, respectively, depending on student's music area.

A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

MSC2496 _____ (1 - 0) 1 cr. hr.
Special Topics: Applied Lesson II

Prerequisite: MSC2495 with a minimum grade of C.

A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

Practical Nursing

NUR1001 _____ (1 - 0) 1 cr. hr.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the director of Allied Health and program coordinator.

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

pass/fail, based on the nursing program grading scale.

NUR1002 _____ (1 - 0) 1 cr. hr.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the director of Allied Health and program coordinator.

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

NUR1270 _____ (2 - 2) 2 cr. hrs.
Body Function

Prerequisite: Sequential Practical Nursing program courses, inclusive of 5 credit hours of anatomy, with a minimum grade of C.

Designed to provide the student with fundamental knowledge of the functions of the major body systems. Relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions. With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. Covers the essentials, places emphasis on concepts and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

NUR1290 _____ (6 - 0) 6 cr. hrs.
Fundamentals of Nursing

Prerequisite: Acceptance into the current Practical Nursing program.

Designed to provide basic knowledge and nursing skills upon which all future care is based. 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 Practical Nursing program.

Designed to provide the student knowledge of the essential nutrients by definition, function and food source; to relate how the body uses foods consumed for energy, growth, or maintenance;

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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 - 1) 1 cr. hr.
Personal and Vocational Concepts

Prerequisite: Acceptance into the current Practical Nursing program.

Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation and job interview skills.

NUR1320 _____ (2 - 2) 2 cr. hrs.
Geriatric Nursing

Prerequisites: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Designed to provide students with fundamental knowledge of functional changes in body systems commonly associated with aging, pathology and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications and pharmacotherapy are included to provide a holistic view of geriatric nursing care. Through theory and clinical experience, the students have the opportunity to 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 _____ (4 - 2) 4 cr. hrs.
Maternity Nursing

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Through theory and clinical experience, this

course is designed to provide information on the physiologic and psychologic changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn and deviations from normal. Emphasis is placed on high-risk pregnancy 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 to 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 nurse's role as patient advocate.

NUR1370 _____ (2 - 2) 2 cr. hrs.
Basic Pharmacology

Prerequisite: Acceptance into the current Practical Nursing program.

Designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

NUR1380 _____ (12 - 0) 12 cr. hrs.
Medical-Surgical Nursing

Prerequisite: Successful completion of all program in Practical Nursing first and second trimester courses and sequential Practical Nursing program courses, with a minimum grade of C.

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 pathophysiologic dysfunctions of major body systems as well as acute problems of infectious diseases are covered and include exploration of legal and ethical decision-making issues to continue the emphasis of nurses as client advocates.

NUR1410 _____ (1 - 1) 1 cr. hr.
Applied Pharmacology

Prerequisite: Successful completion of all courses in the first and second trimester and sequential Practical Nursing program courses, with a minimum grade of C.

Intended to complete the 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 _____ (3 - 0) 3 cr. hrs.
Pediatric Nursing

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses, NUR1350 and sequential Practical Nursing program courses, with a minimum grade of C.

Designed to provide both classroom instruction and clinical experience to help the student identify 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 _____ (4 - 2) 4 cr. hrs.
Mental Health Nursing

Prerequisite: Successful completion of all program in Practical Nursing first trimester courses and sequential Practical Nursing program courses with a minimum grade of C.

Designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. 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. 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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters and tabulation.

OST1020 _____ (3 - 0) 3 cr. hrs. Keyboarding II

Prerequisite: OST1000 or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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 Skill

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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/Records Management

Prerequisite: OST1000 or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A 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 equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Teaches an alphabetic system of writing which enables the student to increase their writing speed for effective notetaking 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, OST1020, or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to 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, OST1020, or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to 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.

OST1350 _____ (3 - 0) 3 cr. hrs. Administrative Office Procedures

Prerequisite: CIS1050, CIS1750, OST1000, or OST1020 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to prepare students to be successful as an administrative professional and carry out the responsibilities of an administrative assistant in today's electronic office. Covers topics in the areas of workplace technologies and efficiencies, time management, human relations techniques, ethical behavior communications, travel and meeting arrangements, document formatting, records management, job application procedures, proofreading and English skills and decision-making skills.

OST1400 _____ (3 - 0) 3 cr. hrs. Business Communication I

Prerequisite: OST1000, OST1020, CIS1050, or CIS1750 or the equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST1500 _____ (3 - 0) 3 cr. hrs. Applied Accounting I

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900,

or have earned 24 college-level semester credit hours.

Introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. Covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods and payroll.

OST1520 _____ (3 - 0) 3 cr. hrs. Applied Accounting II

Prerequisites: OST1500 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Continuation of OST1500. Includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets and partnerships.

OST1602 _____ (3 - 0) 3 cr. hrs. Introduction to Coding and Reimbursement Systems

Prerequisites: HLT 2350 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems and various billing forms used by healthcare entities to report patient encounters in the U.S..

OST1608 _____ (3 - 0) 3 cr. hrs. Diagnosis and Procedural Coding I

Prerequisites: HLT2360, OST1622 and OST1602 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Explores the different areas of ICD diagnosis and procedure coding systems, including knowledge gained in medical terminology coursework and anatomy and physiology, to select appropriate diagnosis codes.

OST1620 _____ (1 - 0) 1 cr. hr. Medical Office Procedures

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Allows the student to experience intensive learning and review of medical office policy and procedures including HIPAA and OSHA materials for the medical office.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

OST1622 _____ (3 - 0) 3 cr. hrs.
Essentials of A and P for Coders

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Provides the coding student with an overview of the structures, functions and changes in the normal anatomy and physiology of the human body. The micro- and macroscopic structure and the function of each system will be reviewed along with selected diseases.

OST1640 _____ (2 - 0) 2 cr. hrs.
Medical Software/Electronic Billing

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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

Prerequisites: OST1020 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Helps develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST2080 _____ (3 - 0) 3 cr. hrs.
Business Applications

Prerequisites: CIS1050, CIS1750 or equivalent with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Acquaints 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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2300 _____ (3 - 0) 3 cr. hrs.
Business Communications II

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Designed to 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 _____ (Arranged) 3 cr. hrs.
Business Intern I (Secretarial)

Prerequisites: Sophomore standing and instructor consent.

Supervised occupational experience in local business establishments.

OST2420 _____ (Arranged) 3 cr. hrs.
Business Intern II (Secretarial)

Prerequisites: Sophomore standing and instructor consent.

A continuation of OST2200.

OST2602 _____ (3 - 0) 3 cr. hrs.
Diagnosis and Procedural Coding II

Prerequisite: OST1608 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A continuation of Diagnosis and Procedural Coding I. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

OST2604 _____ (3 - 0) 3 cr. hrs.
Diagnosis and Procedural Coding III

Prerequisites: OST2602 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Instructs the student on procedural coding in the outpatient arena. The student will learn current procedural terminology coding, learn to read operative notes, interpret procedures performed and understand the coding guidelines applicable to these cases. The student will apply knowledge gained in their Medical Terminology and Essentials of Anatomy and Physiology coursework to select appropriate diagnosis codes and procedural codes and apply these to mock patient charts.

OST2610 _____ (3 - 0) 3 cr. hrs.
Medical Transcription

Prerequisite: HLT2360 and OST1020 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090,

or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

OST2980 _____ (Arranged) 1 cr. hr.
Capstone-Office Systems Technology

Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.

Prepares students entering the Office Systems-Administrative Systems and Medical Coding career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

Paramedic Technology

PAR2000 _____ (8 - 0) 8 cr. hrs.
Principles of Paramedic Technology I

Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.

