MINERAL AREA COLLEGE
CATALOG

2018-2020

www.MineralArea.edu · (573) 431-4593 · Park Hills, Missouri

MINERAL AREA COLLEGE

Greetings

Welcome to Mineral Area College's 2018-20 Catalog. This publication is an important part of your educational career-- it's your map, guidebook and passport to the college, all in one. Use it to help:

■ Figure out financial aid,

■ Find services that aid your journey to completion,

■ Choose a major or field of study,

■ Register for the right classes,

■ Connect with services that help you succeed (counseling, tutoring, etc.),

■ Track your progress,

■ Understand your college's policies and procedures,

■ Become acquainted with MAC faculty, staff and administration.

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

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

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, 2018, for the 2018-19 and 2019-20 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 Rehabilitiation 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.

MINERAL AREA COLLEGE

Trustees

Scott Sikes
Subdistrict 1

Lisa Umfleet
Subdistrict 2

Stuart "Mit" Landrum
Subdistrict 3

Harvey Faircloth
Subdistrict 4

Camille Nations
Subdistrict 5

Alan Wells
At-Large

Administration

Shirley Hofstetter..................Interim President/Chief Financial Officer

Dr. Diana Stuart...Dean of Arts & Sciences

Roger McMillian .... Dean of Career & Technical Education

Julie Sheets...Dean of Students

Kevin Thurman ....Director of Development

Kathryn Neff... Director of Human Resources

Pam Watkins ....Director of Continuing Education

Angie Erickson ....Director of Allied Health

Dr. Amy Henson... Chief Information Officer

Connie Holder...Registrar

Barry Wilfong .... Facilities Manager

Tammy Belfield ....Interim Director of Public Safety

Contact Information

Main Campus

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

Additional Locations

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

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

Farmington High School
1 Black Knight Dr., Farmington, MO 63640
(573) 701-1310 ext. 2139

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

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

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

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

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

Important Phone Numbers

Access Office	518-2152
Admissions	518-2228
Allied Health	518-2172
Arts & Sciences Dean	518-2100
Alumni Services	518-2114
Assessment (Testing)	518-2202
Athletics	518-2134
Bookstore	518-2106
Business Office	518-2115
Campus Housing (College Park)	518-1330
CARDS Freshman Orientation	518-2119
Career & Technical Education Dean	518-2157
CTE Dual Credit	518-3805
Career Planning	518-2193
Career Placement	518-3848
Central Methodist University	518-2112
Computer Help Desk	518-3850
Continuing Education	518-2342
Course Registration	518-2126
Customized Training	518-2157
Dual Credit Coordinator	518-3805
TRIO Talent Search I	518-2380
TRIO Talent Search II	518-2387
Enrollment Verification	518-2119
EXCEL	518-2131
Financial Aid	518-2133
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 Safety Center	518-2148
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

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Academic Calendar 2018-2020

Fall 2018

Mon., Aug. 20	Semester Begins
Sat., Sept. 1	Labor Day Holiday-No classes,campus closed
Mon., Sept. 3	Labor Day-No classes, campus closed
Wed.-Fri., Nov. 7-9	MCCA Meetings
Mon., Nov. 12	Veterans Day-No classes, campus closed
Tue., Nov. 13	Prof. Dev. Day-campus closed
Wed., Nov. 21	Thanksgiving Break begins-No evening classes, campus closed after 4 pm
Thurs.-Sat., Nov. 22 -24	Thanksgiving Break-No classes, campus closed
Thurs., Dec. 6	Last T/R class
Fri., Dec. 7	Last MWF class
Mon., Dec. 10- Fri., Dec. 14	Final Exams-Day classes
Mon., Dec. 10	Mon. Evening-Final Exams
Tue., Dec. 11	Tue. Evening-Final Exams
Wed., Dec. 12	Wed. Evening-Final Exams
Thurs., Dec. 13	Thurs. Evening-Final Exams
Fri., Dec. 14	Fri. Evening-Final Exams
Sat., Dec. 15	Sat.-Final Exams
Sat., Dec. 15	Semester Ends
Mon., Dec. 17	Grades Due

Spring 2019

Mon., Jan. 14	Semester Begins
Mon., Jan. 21	MLK, Jr. Holiday-No classes, campus closed
Mon., Feb. 18	President's Day-No classes, campus closed
Mon., Mar. 11-Sat., Mar. 16	Spring Break-No classes, campus closed
Thurs., Apr. 18	Prof. Dev. Day-No classes, campus closed
Fri.-Sat., Apr. 19-20	Spring Holiday-No classes, campus closed
Tue., May 7	Last TR Class
Fri., May 10	Last MWF Class
Thurs., May 9	Review Day
Sat., May 11	Commencement
Mon., May 13-Fri., May 17	Final Exams-Day Classes
Mon., May 13	Mon. Evening-Final Exams
Tue., May 14	Tue. Evening-Final Exams
Wed., May 15	Wed. Evening-Final Exams
Thurs., May 16	Thurs. Evening-Final Exams
Fri., May 17	Fri. Evening-Final Exams
Sat., May 18	Sat.-Final Exams
Sat., May 18	Semester Ends
Mon., May 20	Grades Due