Corequisites: PAR2082 and PAR2142.
 Course content includes: foundations of professional paramedic practice, role/responsibilities of the paramedic, EMS agenda, workforce safety/ wellness, research methods, scientific principles and paramedic science, ethics/ legal issues, public health, illness/ injury prevention, pathophysiology and disease process, review of A&P, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, communications, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, diverse cultures, advanced ventilatory management, resuscitation and trauma care. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic and acute illness and injury.

PAR2020 _____ (8 - 0) 8 cr. hrs.
Principles of Paramedic Technology II

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent. CIS1050 or CIS1750 is recommended.

Corequisites: PAR2042 and PAR2162.
 A continuation of the Principles of Paramedic Technology series. Content includes: cardiovascular pharmacology, applied cardiac A&P, cardiac pathophysiology, principles of electrocardiography, ECG monitoring and rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, diagnostic 12-lead/ 15-lead ECG interpretation and application, right-sided/posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic, assessment of left ventricular function, defibrillation/ cardioversion, external pacing, management of life-threatening dysrhythmias and current AHA guidelines for ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic and acute cardiovascular illness and injury.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

PAR2042 _____ (5 - 0) 5 cr. hrs.
Principles of Paramedic Technology III

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR2020 and PAR2162.

A continuation of the Principles of Paramedic Technology series. Content includes: pulmonology, neurology, endocrinology, immunology, allergies/ anaphylaxis, hematology, environmental, pediatrics, neonatology, gastroenterology, toxicology, nephrology, urology, disease system pharmacology, applied A&P, pathophysiology, waveform capnography, pediatric electrocardiography, pediatric ECG interpretation and monitoring, ECG devices and equipment, at-home ECG monitoring, management of typical and atypical pediatric ACS presentations, pediatric defibrillation/ cardioversion, pediatric external pacing, management of pediatric dysrhythmias and current AHA guidelines for PALS, ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment in procedures in the management of adult and pediatric chronic and acute illness and injury.

PAR2062 _____ (6 - 0) 6 cr. hrs.
Principles of Paramedic Technology IV

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisite: PAR2330.

Represents the completion of the Principles of Paramedic Technology series. Content includes: obstetrics/ gynecology, behavioral health, geriatrics, abuse/ neglect, addiction, bariatrics, infectious/ communicable disease, disorders or circulation, special challenges, care of the chronically ill patient, care of the home health care patient, community violence, ambulance operations, bioterrorism and WMDs, hazmat/hazmed, MICS, crime scene awareness, teamwork and operational interface, the community paramedic, disease system pharmacology, system pharmacology, applied A&P, pathophysiology, waveform Capnography, stroke management and current AHA guidelines for PALS, ACLS and ECC. Students will be required to be persistent toward evaluation of their critical thinking and current scientific dogma regarding current paramedic science and practice.

PAR2082 _____ (5 - 0) 5 cr. hrs.
Pharmacology for Paramedics

Prerequisites: Acceptance into Paramedic program and instructor consent.

Corequisites: PAR2000 and PAR2142.

Provides instruction and application of the following: historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood products and transfusions. Emphasis is placed on assimilation of content knowledge regarding all drug classes, common prescribed medications and common emergency and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

PAR2100 _____ (4 - 0) 4 cr. hrs.
Paramedic Anatomy and Physiology

Prerequisites: Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.

Designed specifically for the paramedic student to provide a basic understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized as a major objective of the program. Learning and evaluation of anatomy will be facilitated using anatomy models and diagrams. Learning of physiology and pathophysiology will be facilitated using clinical simulation, scenarios and group exercises to ensure authentic connection with current clinical practice.

PAR2142 _____ (3 - 0) 3 cr. hrs.
Paramedic Laboratory I

Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.

Corequisites: PAR2000 and PAR2082.

Provides practical application and instruction to compliment the theory and procedures discussed in the 1st semester Paramedic Program. Practical application includes: assessment and management of the medical and trauma patient, patient interview, communication and therapeutic communication, critical thinking/ clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, ventilatory management, CPR, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT psychomotor skills. Students will obtain certification in BLS for HCPs, ITLS and an approved DOT-- Coaching the Emergency Vehicle Operator (CEVO) course.

PAR2162 _____ (0 - 2) 2 cr. hrs.
Paramedic Laboratory II

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR2020 and PAR2042.

Provides practical application and instruction to compliment the theory and procedures discussed in the 2nd semester Paramedic Program. Practical application includes: management and resuscitation of medical emergencies, ECG monitoring devices, ECG rhythm interpretation, at-home ECG monitoring, diagnostic 12-lead/15-lead ECG interpretation and application, Right sided/ Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias, team dynamics, consideration of cardiac medication administration, operation and maintenance of automated compression devices, auto-ventilator and CPAP and current AHA guidelines for ACLS and ECC. Students will obtain certification in AHA ACLS and PALS.

PAR2200 _____ (Arranged) 1 cr. hr.
Paramedic Clinical I

Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 and CIS1750 is recommended.

Corequisites: PAR2000 and PAR2142.
 Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures and treatments learned in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: HIPAA training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections training, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2220 _____ (Arranged) 2 cr. hrs.
Paramedic Clinical II

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR2042 and PAR2020.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Educational Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2240 _____ (Arranged) 1 cr. hr.
Paramedic Clinical III

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR2062 and PAR2330.

Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2300 _____ (Arranged) 1 cr. hr.
Paramedic Internship I

Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.

Corequisites: PAR2000 and PAR2142.

Facilitates application of advanced care in the

pre-hospital field setting under the supervision of licensed paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures and treatments learned in the classroom and laboratory setting. Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: FEMA NIMS 100b, 200b, 700a, 800b Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2322 _____ (Arranged) 2 cr. hrs. Paramedic Internship II

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR 2020 and PAR2042.
Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures and treatments learned in the classroom and laboratory setting. Field internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2330 _____ (2 - 2) 2 cr. hrs. Paramedic Laboratory III

Prerequisites: Must have current Missouri or NREMT EMT License and successfully completed Semester 2 Paramedic program (PAR2020, 2042, 2220, 2162 and 2322 with minimum grade of C).

Overview of paramedic practice integrating the theory and psychomotor skills behind the use of advanced diagnostic and treatment procedures into the management of organic, life-threatening emergencies.

PAR2342 _____ (Arranged) 5 cr. hrs. Paramedic Internship III

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

Corequisites: PAR2062 and PAR2330.
Completes the Paramedic Internship series with the paramedic student successfully demonstrating the role of the team leader. The course completes the application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Field internship objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100b, 200b, 700a, 800b Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training,

Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2500 _____ (Arranged) 6 cr. hrs. Paramedic Science Update

Prerequisites: Instructor consent and must have declared a major of Paramedic Technology. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS and ITLS or PHTLS.

A hybrid course consisting of online didactic work with arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. Allows licensed paramedics that graduated from other institutions to complete the contact hour and curriculum transfer requirements for the AAS in Paramedic Technology. Updates include: research methods; health care issues; current clinical science; waveform Capnography; pre-hospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

PAR2510 _____ (Arranged) 3 cr. hrs. Paramedic Refresher

Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution or have completed a Paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS and ITLS or PHTLS. Must have basic computer and internet skills. CIS1050 or CIS1750 recommended.

A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their Paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course exceeds paramedic level NAEMSE and BEMS re-licensure requirements.

Personal Awareness

PAW1060 _____ (1 - 0) 1 cr. hr. Preparation for Employment

Designed to teach skills essential to the development of a sound job-seeking strategy. Requires 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. Looks at internal motivators as well as external factors that influence job satisfaction. Intended for anyone desiring a life or career change.

PAW1900 _____ (1 - 0) 1 cr. hr. Stress Management

A study of the causes, danger signals and effects of stress. Students will be able to identify positive and negative areas of stress in 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.

Physical Education

PED1020 _____ (2 - 2) 2 cr. hrs. Introduction to Recreation/Outdoor Education

Physical education lecture. Does not satisfy the physical education activity requirement. For students considering a career in recreational and outdoor education. Helps students 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 Sport Activities (Fall, Spring)

Physical education lecture. Does not satisfy the physical education activity requirement. A study of the mechanical and technical knowledge of rules, techniques, methods and relation of the official to the sports of basketball, baseball, or volleyball.

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

Physical education lecture. Does not satisfy the physical education activity requirement. History of basic fundamentals, rules and methods of developing material for this sport. Designed for students majoring or minoring in physical education.

PED1270 _____ (3 - 0) 3 cr. hrs. Care/Prevention Athletic Injuries

Physical education lecture. Does not satisfy the physical education activity requirement. Introduces students to the basic medical concepts and related scientific information to provide groundwork in the prevention, recognition, assessment, management and rehabilitation of sports related injuries and illness.

PED1360 _____ (1 - 1) 1 cr. hr. Water Aerobics I

Offers the knowledge and skills to keep fit for life. Teaches safety and a progressive approach to improve fitness levels.

PED1380 _____ (1 - 1) 1 cr. hr. Beginning Archery

Students will learn the fundamentals of archery including technique, form, accuracy and safety.

PED2000 _____ (1 - 1) 1 cr. hr. Basic Physical Fitness

Designed to meet the needs of the student for recreational activity and body conditioning.

PED2070 _____ (1 - 0) 1 cr. hr. Introduction to Sport Climbing

Introduction to the sport of climbing through 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. Students will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. Open to Fire Science Technology majors; non-FST majors may enroll with instructor approval.

PED2080 _____ (1 - 1) 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.

PED2130 _____ (1 - 0) 1 cr. hr.
Tai Chi I

A self-placed system of continually following movements that are performed in slow graceful manners. Appropriate for any person regardless of their condition and can be modified for disabled students.

PED2132 _____ (1 - 0) 1 cr. hr.
Tai Chi II

Prerequisite: PED2130 with a minimum grade of C.

A continuation of PED2130 with the addition of form II, history and literature.

PED2180 _____ (1 - 0) 1 cr. hr.
Beginning Basketball

Will learn the rules, strategies and skill of basketball and apply these concepts in various competitive basketball games. Co-ed; non-basketball athletes.

PED2350 _____ (Arranged) 1 cr. hr.
Varsity Sports-Women's Softball

Prerequisite: Instructor consent.
Participate in the woman's varsity softball program.

PED2520 _____ (0 - 2) 1 cr. hr.
Varsity Cheerleading I

Prerequisite: Instructor consent.
Restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year. Cheerleaders are required to attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road. One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

PED2530 _____ (0 - 2) 1 cr. hr.
Varsity Cheerleading II

Prerequisite: PED2520 with a minimum grade of C.

One unit of physical education credit is granted if the student completes a second full year (two semesters) on the cheerleading squad.

PED2540 _____ (Arranged) 1 cr. hr.
Varsity Sports-Men's Golf

Prerequisite: Instructor consent.
Participation in the men's varsity golf program.

PED2550 _____ (1 - 1) 1 cr. hr.
Varsity Sports-Men's Basketball

Prerequisite: Instructor consent.
Participation in the men's varsity basketball program.

PED2560 _____ (Arranged) 1 cr. hr.
Varsity Sports-Women's Basketball

Prerequisite: Instructor consent.
Participation in the women's varsity basketball program.

PED2570 _____ (Arranged) 1 cr. hr.
Varsity Sports-Women's Volleyball

Prerequisite: Instructor consent.
Participation in the women's varsity volleyball program.

PED2580 _____ (Arranged) 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 Trap and Skeet

Designed for students to enjoy the outdoors, learn the skills of trap and skeet shooting and improve gun safety.

PED2700 _____ (Arranged) 1 cr. hr.
Wellness Center I

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting and personal health and wellness. An introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility and cardiovascular endurance.

PED2710 _____ (Arranged) 1 cr. hr.
Wellness Center II

Prerequisite: PED2700 with a minimum grade of C.

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, personal health and wellness. Students will participate in activities designed to increase strength, flexibility and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

PED2720 _____ (Arranged) 1 cr. hr.
Total Fitness

Prerequisites: PED2700 and PED2710 with a minimum grade of C.

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, personal health and wellness. Students will participate in activities designed to increase strength, flexibility and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

PED2730 _____ (Arranged) 1 cr. hr.
Cycling for Fitness

Prerequisite: PED2700, PED2710 and PED2720 with a minimum grade of C.

Must meet with instructor during the first week of classes. The development of fitness planning, fitness goal setting, nutrition, personal health and wellness. Activities designed to increase strength, flexibility and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods.

PED2760 _____ (1 - 0) 1 cr. hr.
Principles of Strength Training

Study of principles, concepts and theories of strength training. Designed to prepare

students to teach and supervise strength training programs in athletics, recreation and physical education.

PED2780 _____ (Arranged) 2 cr. hrs.
Fit for Life

An online class where students can earn activity credit by recording workouts through a program called "Mapmyrun." Students will participate in a cardiovascular exercise for 30 minutes or more that will be logged, recorded and sent to instructor's email for credit. Mapmyrun has the capability to determine distance, time and location. In order to meet class requirements, students will be required to show improvement in their cardiovascular endurance over the course of the 16 weeks. The activity component makes up 60% of the work; the remaining 40% of the coursework will come from journal articles/essays and weekly discussion board posts on MyMAC.

PED2820 _____ (3 - 0) 3 cr. hrs.
Sport and Society

Physical education lecture. Does not satisfy the physical education activity requirement.

The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.

PED2840 _____ (3 - 0) 3 cr. hrs.
Psychology of Coaching/Human Performance

Physical education lecture. Does not satisfy the physical education activity requirement.

Development of a coaching philosophy, instructional techniques and strategies for dealing with teaching, practice and game situations.

PED2860 _____ (2 - 0) 2 cr. hrs.
Foundations of Physical Education

Prerequisite: ENG1330, EDU2040 and PSY1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Physical education lecture. Does not satisfy the physical education activity requirement.

Designed for students majoring in physical education. Students will be exposed to the scientific foundations of physical education and sports. Will provide students with the knowledge of historical and philosophical events and values of the field. Based upon the recommendations from the Missouri Directory of Physical Education and Certification Standards. A variety of teaching methods will be used to reach different cultures and learning styles.

PED2880 _____ (3 - 0) 3 cr. hrs.
Nutrition and Athletic Performance

Physical education lecture. Does not satisfy the physical education activity requirement.

For non-nursing students. Fundamental principles of human nutrition and their applications essential to health from a physiological point of view. Focuses on nutrient requirements, food sources and adequate diet selection in regards to the affects and benefits to athletic performance.

▶ Greetings

▶ Contact Info

▶ Academic Calendar

▶ About Mineral Area College

▶ Admissions & Records

▶ Support Services

▶ Tuition, Financial Assistance

▶ Student Life

▶ Academic & General College Policies

▶ Arts & Sciences Division

▶ Career & Technical Ed. Division

▶ Course Descriptions

▶ Administration, Faculty

Philosophy

PHI1400 _____ (3 - 0) 3 cr. hrs.
Introduction to Philosophy

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

Introduces students to some of the great philosophers. Thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

PHI1410 _____ (3 - 0) 3 cr. hrs.
Comparative Religion

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. Meets cultural diversity requirement.

PHI1420 _____ (3 - 0) 3 cr. hrs.
Introduction to Ethics

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

An historical introduction to ethical theory with emphasis on comparison of contemporary American ethics with classical and modern moral principles.