Summer 2019

Mon., June 3	Semester Begins
Thurs.-Sat., July 4-6	Independence Day-No classes, campus closed
Mon., July 22	Mon. Evening-Final Exams
Tue., July 23	Tue. Evening-Final Exams
Wed., July 24	Wed. Evening-Final Exams
Thurs., July 25	Thurs. Evening-Final Exams
Fri., July 26	Fri. Evening-Final Exams
Sat. July 27	Sat.-Final Exams
Mon., July 29	Final Exam Day-Day Classes
Tue., July 30	Grades Due

Fall 2019

Mon., Aug. 19	Semester Begins
Sat., Aug. 31	Labor Day Holiday-No Classes, campus closed
Mon., Sept. 2	Labor Day-No classes, campus closed
Wed.-Fri., Nov. 6-8	MCCA Meetings
Mon., Nov. 11	Veterans Day-No classes, campus closed
Tue., Nov. 12	Prof. Dev. Day-No classes, campus closed
Wed., Nov. 27	Thanksgiving Break begins-No evening classes, campus closed after 4 pm
Thurs.-Sat., Nov. 28-30	Thanksgiving Break-No classes, campus closed
Thurs., Dec. 5	Last T/R class
Fri., Dec. 6	Last MWF class
Mon., Dec. 9- Fri., Dec. 13	Final Exams-Day Classes
Mon., Dec. 9	Mon. Evening-Final Exams
Tue., Dec. 10	Tue. Evening-Final Exams
Wed., Dec. 11	Wed. Evening-Final Exams
Thurs., Dec. 12	Thurs. Evening-Final Exams
Fri., Dec. 13	Fri. Evening-Final Exams
Sat., Dec. 14	Sat.-Final Exams
Sat., Dec. 14	Semester Ends
Mon., Dec. 16	Grades Due

Spring 2020

Mon., Jan. 13	Semester Begins
Mon., Jan. 20	MLK, Jr. Holiday-No classes,campus closed
Mon., Feb. 17	President's Day-No classes, campus closed
Mon., Mar. 9 -Sat., Mar. 14	Spring Break-No classes, campus closed
Thurs., Apr. 9	Prof. Dev. Day-No classes, campus closed
Fri.-Sat., Apr. 10-11	Spring Holiday-No classes, campus closed
Tue., May 5	Last TR Class
Fri., May 8	MWF Class
Thurs., May 7	Review Day
Sat., May 9	Commencement
Mon., May 11-Fri., May 15	Final Exams-Day Classes
Mon., May 11	Mon. Evening-Final Exams
Tue., May 12	Tue. Evening-Final Exams
Wed., May 13	Wed. Evening-Final Exams
Thurs., May 14	Thurs. Evening-Final Exams
Fri., May 15	Fri. Evening-Final Exams
Sat., May 16	Sat.-Final Exams
Sat., May 16	Semester Ends
Mon., May 18	Grades Due

Summer 2020

Mon., June 8	Semester Begins
Fri., July 3-Sat., July 4	Independence Day, No classes, campus closed
Mon., July 27	Mon. Evening-Final Exams
Tue., July 28	Tue. Evening-Final Exams
Wed., July 29	Wed. Evening-Final Exams
Thurs., July 30	Thurs. Evening-Final Exams
Fri., July 31	Fri. Evening-Final Exams
Sat., Aug. 1	Sat.-Final Exams
Mon., Aug. 3	Final Exam Day-Day Classes
Tue., Aug. 4	Grades Due

MINERAL AREA COLLEGE

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 with an opportunity to learn.

Value Statements

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

St. Joseph

Kansas City Area

Columbia

Greater St. Louis Area

Park Hills Main Campus

POTOSI OUTREACH CENTER

FARMINGTON OUTREACH CENTER

FREDERICKTOWN OUTREACH CENTER

PERRYVILLE HIGHER EDUCATION CENTER

Cape Girardeau

Joplin   Springfield

WINONA OUTREACH CENTER

Poplar Bluff

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Goals for the Future

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

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

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

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

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

Organizational Priorities

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

MAC adopts the following organizational priorities:

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

MINERAL AREA COLLEGE

History of Flat River Junior College and Mineral Area College

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

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

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

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

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

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

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

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

In 2005, the college became an AQIP institution as part of its accreditation process. This method of accreditation enabled the college to focus on quality improvement as it added new programs and courses to enhance its offerings.

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

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

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

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

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

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

Admissions & Records

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

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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, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status may be directed to the Office of Human Resources, P.O. Box 1000, Park Hills, MO 63601.

Immunization Against Communicable Diseases

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

Service for Students with Disabilities

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

Sexual Harassment Policy

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

Tobacco-Free Buildings and Grounds

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

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

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

Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2018, for the 2018-19 and 2019-20 academic years. Each student is responsible for complying with the information in this catalog. Failure to read regulations and policies will not be considered an excuse for noncompliance.

General Admissions

Requirements

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

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

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

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

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

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 & Technology Center.

Campus Visits

The college encourages and welcomes all prospective students to visit the campus. Those interested in scheduling a tour should call the Admissions Office at least 24 hours in advance at (573) 518-2108.