Pharmacology

PHR1100 _____ (3 - 2) 5 cr. hrs.
Introduction to Pharmacy

Prerequisites: Acceptance into the Pharmacy Technician Program. Students must have basic computer and internet skills along with access to high speed internet (MAC offers access onsite).

Designed to introduce students to the world of pharmacy where students will gain a broad knowledge of pharmacy practice.

PHR1110 _____ (2 - 0) 2 cr. hrs.
Introduction to Pharmacy Lab

Prerequisites: Acceptance into the Pharmacy Technician Program. Students must have basic computer and internet skills along with access to high speed internet (MAC offers access onsite).

Designed to provide students hands-on practice of skills required to order, stock, package, compound and otherwise prepare medications in a variety of pharmacy settings.

PHR1120 _____ (3 - 0) 3 cr. hrs.
Pharmacy Calculations

Prerequisites: Acceptance into the Pharmacy Technician Program. Students must have basic computer and internet skills along with access to high speed internet (MAC offers access onsite).

Designed to provide students with an introduction to systems of measurement and calculations used in pharmacy practice. Topics include ratio and proportions, days' supply and dosage determination, flow rates and allegations. Upon completion of the class, students should be able to properly perform calculations for

medication orders.

PHR1130 _____ (1 - 0) 1 cr. hr.
Pharmacy Technician Leadership and Development

Prerequisites: Acceptance into the Pharmacy Technician Program. Students must have basic computer and internet skills along with access to high speed internet (MAC offers access onsite).

Designed to enhance students' quality of leadership, develop personal traits and characteristics of a professional individual who is trained as a pharmacy technician.

PHR1200 _____ (3 - 0) 3 cr. hrs.
Pharmacology for Pharmacy Technicians

Prerequisites: Acceptance into the Pharmacy Technician Program. Students must have basic computer and internet skills along with access to high speed internet (MAC offers access onsite).

Designed to provide an introduction to pharmacology for students preparing to become a pharmacy technician. Will help to develop a basic understanding of drug classes and their mechanisms of action, as well as essential background information allowing students to make informed, intelligent decisions when working in a pharmacy setting.

PHR1300 _____ (3 - 0) 3 cr. hrs.
Pharmacy Technician Internship I

Prerequisites: Registered as a Pharmacy Technician by the Missouri Board of Pharmacy. PHR1100, PHR1110 and PHR1120 with a minimum grade of C or concurrent enrollment. Proof of necessary immunizations and vaccinations will also be required prior to the start of the internship.

Designed to provide an introduction to a community pharmacy setting and assist a registered pharmacist with filling prescriptions and serving customers. Prepare and dispense appropriate medication under direct supervision of the pharmacist. Fill automated dispensing machines, organize medications, maintain a clean work environment and perform all other job related duties as assigned by the pharmacist or the pharmacist's representative. Students will complete a total of 130 hours for this internship.

PHR1400 _____ (3 - 0) 3 cr. hrs.
Pharmacy Technician Internship II

Prerequisites: Registered as a Pharmacy Technician by the Missouri Board of Pharmacy. PHR1100, PHR1110, PHR1120 and PHR1300 with a minimum grade of C and PHR1130 and PHR1200 with a minimum grade of C or concurrent enrollment.

Designed to provide an introduction to an institutional pharmacy setting. To assist a registered pharmacist in filling prescriptions. Prepare and dispense appropriate medication(s) under direct supervision of the pharmacist. Fill automated dispensing machines, organize medications, maintain a clean work environment and perform all other job related duties as assigned by the pharmacist or the pharmacist's representative. Students will complete a total of 130 hours for this internship.

Physical Science

PHS1130 _____ (4 - 2) 5 cr. hrs.
Physical Science

Prerequisite: MAT0950 or higher-level math course with a minimum grade of C, or ACT minimum math score of 19 or eligible placement test score.

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.
Introduction to Astronomy

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.

PHS1210 _____ (3 - 4) 5 cr. hrs.
Chemistry for Alternative Energy

Prerequisites: MAT0950, TEC1900, or higher-level math course with a minimum grade of C, or ACT minimum math score of 19 or eligible placement test score.

Not intended to provide a foundation for students entering General Chemistry. Provides an overview and a basic understanding of the chemical principles behind the sources of alternative energy and the fundamental chemical concepts of how they are utilized and implemented in society. Identification of sources of alternative energy which include biodiesel, bioethanol, biogas, solar, wind, geothermal, nuclear and hydroelectric systems as well as current topics of alternative energy will be discussed. Building a general understanding of the chemistry behind these sources of alternative energy in both a laboratory and classroom setting will give students a hands-on experience, as well as displaying the importance of chemical safety in a laboratory-type and work place environment. Prepares students for entry-level employment and chemical competency in alternative energy industry.

PHS1230 _____ (3 - 0) 3 cr. hrs.
Oceanography

Covers 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: MAT0950 or higher-level math course with a minimum grade of C, or an ACT minimum math score of 19 or eligible placement test score.

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.

PHS1270 _____ (3 - 0) 3 cr. hrs.
Introduction to Meteorology

Prerequisite: MAT 0900 with a minimum grade of C, or minimum ACT math score of 15 or eligible placement test score.

Introduces students to basic concepts of weather and climate, the components of weather and covers some of the fundamental laws governing weather forecasting.

PHS1350 _____ (4 - 3) 5 cr. hrs.
General Chemistry I (Fall)

Prerequisites: One unit of high school chemistry and a minimum ACT math score of 22

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

or eligible placement test score, or concurrent enrollment in MAT1230 or higher. High school physics is recommended

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: PHS1350 or equivalent with a minimum grade of C.

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.

PHS1390 _____ (3 - 3) 4 cr. hrs.
General Chemistry II (Spring)

Prerequisite: PHS1350 or equivalent with a minimum grade of C.

A continuation of PHS1350 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS1400 _____ (4 - 2) 5 cr. hrs.
Earth Science

Prerequisite: MAT0900, or Learning Center modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15 or eligible placement test score.

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.

PHS1420 _____ (3 - 2) 4 cr. hrs.
College Physics I (Fall)

Prerequisite: MAT1230 or equivalent with a minimum grade of C.

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

PHS1440 _____ (3 - 2) 4 cr. hrs.
College Physics II (Spring)

Prerequisite: PHS1420 with a minimum grade of C.

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

PHS2230 _____ (4 - 2) 4 cr. hrs.
General Physics I (Spring)

Prerequisite: MAT2150 with a minimum grade of C or concurrent enrollment.

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

PHS2240 _____ (4 - 2) 4 cr. hrs.
General Physics II (Fall)

Prerequisites: PHS2230 and MAT2150 with a minimum grade of C.

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

PHS2300 _____ (3 - 4) 5 cr. hrs.
Introduction to Organic Chemistry

Prerequisite: PHS1250 or equivalent with a minimum grade of C.

A brief introduction to modern organic chemistry for students interested in nutrition, agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics and forestry. Three one-hour lectures and two two-hour laboratories per week.

PHS2320 _____ (3 - 0) 3 cr. hrs.
Introductory Organic Chemistry

Prerequisites: PHS1250, PHS1350, or PHS1390 with a minimum grade of C.

A brief introduction to modern organic chemistry for students interested in nutrition, agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics and forestry. This course does not have a laboratory component.

PHS2350 _____ (3 - 6) 5 cr. hrs.
Organic Chemistry I (Fall)

Prerequisite: PHS1390 or equivalent with a minimum grade of C.

The first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Designed for the student who has chosen chemistry or chemical engineering as a major field of study. Also for the student who has chosen a field of study such as dentistry, pre-medicine, 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: PHS2350 or equivalent with a minimum grade of C.

A continuation of PHS2350. 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.

PHS2410 _____ (3 - 4) 5 cr. hrs.
Physical Geology

Prerequisite: MAT0900, or Learning Center modules MAT0020, MAT0030 and MAT0040, or higher level math course with a minimum grade of C, or a minimum ACT math score of 15 or eligible placement test score.

An introductory course in geology emphasizing Earth's crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, topographic and geologic maps. 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

Prerequisite: MAT0900, or Learning Center modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15 or eligible placement test score.

An introduction to the earth sciences emphasizing structure, materials, history of the earth and the processes that occur in shaping the earth and oceanography.

Physiology & Health

PHY1120 _____ (2 - 0) 2 cr. hrs.
School Health

Deals with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases and reproduction. Designed to give students a practical knowledge of personal health care. Will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

Political Science

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

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A required course of all students pursuing the AA, AAT or AGS degree; covers local, state and national government systems. Satisfies the U.S. and Missouri constitution requirements.

Psychology

PSY1040 _____ (1 - 0) 1 cr. hr.
Mental Health First Aid

Students will learn how to administer "first aid" to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1060 _____ (1 - 0) 1 cr. hr.
Success Over Stress

Students will gain an understanding of stress in its many forms and develop ways to help themselves and others deal with stress, both proactively and retroactively.

PSY1130 _____ (3 - 0) 3 cr. hrs.
General Psychology I

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A broad overview of the general field of psychology and fundamental principles of human behavior. Includes the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology and treatment of mental illness.

PSY1140 _____ (3 - 0) 3 cr. hrs.
General Psychology II

Prerequisites: PSY1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Covers a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed

on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160 _____ (3 - 0) 3 cr. hrs. Applied Psychology

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 _____ (3 - 0) 3 cr. hrs. Human Growth and Development

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 degree college-level semester credit hours.

Provides the student with a lifespan approach to development. Examines major psychological issues, theories and research concerning infancy, childhood, adolescence and adulthood. Influences on physical, cognitive, personality and social development are analyzed.

PSY2000 _____ (3 - 0) 3 cr. hrs. Abnormal Psychology

Prerequisites: PSY1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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.

Physical Therapist Assistant

PTA1000 _____ (5 - 0) 5 cr. hrs. Anatomy and Physiology for PTA

Prerequisite: Acceptance into PTA program. An introductory course examining the structural, histological and chemical composition of the systems of the human body, with particular emphasis on systems as they are encountered by a physical therapy assistant.

PTA1002 _____ (2 - 2) 2 cr. hrs. Introduction to Physical Therapy Assisting

Prerequisite: Acceptance into PTA program. Introduces the student to the roles of the PTA, PT and other health care professionals. Focuses on the study of professional behaviors supported by documents from the APTA, upholding ethical practices, abiding by applicable laws and maintaining patient confidentiality. Other topics include communication strategies, patient diversity and issue related to disability services. Students are introduced to SOAP note documentation.

PTA1040 _____ (3 - 0) 3 cr. hrs. Human Development

Prerequisite: Acceptance into PTA program. Explores the cognitive, emotional, physical and social factors that affect human growth and development across the lifespan, from conception to death. Emphasis is on theories,

current research (including Health People 2010) and practical applications. Lecture, reflective writing, observations and group presentations are utilized to enhance learning.

PTA1062 _____ (3 - 0) 3 cr. hrs. Basic Patient Care with Lab

Prerequisite: Acceptance into PTA program. Provides building blocks for the student physical therapist assistant. Topics include a review of basic medical terminology, an introduction to proper documentation, legal and ethical issues as they pertain to physical therapist assistants, the Americans with Disabilities Act and professional communication as part of a healthcare team. It also covers basic concepts such as CPR, positioning, body mechanics and transfers, infection control, standard precautions and aseptic technique, vital signs, wound care, bandaging and dressing, vital signs, wheelchair management, gait training, safety and massage.

PTA1080 _____ (3 - 0) 3 cr. hrs. Physical Agents and Modalities with Lab

Prerequisite: Acceptance into PTA program. Introduces theory and practical information about various modalities and physical agents commonly used in physical therapy practice. Basic scientific and physiologic principles supporting the use of physical agents are explored. Indications, contraindications and precautions for the use of each modality are presented. The physiology of pain and how modalities affect it are also explored.

PTA1100 _____ (1 - 1) 1 cr. hr. Clinical Practice I

Prerequisite: Acceptance into PTA program. First in a series of three focused clinical experiences in an approved clinical site, this part-time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2210 _____ (3 - 0) 3 cr. hrs. Health and Disease

Prerequisite: Acceptance into PTA Program. The combination of the current Health and Disease I and Health and Disease II to meet accreditation standards for the Physical Therapy Assistance Program. This course is strictly for the PTA Program.

PTA2220 _____ (4 - 2) 4 cr. hrs. Functions of Anatomy and Kinesiology with Lab

Prerequisite: Acceptance into PTA program. An in-depth study of the science of human structure and function, with a particular focus on the musculoskeletal system. Data collection regarding musculoskeletal function is explored, particularly goniometry and manual muscle testing, which are used to measure the effectiveness of physical therapy interventions over time.

PTA2224 _____ (2 - 2) 2 cr. hrs. Tests and Measures

Prerequisite: Acceptance into PTA program. Provides training in goniometry techniques, manual muscle testing procedures and palpation of bony landmarks and soft tissue structures as well as other selected tests and measures commonly utilized in physical therapy.

PTA2242 _____ (4 - 2) 5 cr. hrs. Therapeutic Exercise I with Lab

Prerequisite: Acceptance into PTA program. A study of the various common orthopedic diagnoses encountered by PTs and PTSs including special tests, peripheral joint mobilization, therapeutic exercise, interventions and progression. Principles of neurological control over sensation, perception, motor control, balance, coordination, functional mobility and ambulation are examined. Common neurological diagnosis and treatment interventions are explored.

PTA2260 _____ (2 - 2) 2 cr. hrs. Trends and Issues in Physical Therapy

Prerequisite: Acceptance into PTA program. This seminar gives students the opportunity to explore current issues and trends in the field of physical therapy, as well as some trends that are being used less and less. This exploration is facilitated by guest lectures from local professionals in the field.

PTA2282 _____ (Arranged) 3 cr. hrs. Clinical Practice II

Prerequisites: Acceptance into PTA program and PTA1100 with a minimum grade of C. Second in a series of four focused clinical experiences in an approved clinical site, this full-time (160 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2302 _____ (4 - 2) 4 cr. hrs. Therapeutic Exercise II

Prerequisite: Acceptance into PTA program and PTA2242 with a minimum grade of C. Explores the specialty topics of pediatrics, cardiopulmonary physical therapy, hydrotherapy, women's health, treatment of lymphedema and the essentials of prosthetics and orthotics.

PTA2320 _____ (3 - 0) 3 cr. hrs. PTA as a Profession

Prerequisite: Acceptance into PTA program. Provides an in-depth look into the role and scope of practice of the physical therapy assistant. Legal and ethical issues guiding professional behavior and conduct are explored in more detail and the health care delivery system is further examined. Documentation skills necessary to be successful in the clinic are also reinforced.

PTA2340 _____ (2 - 2) 2 cr. hrs. Special Problems in PTA

Prerequisite: Acceptance into PTA program. This seminar gives students the opportunity to explore current issues and student areas of interest in the field lectures from local professionals in the field.

PTA2362 _____ (Arranged) 4 cr. hrs. Clinical Practice III

Prerequisite: Acceptance into PTA Program and PTA2282 with a minimum grade of C. Third in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with one of two culminating opportunities to apply technical skills in a clinical

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

PTA2400 _____ (Arranged) 4 cr. hrs. Clinical Practice IV

Prerequisite: Acceptance into PTA program and PTA2362 with a minimum grade of C.
Final in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with a culminating opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team and continuing to connect theoretical knowledge to direct patient care. The student will work under the direct supervision of a licensed physical therapy professional.