Admissions & Records

Admissions Checklist

1. Application for Admission

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

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

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

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

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

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2. Financial Aid Application

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

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

3. Transcripts

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

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

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

4. Placement Tests

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

5. Confirmation of Admission

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

6. Orientation

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

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

Campus Housing

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

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

Student Classification

Students are classified as follows:

Full-Time

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

Part-Time

A student enrolled in one to 11 semester hours

of coursework for the fall/spring semesters and fewer than six semester hours of coursework for the summer session.

Freshman

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

Sophomore

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

First-Time Student

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

Transfer Student

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

Continuing Student

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

Returning Student

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

Non-Degree Seeking Student

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

including placement testing for English and math courses and must meet all course prerequisites.

Non-High School Graduate

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

Provisional Student

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

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

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

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

Dual Credit

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

Students participating in a dual credit program

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

Dual Enrollment

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

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

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

Career and Technical Dual Credit

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

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

This program is open to students who qualify under the state guidelines, meeting both GPA and test score requirements. In addition, placement scores may be required in order to enroll in some of the classes. Students who are interested in this option should check with both MAC's dual credit coordinator and their high school counselors.

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

Concurrently Enrolled Student

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

Visiting Student

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

International Students

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

International students requesting an I-20 for an F-1 visa must meet the following requirements:
1. Complete (in English) an Application for Admission
2. Application fee payment of $15
3. Evidence of English proficiency through one of the following (the applicant must have taken the test within the last two years):
   - A minimum score of 500 (paper-based), 173 (computer-based) or 61 (internet based) on the Test of English as a Foreign Language (TOEFL).
   - Completed ESL level of 109.
   - A minimum band score of 6 on the International English Language Testing System (IELTS).
   - A minimum ACT English score of 18.
   - A diploma from a secondary institution in an English speaking country (U.S., Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
   - ACT/ESL Compass Test with scores greater than 37 on the grammar portion, with above 37 on the reading and with above 55 on the listening portion.
4. Official secondary education documents translated into English
5. Notarized certification of finances
6. Finance documentation from a banking institution or sponsor

7. Proof of medical insurance. The plan must include repatriation and medical evacuation.

If an international student is transferring from another university or college, please submit the following in addition to the items above:
1. Supplemental Transfer Form
2. Official academic transcripts from previous university or college

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

MAC is a participating SEVIS school.

Satisfactory Academic Progress

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

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

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

Finances and Work

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

Resident Alien Admissions

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

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

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

All international students obtaining an F-1

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

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

Records & Registration

Advanced Placement

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

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

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

Advanced Placement Examinations

Test & Courses Satisfied	Score Required	Hours Granted
United States History		
HIS1230 American History I	3	3
HIS1230 American History I and HIS1240 American History II	4 or 5	6
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 MFL1270 Intermediate French	3, 4, or 5	6
Spanish Language & Culture		
MFL1370 Elementary Spanish I MFL1470 Elementary Spanish II	3, 4, or 5	6

Changing a Field of Study, Major and/or Advisor

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

College Level Examination Program (CLEP)

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

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

1. Complete the admissions process at MAC.
2. Request official scores be sent directly from the College Board to MAC's registrar.
3. Earn a minimum score of 50 on each exam taken.

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

CLEP Exams for which MAC Grants Credit

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 Non-Traditional Educational Experiences

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

Credit Transfer from Other Colleges

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

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

Similar transfer courses are equated to MAC

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

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

Grades

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

Degrees and Certificates

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

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

The **Associate of Arts in Teaching Degree (AAT)** is awarded to students who successfully complete the first component of a degree in teacher education and is approved by the Missouri Department of Elementary and Secondary Education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. The AAT is consistent with degree and course offerings at other community colleges in the state

and is a transferable degree. While completing the AAT, students should work with the transfer institution regarding additional requirements. Students are required to pass a criminal background check before participating in field experience, must earn a passing score on the MoGEA exam, and take the MEP before graduating. Students are encouraged to contact the Education Department chair at (573) 518-2339 for more information.

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

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

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

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

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

Degree and Certificate Time Limits

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

General Education Block (42 Credit Hour Block)

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, MAC has identified a 42-hour block of general education classes that is part of the Associate of Arts and Associate of Arts in Teaching degrees. If the student graduates with those associate degrees

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

Military Experience Evaluation

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

Records on Hold/ Release of Transcripts and Diplomas

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

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

Registration

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

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

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

Right to Privacy and Review of Records

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

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

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

If the student objects to the release of directory information, the student should complete a Request to Restrict Directory Information form, available on the website. The request to withhold directory information will remain on the student's record until which time the student chooses to revoke the restriction in writing to the Registrar's Office. Students should carefully consider the consequences of a decision to withhold directory information. In such cases, MAC will not release any

directory information; thus, any future requests for such information from non-institutional persons or organizations, including the student, parents or future employers, will be refused. The student must present a photo ID in person to obtain information once a restriction is processed.

Student Portal — MyMAC

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

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

The MyMAC system operates in an encrypted and secure environment. Students must use their MAC student I.D. number and password to access their personal information. MyMAC is accessed on the homepage of the MAC website at www.MineralArea.edu.