Radiologic Technology

RDL1022 _____ (3 - 0) 3 cr. hrs. Radiation Protection and Biology

Prerequisite: Acceptance into Radiology program.
Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated and to also provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RDL1040 _____ (3 - 0) 3 cr. hrs. Radiographic Anatomy I

Prerequisite: Acceptance into Radiology program.
Designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

RDL1060 _____ (3 - 0) 3 cr. hrs. Radiographic Procedures I

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

RDL1082 _____ (3 - 0) 3 cr. hrs. Introduction to Radiology and Patient Care

Prerequisite: Acceptance into Radiology program.
Basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiology and the practitioner's role in the health care delivery system and the fundamental

backgrounds in ethics. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RDL1102 _____ (Arranged) 6 cr. hrs. Clinical I

Prerequisite: Acceptance into Radiology program.
Through structured competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

RDL1220 _____ (3 - 0) 3 cr. hrs. Radiographic Exposure I

Prerequisite: Acceptance into Radiology program.
Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

RDL1240 _____ (3 - 0) 3 cr. hrs. Radiographic Procedures II

Prerequisite: RDL1060 with a minimum grade of C.
Provides the knowledge base necessary to perform 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

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

RDL1270 _____ (3 - 0) 3 cr. hrs. Imaging Acquisition

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

RDL1300 _____ (Arranged) 6 cr. hrs. Clinical II

Prerequisite: RDL1100 with a minimum grade of C.
Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

RDL1400 _____ (Arranged) 5 cr. hrs. Clinical III

Prerequisite: RDL1300 with a minimum grade of C.

Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the computed tomography department will occur.

RDL2022 _____ (3 - 0) 3 cr. hrs. Radiographic Equipment

Prerequisite: RDL1260 with a minimum grade of C.

Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

RDL2040 _____ (3 - 0) 3 cr. hrs. Radiographic Procedures III

Prerequisite: RDL1240 with a minimum grade of C.
Provides the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

RDL2080 _____ (3 - 0) 3 cr. hrs. Radiographic Exposure II

Prerequisite: RDL1220 with a minimum grade of C.
Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100 _____ (Arranged) 6 cr. hrs. Clinical IV

Prerequisite: RDL1400 with a minimum grade of C.
Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

RDL2240 _____ (3 - 0) 3 cr. hrs. Cross Sectional Anatomy

Prerequisite: Acceptance into Radiology program.
Provides entry-level radiography students with principles related to computer tomography (CT) imaging.

RDL2260 _____ (3 - 0) 3 cr. hrs. Radiographic Anatomy II

Prerequisite: RDL1040 with a minimum grade of C.
Designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

RDL2280 _____ (Arranged) 6 cr. hrs. Clinical V

Prerequisite: RDL2100 with a minimum grade of C.
Students will finish all mandatory competencies, rechecks and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation

and patient care skills to become Registered Technologists.

RDL2400 _____ (1 - 0) 1 cr. hr.
Radiology Registry Review

Prerequisite: Must be a second-year radiology student.

Provides each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R).

Reading

RDG0750 _____ (3 - 0) 3 cr. hrs.
Introduction to College Reading

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

RDG0900 _____ (3 - 0) 3 cr. hrs.
College Reading and Study Skills

Prerequisite: ACT Score 12-17, or eligible placement test score, or RDG0750 with a minimum grade of C. Designed to help students develop higher level reading and thinking skills applicable in a variety of settings. Coursework focuses on increasing reading efficiency through the improvement of vocabulary and comprehension. Additionally, emphasis is placed on building study skills germane to college level coursework.

Renewable Energy Technology

RET1000 _____ (Arranged) 3 cr. hrs.
Introduction to Renewable Energy Technology

Designed to provide students with an introduction and comprehensive overview of energy (forms of energy, uses of energy, sources of energy) and specific types of energy including biomass, geothermal, wind power, solar power, fuel cells and hydropower. Emphasis will be placed on the exploration of principles and concepts as well as the application of energy concepts and practices through the completion of experiments, learning exercises, field trips, writing activities and design projects in emerging renewable energy technologies. Primary topics include defining, storing and moving energy; renewable energy, production and costs, conservation, assessments, chemical, thermal energy, electrical, radiant energy, fossil fuels, biomass, wind energy.

RET1020 _____ (Arranged) 3 cr. hrs.
Instrumentation Principles

Designed to provide students with an introduction to instrumentation and measurement tools utilized in modern biofuels production facilities. Assists students in developing skills related to the management, measuring energy, basic control elements, control systems and open and close loop circuitry. Students will demonstrate the ability to use the instruments and technologies of renewable energy

technology industries to perform experiments in the laboratory and to solve given problems.

RET2000 _____ (Arranged) 3 cr. hrs.
Bioprocess Practices

Prerequisite: RET1040 with a minimum grade of C or concurrent enrollment.

Designed to provide students with a historical perspective and investigations into early applications of biofuels like biodiesel, ethanol, methanol, methane and hydrogen. Emphasis is placed on the study of biochemical methods involved in the generation of products. Students will investigate the potential of different raw materials and plants as fuel sources, examine the process through which plant matter is converted into fuel.

RET2020 _____ (Arranged) 3 cr. hrs.
Solar Energy Systems

Prerequisite: RET1040 with a minimum grade of C or concurrent enrollment.

Introduces the student to solar electricity production, storage and conversion for use. A brief review of electrical/electronics, voltage, current laws and formulas along with solar energy discussion and hands-on work, will help the student to construct and repair solar electrical/electronic systems.

RET2040 _____ (Arranged) 3 cr. hrs.
Wind Energy Systems

Prerequisite RET 1040 with a minimum grade of C or concurrent enrollment.

Introduces the student to wind electricity production, storage and conversion for use. A brief review of electrical/ electronics, voltage, current laws and formulas along with wind energy discussion and hands on, will help the student to construct and repair wind electrical/ electronic systems.

Social Work

SWK1000 _____ (3 - 0) 3 cr. hrs.
Introduction to Social Work

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A survey course designed to introduce the student to the field of social work. Offers an overview of the settings in which social workers practice, the populations they serve and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge and professional values and ethics.

SWK2000 _____ (3 - 0) 3 cr. hrs.
Theories and Skills in Helping

Prerequisites: SWK1000 with a minimum grade of C or instructor consent and one of the following: a minimum score of 18 on the ACT reading or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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

Prerequisite: SWK1000 and minimum score of 18 on the ACT reading or a minimum score of 81 on the Compass reading or minimum grade of C in RDG0900 or ENG0990 or have previously earned 24 degree applicable college-level semester credit hours.

Provides an examination of social welfare policy development. 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.

Sociology

SOC1060 _____ (1 - 0) 1 cr. hr.
Alcohol and College Life

Students will examine issues related to alcohol and drug use in college and how they can affect students physically, psychologically and socially.

SOC1130 _____ (3 - 0) 3 cr. hrs.
General Sociology

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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)

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester hours.

Designed to look at specific areas of major American social problems. Proposed problems to be studied include: drugs, crime and delinquency, mental disorders, sexual behavior, race relations, family problems, poverty, war and peace.

SOC1240 _____ (3 - 0) 3 cr. hrs.
Substance Abuse/Modern Society

Prerequisite: PSY1130 or SOC1130 with a minimum grade of C and one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

An overview of the drug problems in America and its institutions. Included is an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

SOC1540 _____ (3 - 0) 3 cr. hrs.
Introduction to Cultural Anthropology

Introduction to the study of human cultures

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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. Meets cultural diversity requirement.

a minimum score of 18 on the ACT reading or eligible placement test score, RDG0900, ENG0990, or ENG0090 with a minimum grade of C, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

SolidWorks, AutoCAD, Revit and/or Inventor.

TEC1350 _____ (Arranged) 3 cr. hrs. Introduction to Robotics

Provides the use and development of robotics within the context of productivity, safety and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

TEC1390 _____ (Arranged) 6 cr. hrs. Machine Shop III

Prerequisites: TEC1000 and TEC1160 with a minimum grade of C.

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. Offered by MAC at UniTec Career Center.

TEC1430 _____ (Arranged) 6 cr. hrs. Machine Shop IV

Prerequisites: TEC1000, TEC1160 and TEC1390 with a minimum grade of C.

An application of the skills gained in the previous courses in planning, implementing and executing a complete class production project. Offered by MAC at UniTec Career Center.

TEC1490 _____ (1 - 0) 1 cr. hr. Survey Writing Skills/Legal Problems

Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, writing that is more concise and understandable and improved surveyor knowledge of the evolving property law affecting their profession.

TEC1500 _____ (Arranged) 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. Includes the nature of plant layout, factors influencing plant layout and how to plan the layout emphasis.

TEC1520 _____ (Arranged) 3 cr. hrs. Construction Methods/Estimating

Introduction to the methods of construction, the estimating of quantities and cost of architectural materials.

TEC1530 _____ (3 - 0) 3 cr. hrs. Three-Dimensional Modeling CAD/D

Prerequisite: TEC1300 with a minimum grade of C.

A self-paced course devoted to learning three-dimensional drafting and design based on computer CADD/D system. Emphasis will be on wireframe and solid entity design.

TEC1540 _____ (3 - 0) 3 cr. hrs. Surveying I

Introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mathematically checking results, accuracy and appearance are stressed.

TEC1550 _____ (3 - 0) 3 cr. hrs. Surveying II

Prerequisite: TEC1540 with a minimum grade of C or instructor consent.

A continuation of TEC1540 with emphasis on route surveying. Computation of simple and

Introduces students to the concepts of algebra. Includes the concepts of integers, linear equations, inequalities, exponents, polynomials and factoring.

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 motion, energy, linear and rotation. Does not meet the math requirement for the AA, AAT and AGS degrees.

TEC1080 _____ (Arranged) 4 cr. hrs. Unified Technical Concepts II

Prerequisites: TEC1070 with a minimum grade of C or instructor consent.

A continuation of Unified Technical Concepts I, using a flexible, integrated modular approach to Technical Physics. Emphasis is on gravity, fluid, waves and gases.

TEC1100 _____ (Arranged) 3 cr. hrs. Technical Internship I

Prerequisites: PAW1060 with a minimum grade of C or concurrent enrollment.

Supervised occupational experience in local business, municipal and governmental agencies.

TEC1160 _____ (Arranged) 6 cr. hrs. Machine Shop II

Prerequisite: TEC1000 with a minimum grade of C.

A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines and shapers. Offered by MAC at the UniTec Career Center.

TEC1260 _____ (3 - 0) 3 cr. hrs. Topographic and Map Drafting

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 Comp Aided Design/Drafting

Prerequisite: TEC1300 with a minimum grade of C or instructor consent.

A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

TEC1330 _____ (3 - 0) 3 cr. hrs. CAD/D-Special Problems

Prerequisite: TEC1300 with a minimum grade of C or instructor consent.

Will introduce the student to construct architectural drawings through the use of REVIT software.

TEC1340 _____ (3 - 0) 3 cr. hrs. CAD/D Special Application Programs

Prerequisite: TEC1300 with a minimum grade of C.

This course will enhance the student's ability to utilize all CAD systems. Systems will include:

SOC1600 _____ (3 - 0) 3 cr. hrs. Ethnicity/Cultural Differences in America

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish and cultural variance between the West Coast and the Old South. Meets cultural diversity requirement.

SOC1620 _____ (3 - 0) 3 cr. hrs. Human Diversity

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

Technology

TEC1000 _____ (Arranged) 6 cr. hrs. Machine Shop I

Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work and use of machine tools.

TEC1040 _____ (Arranged) 3 cr. hrs. Technical Writing

Prerequisite: Minimum ACT score of 18, or ENG0970 or Learning Center modules ENG0240, ENG0250 and ENG0260 with a minimum grade of C.

Report writing for students majoring in technology. Each student will learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables and written material.

TEC1070 _____ (Arranged) 4 cr. hrs. Unified Technical Concepts I

Prerequisites: Must have met one of the following for the math requirement: ACT math score of 15-18 or eligible placement test score, or TEC1900, MAT0900, MAT0920, or Learning Center modules MAT0020, MAT0030 and MAT0040 with a minimum grade of C and one of the following for the reading requirement:

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

TEC1560 _____ (Arranged) 3 cr. hrs. Manufacturing Process/Estimating

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 Aspect Survey/Land Boundaries

Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors and review of real estate property law pertaining to surveying in general.

TEC1580 _____ (Arranged) 3 cr. hrs. Quality Control/Testing Fundamentals

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/Roles in Surveying

Designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

TEC1610 _____ (3 - 0) 3 cr. hrs. Introduction to Engineering Design

A foundation course in the PLTW Engineering Program. Students are introduced to the engineering profession and a common approach to the solution of engineering problems, an engineering design process. Utilizing the activity project-problem-based (APB) teaching and learning pedagogy, students will progress from completing structured activities to solving open-ended projects and problems that require them to develop planning, documentation, communication and other professional skills.

TEC1630 _____ (3 - 0) 3 cr. hrs. Principles of Engineering

Prerequisites: Must have met one of the following for the math requirement: ACT math score of 15-18 or eligible placement test score, or TEC1900, MAT0090, MAT0920, or Learning Center modules MAT0020, MAT0030 and MAT0040 with a minimum grade of C and one of the following for the reading requirement: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges,

documenting their work and communicating solutions to peers and members of the professional community.

TEC1680 _____ (3 - 0) 3 cr. hrs. Civil Engineering and Architecture

Prerequisite: TEC1630 with a minimum grade of C.

The study of the design and construction of residential and commercial building projects. The course includes an introduction to many of the varied factors involved in building design and construction including building components and systems, structural design, storm water management, site design, utilities and services, cost estimation, energy efficiency and careers in the design and construction industry.

TEC1690 _____ (3 - 0) 3 cr. hrs. Introduction to Geographic Information Systems

Prerequisite: CIS1050 or equivalent with a minimum grade of C.

Students employ engineering and scientific concepts in the solution of engineering design problems. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, documenting their work and communicating solutions to peers and members of the professional community.

TEC1710 _____ (3 - 0) 3 cr. hrs. Computer Integrated Manufacturing

Deepens the skills and knowledge of an engineering student within the context of efficiently creating the products all around us. Students build upon their Computer Aided Design (CAD) experience through the use of Computer Aided Manufacturing (CAM) software. CAM transforms a digital design into a program that a Computer Numerical Controlled (CNC) mill uses to transform a block of raw material into a product designed by a student. Students learn and apply concepts related to integrating robotic systems such as Automated Guided Vehicles (AGV) and robotic arms into manufacturing systems.

TEC1720 _____ (Arranged) 3 cr. hrs. Mechanisms

Prerequisite: TEC1900 with a minimum grade of C or instructor consent.

A study of utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements.

TEC1730 _____ (Arranged) 1 cr. 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.

TEC1770 _____ (Arranged) 3 cr. hrs. Computer Numerical Control

Prerequisite: TEC1160 with a minimum grade of C or instructor consent.