Transcript Services

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

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

Transfer Library/Crosswalk

The Missouri Department of Higher Education has initiated a transfer library where course

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

Transferring to Other Colleges

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

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

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

Verification of Enrollment

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

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

Support Services

▸ Access Office	▸ 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

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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**

▸ **Appendix**

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

Assessment

Placement Tests

The preferred test for placement at MAC is the ACT Exam, which is administered in September, October, December, February, April and June of each year. However, MAC also offers the Accuplacer examination for students unable to complete the ACT prior to registration. The Accuplacer test is an untimed examination taken on computer in MAC's Assessment Center, as well as other satellite locations. The Accuplacer is designed to measure current skills in writing, reading and math; the results are used to select appropriate levels of the English and math courses students will take, as well as whether the reading requirement prerequisites are satisfied for a variety of MAC courses.

Students should arrive at least ten minutes prior to the start of the test and bring a picture ID (REQUIRED) along with the testing fee, which can be paid by cash or check, or credit card in our business office or if the test was scheduled online. Please note: if the online scheduler was used, payment is not required at the time of scheduling; payment may be made at the time of testing.

HiSET (High School Equivalency Test)

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

MoGEA

The MoGEA test was adopted by the State Board of Education for all candidates pursuing the AAT (Associate of Arts in Teaching) degree and requires students to demonstrate basic general education competencies before they are admitted to an educator preparation program. The student

must register with Pearson Vue at www.Mo.nesinc.com and pay the testing fee ($49 for all four subtests or $25 for a single subtest) before scheduling the test at MAC. There is an additional proctoring fee of $5 per subtest payable to MAC before 4 p.m. the Wednesday before testing. Due to limited seating, early registration is strongly encouraged.

Exit Exam

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

Certification Testing

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

Proctoring Distance Ed Course Tests

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

Bookstore

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

Cardinals Nest

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

Career Planning

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

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

Career Services

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

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

Counseling

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

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

C.H. Cozean Library

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

The library has more than 25,000 volumes in its collection, including books, selected popular fiction and nonfiction books, subscriptions to approximately 60 magazines and journals, and DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 to search for library materials and view their library accounts.

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

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

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

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

Health Services

MAC does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students who have health disabilities impacting their educational experience can contact the Access Office, (573) 518-2152, to

discuss academic accommodations. Self-disclosure and documentation of the disability will be needed to determine eligibility.

Learning Center

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

Parking

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

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

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

TRIO Programs

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

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

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

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

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

Tuition & Financial Assistance

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

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

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

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

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

Tuition & Fees*

Tuition for Credit Classes

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

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

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

Fees

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

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

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

* Subject to change with notice.

Classification for Tuition

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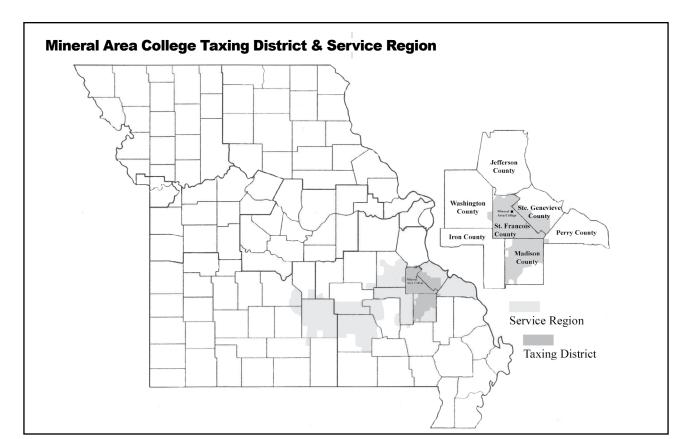
Resident of the Taxing District

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

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

Mineral Area College Taxing District & Service Region

Veteran Access, Choice and Accountability Act of 2014, Section 702.

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

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

Students from Outside the Taxing District

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

Out-of-State Student

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

International Student

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

65 Years of Age or Older (Senior Scholar Program)

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

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

Penalty for False Information

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

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

Tuition and Course Fees Set by the Board of Trustees

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

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

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

Books and Materials

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

Fees for Non-Credit Classes

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

Payment of Tuition and Fees

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

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

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

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

Payment Deadlines

Upon registration of any semester or term, all students are expected to pay 25% of all tuition and fees unless financial aid is on file in the Business Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated. Payment schedules are posted in the registration guide available online each semester.

Current Address

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

Account Balances

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

located online in the registration guide, for payment plan information regarding additional fees.

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

Third-Party Billing

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

Delinquent Accounts

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

Refunding Tuition and Fees

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

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

Student Liability Insurance Program

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

MINERAL AREA COLLEGE

Financial Assistance

General Information

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

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

Return of Title IV Funds Policy

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

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

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

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

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

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

Minimum Academic Standards for Financial Aid Eligibility

1. A student must complete at least 67% of attempted credit hours. Failure to do so will result in a loss of Federal Student Aid. There is a maximum amount of time or credit hours a student has to complete a program of study. When a student meets 150% of the designated maximum hours for a program of study, graduates or completes a program of study, aid eligibility is lost. The maximum hours includes credit hours transferred in from other colleges. *Example: a program of study requires 62 hours to complete. If you accumulate 93 hours or more (which is 62 x 1.5), you will lose aid eligibility.*
2. A student must keep their cumulative grade point average (GPA) at or above 2.0. If a student's GPA falls below the minimum, aid eligibility is lost.
3. Students new to financial aid, whether transfer or new applicant, are eligible during their first semester of aid. Following the first semester, all credit hours, including those transferred in from other colleges or universities, count in the maximum credits allowed (see item "A" above). If a student exceeds the maximum credits or graduates/completes their program of study, they are placed in a status known as "Over Maximum Timeframe" which is a probation status and aid eligibility is lost.
4. If a student does not meet the minimum 67% completion for classes attempted or does not meet the minimum GPA (see "B" above), the student will be moved to a "Financial Aid Warning," but is still eligible for student aid for one semester. If a student exceeds the maximum credits for a program or has a Bachelor's Degree, the student is placed in an "Over the Time Frame Probation" status.
5. If, following the "Financial Aid Warning" semester, the student is still deemed ineligible for aid, the student is placed on "Financial Aid Probation," which is a loss of all Federal Student Aid.

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

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

Federally-Funded Financial Aid Programs

Federal Pell Grant

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

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

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

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

Federal Supplemental Educational Opportunity Grant

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

Federal College Work-Study Program

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

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

3. Employment is on campus.

Federal Direct Loan

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

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

State-Funded Financial Aid Programs

A+ Schools Program

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

In order for eligible A+ graduates to continue to qualify and remain eligible for A+ financial incentives, each student must:
- Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school;
- Maintain a minimum GPA of 2.5 on a 4.0 scale and meet satisfactory academic progress requirements;
- Make good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

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

Bright Flight Scholarship (Missouri Higher Education Academic)

The Bright Flight Program provides scholarship awards of $2,500 per academic year subject to available funding. To be eligible, a student must:
- Have a composite score on the ACT or the SAT in the top 3% of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri postsecondary school;
- Be a Missouri resident and a U.S. citizen;
- Not be pursuing a degree or certificate in theology

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

Marguerite Ross Barnett Memorial Scholarship

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

Access Missouri Financial Assistance Program

The Access Missouri Financial Assistance Program is a need based program with financial eligibility determined by the Free Application for Federal Student Aid (FAFSA). Award amounts vary based upon state-approved allocations. To be eligible, a student must:
• Have a FAFSA on file by February 1;
• Be a Missouri resident and a U.S. citizen;
• Be an undergraduate student enrolled full time;
• Not be pursuing a degree or certificate in theology or divinity;
• Not have received your first bachelor's degree.

Special Loan Funds, Emergency Loan Fund

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

Veterans

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

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

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

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

For Fall and Spring Semesters:

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

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

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

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

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

Schedule for Return of Unearned Tuition Assistance Funds to the Government

Days 1-7 .... 100%
Days 8-14 .... 100%
Days 15-21 .... 75%
Days 22-28 .... 75%
Days 29-35 .... 50%
Days 36-41 .... 50%
Days 42-48 .... 25%
Days 49-55 .... 25%
Days 55-61 .... 25%

Servicemembers Opportunity Colleges

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

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

Vocational Rehabilitation

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

College-Funded Scholarships and Awards

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

A number of scholarships have been established at MAC and through the local community. The scholarships at MAC include those established through the Board of Trustees, Foundation Office,

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

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

Outside Aid Reporting Requirement

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

Verification

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

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

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

Selective Service Requirement

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

On April 11, 1983, the Secretary of Education published regulations amending Subpart B of the Student Assistance General Provisions, 34 CFR Part 688 to implement section 1113 of the fiscal year

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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

Clubs & Organizations

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

Archery Club

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

Art Club

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

Chi Alpha

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

Cultural Awareness Club

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

Delta Psi Omega

Delta Psi Omega is a dramatic fraternity, providing a national honor society for those exhibiting a high standard of work in theatre. As MAC students

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and members of the community qualify, they are rewarded by election to membership in the society and initiated in formal ceremonies at the end of the spring semester.

Little Theatre Guild

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

MAC Ambassadors

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

MACFlix

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

MoSALPN

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

National Association for Music Education

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

Phi Beta Lambda

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

Phi Theta Kappa

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

Psi Beta

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

Postsecondary Agricultural Student

PAS provides an opportunity for leadership and career preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in

career programs such as Ag Education, Ag Sales, Biofuels, Food Science and Safety, Precision Agriculture, Landscaping, Floriculture, Soil Science, Equine Management, Livestock, Dairy and Crop Production. Other competition areas include public speaking, employment interview and career planning and progress. Any student taking an agriculture or horticulture class qualifies for local chapter membership.