An introductory course in CNC programming. Create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

TEC1780 _____ (Arranged) 3 cr. hrs. Blueprint Reading

An introductory course for all Technology students. Interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

TEC1790 _____ (Arranged) 3 cr. hrs. Basic Numerical Control Programming

Covers good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping and enabling the student to prepare simple 3 axis N/C part programs.

TEC1800 _____ (Arranged) 3 cr. hrs. Advanced Numerical Control Programming

Prerequisite: TEC1770 with a minimum grade of C.

Will build on material learned in TEC1770 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in MasterCam for complex parts to be manufactured on 3, 4 and 5 axis N/C machines.

TEC1810 _____ (Arranged) 2 cr. hrs. N/C Planning and Tooling

Prerequisite: TEC1770 with a minimum grade of C.

An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. Student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

TEC1880 _____ (3 - 0) 3 cr. hrs. Basic Machine Tool

A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.

TEC1890 _____ (3 - 0) 3 cr. hrs. Advanced Basic Machine Tool

Prerequisites: TEC 1800.

An advanced course for students who have completed Basic Machine Tool.

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

Prerequisites: Must have met one of the following for the math requirement: ACT math score of 15-18 or eligible placement test score, or MAT0900, MAT0920 or Learning Center Modules MAT0020, MAT0030 and MAT0040 with a minimum grade of C and one of the following for the reading requirement: a minimum score of 18 on the ACT reading or eligible placement test score, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

College mathematics for students majoring in technology. Includes calculator applications, algebra, geometry, graphical methods and trigonometry.

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

Prerequisite: TEC1900 with a minimum grade of C.

A continuation of TEC1900. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

TEC1920 _____ (3 - 0) 3 cr. hrs.
Teamwork/Work Communication

Provides students an overview of the soft skills needed to communicate effectively on the job in the manufacturing sector. Emphasis is placed on working in a team environment, communication styles and group problem-solving strategies. The use of soft skills in a digital workplace will also be addressed.

TEC1930 _____ (Arranged) 3 cr. hrs.
Manufacturing Safety OSHA 30/HAZCOM

Designed to complete the requirements for certification in OSHA 30-Hour General Industry and new HAZCOM 2012 changes. The course will cover all required topics and focuses on safety in a manufacturing environment.

TEC1940 _____ (3 - 0) 3 cr. hrs.
Manufacturing Management

Designed to introduce students to the principles, practices, functions and challenges of manufacturing management.

TEC1950 _____ (1 - 0) 1 cr. hr.
CLA/CLT Assessment Prep

Prerequisites: TEC1920, TEC1930 and CIS1610 with a minimum grade of C and instructor consent.

Required for students preparing to take the Manufacturing Skills Standards Council's (MSSC) Certified Logistics Associate (CLA) and/or Certified Logistics Technician (CLT) assessment. Students will be exposed to MSSC learning material through textbooks and lecture. Course material will include assessment-taking protocol, supply chain logistics at the foundational and mid-levels and will align with MSSC standard for CLA and CLT. Required as the capstone (last course) prior to taking the CLA/CLT assessments.

TEC2030 _____ (3 - 0) 3 cr. hrs.
Basic Fluid Power

The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission components.

TEC2040 _____ (Arranged) 3 cr. hrs.
Introduction to Process Control

Introductory/first level course that covers the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. 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.

TEC2050 _____ (3 - 0) 3 cr. hrs.
Engineering Design and Development

Prerequisites: CIS1750 and TEC1300 with a minimum grade of C.

Introduces students to design and development of a product needed to solve a problem. Students, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test 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.

TEC2060 _____ (3 - 0) 3 cr. hrs.
Fluid Power Math

Prerequisites: TEC2030 with a minimum grade of C and instructor approval.

Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing certifications from the International Fluid Power Society (IFPS). Certifications may include the Industrial Hydraulic Mechanic and Pneumatic Technician. The use of the IFPS's online Industrial Training Zone will also be utilized.

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

Prerequisite: TEC2030 with a minimum grade of C.

A combination of lecture and laboratory challenges to provide the student with knowledge of mobile hydraulic troubleshooting. Will expand upon the Basic Fluid Power class and focus on mobile hydraulics applications. Focus will be on the troubleshooting and diagnostics aspects of components specific to mobile equipment. Other topics covered will include maintenance, field repairs and shop repairs.

TEC2120 _____ (Arranged) 3 cr. hrs.
Technical Internship II

Prerequisite: TEC1100 with a minimum grade of C.

A supervised occupational experience with local business. Students shall perform 90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. Required for the following Associate of Applied Science majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning and Refrigeration Technology and Welding Technology.

TEC2130 _____ (1 - 4) 3 cr. hrs.
Hydraulic Systems

Prerequisite: TEC2030 with a minimum grade of C.

A combination of lecture and laboratory challenges provides students with knowledge of industrial hydraulic systems. Will expand on the Basic Fluid Power course and focus on hydraulics applications. Focus will also be on the troubleshooting aspect of un-loader, pilot operated and counterbalance circuits. Other topics include hi-lo pumps, pressure compensated pumps and flushing.

TEC2140 _____ (1 - 4) 3 cr. hrs.
Pneumatic Systems

Prerequisite: TEC2030 with a minimum grade of C.

A combination of lecture/lab challenges will provide students with knowledge of industrial pneumatic systems. Will expand on the Basic Fluid Power course and focus on pneumatics applications. Focus will also be on the troubleshooting aspect of pumps, compressors and pneumatics in air-over-oil and vacuum systems.

Theatre

THE1000 _____ (3 - 0) 3 cr. hrs.
Introduction to Theatre

A comprehensive introduction to the art of theater examining the roles and contributions of

theater artists including the actor, the director, the designers, the playwright and the critic. Students will develop projects in these areas and attend theatre productions.

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. Theater games, improvisations and short dramatic scenes are emphasized.

THE1080 _____ (Arranged) 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.

THE1100 _____ (Arranged) 1 cr. hr.
Directed Studies in Theatre Arts

Supervised study in the varied aspects of the theater under the direct supervision of the theatre director or technical director in conjunction with MAC'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.

THE1120 _____ (3 - 0) 3 cr. hrs.
Stagecraft

Instruction in and operation of equipment used in technical theater. Areas include scenery, lighting, sound, properties and makeup. Lecture, demonstration and hands-on lab experience.

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. Reading intensive course.

THE1300 _____ (3 - 0) 3 cr. hrs.
Directing I

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.

THE2020 _____ (3 - 0) 3 cr. hrs.
Script Analysis

Theatrical theory and presents the research processes necessary to the consideration of any play prior to production, which is necessary for all artistic roles that are involved in creating a theatrical show. The format provided in class will enable the student to take understanding, inspiration and insight from the deconstruction of a playwright's work and learn to isolate the plot, characters, actions and design necessities and possibilities.

THE2040 _____ (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 videotape and film.

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

Students will learn to understand and appreciate the dramatic form through the study of representative plays through theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion-oriented and the play script is emphasized as a means to dramatic productions. Reading intensive course. Meets cultural diversity requirement.

THE2140 _____ (3 - 0) 3 cr. hrs.
Theatre History I

Study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre. Meets cultural diversity requirement.

THE2200 _____ (3 - 0) 3 cr. hrs.
Theatre History II

Includes 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. Meets cultural diversity requirement.

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

Administration & Faculty

- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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- ▶ Greetings
- ▶ Contact Info
- ▶ Academic Calendar
- ▶ About Mineral Area College
- ▶ Admissions & Records
- ▶ Support Services
- ▶ Tuition, Financial Assistance
- ▶ Student Life
- ▶ Academic & General College Policies
- ▶ Arts & Sciences Division
- ▶ Career & Technical Ed. Division
- ▶ Course Descriptions
- ▶ Administration, Faculty

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