Robotics Club

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

Student Activities Council

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

Student Government Association

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

Student-Missouri State Teachers Association

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

Student Nurses Association

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

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

Student Radiology Club

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

Veterans Organization

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

Art Department

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

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

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

Music Department

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

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

Chamber Singers

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

Concert Band

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

Community Singers

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

Guitar Ensemble

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

Jazz Ensemble

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

Jazz Combo

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

Kicks Band

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

MAC Singers

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

Steel Drum Ensemble

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

Studio Music

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

Theatre Department

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

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

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

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

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

Athletics Department

Intercollegiate athletics are an integral part of campus life at MAC. The college has achieved national and statewide recognition for men's basketball, baseball and golf; and women's basketball, softball and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities. There have been 67 Academic All-Americans and 17 All-Americans in recent years.

Cheerleaders

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

Kirby The Cardinal (Mascot)

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

Men's Baseball

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

Men's Basketball

Basketball highlights include 14 MCCAC Conference Championships, six Region 16 Championships, and three appearances to the 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 and has produced 18 All-Americans and 16 Academic All-Americans.

Men's Golf

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

Women's Basketball

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

Women's Softball

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

Women's Volleyball

The women's volleyball program is building a strong winning tradition. The team plays an competitive schedule and concentrates its recruiting on local athletes. The 2013 team won the first MCCAC Conference Championship in the program's history. The Cardinals won a Region 16 title and ended the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. In 2016, the team won the Region 16 and District K

Championships and finished 10th at the National tournament. In 2017, the team won the Region 16, MCCAC, and District K Championships, and finished 6th in the National tournament. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students. Since 2011, the team has produced 3 NJCAA All-Americans and 20 Academic All-Americans. Scholarships are awarded on a merit basis.

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Academic and General College Policies

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

Academic Integrity

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

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

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

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

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

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

students, who disseminates the form to the appropriate individuals.

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

Student Conduct and Due Process

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

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

College Email

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

Official college email accounts are activated upon acceptance of the student's application. Official email addresses are not considered directory information and are not released to third-parties without written authorization of the student. To access MAC email accounts, students should follow the link to "MAC Email" on the left-side of the MAC website. If further assistance is needed, students should contact IT Services.

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

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

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

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

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

Classroom Electronic Use Policy

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

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

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

Penalties for any infraction may include:

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

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

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

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

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

Auditing a Course

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

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

Change in Class Schedule

Adding a Class

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

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

Dropping a Class

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

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

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

Class Cancellations

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

Distance Education

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

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

Dual Credit

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

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

English as a Second Language

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

Final Examinations

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

Prerequisites and Corequisites

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

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

Repeating a Course

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

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

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

Students may not repeat a lower-level course that serves as a prerequisite for a course already completed with a "C" or above. For example, if a student receives a grade of "C" in MAT1130 and subsequently completes MAT1230 in a following

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term with a grade of "C," the student is not allowed to repeat MAT1130 in a future semester.

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

Unit of Credit and Courseload

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

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

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

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

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment

of an "F" for those classes, as well as a possible financial obligation.

Withdrawal for Students Mobilized for Military Duty

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

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

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

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

Grading

Dean's List

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

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
2. GPA of 3.25 or higher.

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

Grade Appeal Process

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

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

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

Grade Point Average

The semester GPA is calculated by:
1. Multiplying the credit hours of a course by the grade points earned for the course grade;
2. Adding the grade points earned for each course;
3. Dividing the total grade points by the number of credit hours attempted.

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

Grading System

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

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

College credit is valued in grade points as follows:

• **A** 4 grade points
• **B** 3 grade points
• **C** 2 grade points
• **D** 1 grade point
• **F** No grade points
• **AU** No grade points
• **CR** No grade points
• **I** No grade points
• **NP** No grade points
• **P** No grade points
• **W** No grade points

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

Honors Program

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

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 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 are specified in detail by the instructor on the Incomplete Grade Request form.

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

Graduation

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

Applying for Graduation

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

To be considered a candidate for graduation a student must:
1. Submit an Application for Graduation Candidacy, with a copy of the degree audit, to the Registrar's Office by the following deadlines:
   • **Fall Semester (December graduate),** end of second week of 16-week semester
   • **Spring Semester (May graduate),** end of second week of 16-week semester
   • **Summer Session (July/August graduate),** end of first week of 8-week term
2. Submit the nonrefundable $50 graduation fee (charged one time per degree) with the application.
3. Complete the degree requirements per the college catalog, earning a minimum of 15 semester credit hours from MAC.
4. Earn a minimum 2.0 cumulative career (includes transfer work) and institutional (MAC) GPA; 2.75 minimum for AAT students.
5. Complete an exit exam.
6. Candidates seeking a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take

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▸ **Greetings**

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▸ **Administration, Faculty**

▸ **Appendix**

a licensure examination that is industry-recognized and approved. Candidates will be notified by email of the exam dates, also posted on the website.

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

Applying for More Than One Degree

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

Commencement Information

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

Students who wish to participate in the Commencement Ceremony should indicate so on their Application for Graduation Candidacy form. Students who wish to participate but did not indicate so on their application can contact Lisa Johnson, Commencement Coordinator at Commencement@MineralArea.edu or call (573) 518-2100. All requests to participate should be received before spring break in March to ensure receipt of cap and gown in time for the ceremony. The cost of the cap and gown is included in the graduation fee.

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

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

Reverse Transfer

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

Videotaping and Photography

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

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

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

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

MINERAL AREA COLLEGE

Arts & Sciences Division

Degrees & Certificates

Associate of Arts

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

Associate of Arts in Teaching

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

Associate of General Studies
General Studies

Certificate
Global Studies

Degree Plans

Associate of Arts Degree (62 hours)

A Transferable Degree

▶ See Appendix A for Degree Plans

Associate of Arts in Teaching (62 hours)

A Transferable Degree

▶ See Appendix A for Degree Plans

Associate of General Studies Degree (62 hours)

A Course-by-Course Transferable Degree

▶ See Appendix A for Degree Plans

Arts & Sciences Division

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

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

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

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

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

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

General Education Philosophy

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

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

General Education Key Quality Indicators/ Competency Statements

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

These indicators include:

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

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

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

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

require the use of computer knowledge and electronic research abilities.

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

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

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

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

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

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

General Education State Level Skill Areas

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

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

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

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

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

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

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

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

General Requirements

AA Graduation Requirements

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

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous associate degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

3. Earn a 2.0 or higher institutional and cumulative career grade point average.

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

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

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

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

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

AAT Graduation Requirements

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

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate's degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

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

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

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

6. Complete the Missouri Educator Profile (MEP).

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

8. Take no more than six elective credits by participating in ensembles. Ensembles do not satisfy the humanities requirements.

9. Pass the mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.

AGS Graduation Requirements

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

2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate's degree may petition the

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Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.

3. Earn a 2.0 or higher institutional and cumulative career grade point average.

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

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

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

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

Global Studies Certificate Requirements

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

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

3. Earn a 2.0 or higher cumulative GPA;

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

MINERAL AREA COLLEGE

Career & Technical Education Division

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

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

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

▸ **Career & Technical Education Division**

▸ **Career & Technical Assessments**

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

▸ **Career & Technical Dual Credit**

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

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

▸ **Agriculture**

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

▸ **Child Development**

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

▸ **Electrical/Electronics Technology**

▸ **Engineering Technology**
  - ▸ Engineering Technology—Design Drafting
  - ▸ Engineering Technology—Manufacturing

▸ **Fire Science Technology**

▸ **Industrial Maintenance**

▸ **Physical Therapist Assistant**

▸ **Skilled Trades**

Degrees & Certificates

Associate of Applied Science

Associate of Science

Certificates
(one year and less than one year)

Degree program offerings are outlined on the following pages.

General Requirements

Degrees and Certificates

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

Degrees for Allied Health

1. Complete 74-77 semester hours of required curriculum with an institutional and cumulative career GPA of 2.0 (C) or higher.
   a. 29 Academic credit hours.
   b. 45 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a "C" or above.
3. Fifteen (15) semester credit hours must be earned through Mineral Area College.
4. Application for Graduation must be submitted during first two weeks of the spring term (sophomore year).
5. Students are required to complete the Technical Skills Assessment Exam and a Graduation Interview in their final semester.

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MINERAL AREA COLLEGE

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			
Basic Law Enforcement Academy 1,000 hours			X	
Business Computer Programming	X			
Business Management	X		X	
Business Management – Accounting	X			
Business Management – Microcomputers	X			
Child Development	X		X	
Child Development Associate				X
Computer Networking	X		X	
Criminal Justice			X	
Criminal Justice – Correctional Administration	X			
Criminal Justice – Judicial Administration	X			
Criminal Justice – Law Enforcement	X			
Electrical/Electronics Technology	X		X	
Electrical Technology	X		X	
EMT – Emergency Medical Technician				X
Engineering Technology – Design Drafting	X			
Engineering Technology – Manufacturing	X			
Fire Science Technology	X		X	
Industrial Maintenance	X		X	
Nursing – Advanced Placement - RN		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		
Skilled Trades Technology	X			

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

Program and Major Code	Arcadia Valley	Cape Girardeau	Perryville	UniTec
Agriculture (AG)	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 *	X *		
Child Development (CD)		X *	X *	
Computer Networking (CN)		X *		
Construction/Building Technology (CU)	X	X	X	X
Digital Media Technology (RT)		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		
Machine Tool Technology (MO)		X		X
Office Systems Technology (OS)	X*			
Physical Therapist Assistant (PT)		X		
Respiratory Therapy (RE)		X		
Welding Technology (WE)	X	X	X	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 Center - Bonne Terre, MO

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

MINERAL AREA COLLEGE

Career & Technical Education Division

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

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

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

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

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

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

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

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

Career & Technical Education Assessments

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

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

Allied Health Related

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

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

variety of health settings: medical, surgical, obstetric, pediatric, psychiatric, gerontological and home health.

Practical Nursing Certificate

C **See Certicate Plan** (In Appendix)

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

OPTION A - Generic Track

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

OPTION B - Fast Track

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

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of "C" or above:
   a. Intermediate Algebra until 12/14/18. After 12/14/18, Applications of College Math or Quantitative Reasoning
   b. English Composition I
   c. Introductory Chemistry
4. American College Test (ACT) or Accuplacer 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. Accuplacer (must be taken by application deadline):
      1) Sentence Skills — 92
      2) Elementary Math — 97
      3) Reading — 85
   c. Accuplacer Next Generation (must be taken by application deadline):
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      4) Reading — 250
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a nursing career as determined by MAC.
7. Applications will be accepted from April 15 until December 15 of each school year. Application deadline may be extended. Please submit applications early so personal interviews can be scheduled before selection.
8. It is the student's responsibility to assure the following documents are on file in the Allied Health Department prior to selection.

a. Application form with $20 fee.
b. High school transcripts or GED scores.
c. ACT or Accuplacer scores.
d. Official college or university transcripts.
e. Handwritten autobiography (3-5 pages).

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

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

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

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

13. A personal interview may be required.

NOTE: Course substitutions must be approved.

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

D **See Degree Plan**   (In Appendix)

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

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

MAC graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (28 credit hours).

MAC graduates prior to 1991 or graduates of another school may be eligible to enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (41 credit hours).

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

Entrance Requirements For Advanced Placement

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges and/or Career and Technical schools attended, with proof of graduation from high school or GED.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.
5. A personal interview is required.
6. Entrance requirements must be met by the end of spring semester with a grade of "C" or above.
7. Pass the dosage calculation and practicum exams.
8. American College Test (ACT) or Accuplacer
   a. ACT -Applicants must be scheduled to take the test on or before the December test date and have the following minimum scores:
      1) English – 20*
      2) Math – 19*
   b. Accuplacer - must be taken by application deadline:
      1) Sentence Skills - 92
      2) Elementary Math - 97
      3) Reading - 85
   c. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      4) Reading — 250
9. Have a GPA of 2.5 or above.
10. A high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student's grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
    a. Students articulating from the PN Program must have a grade of "B" or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate.

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

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

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

14. It is the student's responsibility to assure the following documents are on file in the Allied Health Department before selection.
    a. Application form with $20 fee.
    b. High School transcripts or GED scores c. ACT or Compass scores
    d. College or university transcripts
    e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
    f. Handwritten autobiography (3-5 pages).

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

16. Persons who do not meet the above requirements should contact the director or an advisor.

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

18. No alternates will be admitted to the nursing program after the first day of the practicum and calculation testing.

19. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).

20. A personal interview is required.

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites*	Credit Hours
MAT1130 Intermediate 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.

Summer Semester - Third Semester	Credit Hours
ENG1340 English Composition II	3
ADN1420 Bridge Course	3
Subtotal	**6**

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

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

Associate Degree-Nursing

D See Degree Plan   (In Appendix)

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

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

The college's Allied Health Advisory Committee (consisting of a variety of health care professionals

that may include directors of nursing and administrators of both nursing homes and hospitals, physicians, pharmacists, practical nurses, high school counselors and student representatives) ensures that the curriculum of both programs keep pace with the employment needs in the field of nursing.

Career Opportunities

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

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
   a. A high school computer course or
   b. A college computer course,
3. Prerequisite courses must be completed by end of Fall Semester in the following order.*
   a. Intermediate Algebra (or higher) with a grade of "C" or above.
   b. Introductory Chemistry (5 credit hours) with a grade of "C" or above.
   c. English Composition I with a grade of "C" or above.
4. American College Test (ACT) or Accuplacer
   a. ACT -Applicants must be scheduled to take the test on or before the December test date and have the following minimum scores:
      1) English - 18
      2) Math - 19
      3) Reading - 18
   b. Accuplacer - Applicants must have taken the Accuplacer with the following minimum scores by application deadline:
      1) Sentence Skills - 92
      2) Elementary Math - 97
      3) Reading - 85
   c. Accuplacer Next Generation - must be taken by application deadline:
      1) English Writing — 250
      2) Math Quantitive Reasoning, Algebra, and Statistics — 243
      3) Math Advanced Algebra and Functions — 233
      4) Reading — 250
5. Have a GPA of 3.0 or above.
6. Evidence the personal qualifications necessary for a nursing career as determined by MAC.

7. Applications will be accepted from April 15 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so interviews may be scheduled.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
   a. Application form with $20 fee.
   b. High school transcript or GED scores (official, not hand carried).
   c. ACT or Accuplacer scores.
   d. College or university transcripts (official, not hand carried).
   e. A personal interview is required.
   f. Handwritten autobiography (3-5 pages).
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the Allied Health Department or an advisor.
11. No classes may be added after the first three days of fall & spring classes without permission of the dean. No alternates may be added after the first day of the practicum and calculation testing.
12. Students are required to pass a dosage calculation and medication practicum exam with a 95% prior to taking Medical-Surgical Nursing I (ADN1490).
13. Selection is based on GPA from English Composition I, Intermediate Algebra, and Introductory Chemistry (weighted 50%), ACT or Accuplacer scores (weighted 25%), and personal interview (weighted 25%).

Emergency Medical Technician (EMT) Certificate - 12 credit hours

C **See Certicate Plan** (In Appendix)

MAC offers a one semester course (HLT1762) which provides the basic instruction for health care professionals responsible for the delivery of emergency medical services (EMS) as an Emergency Medical Technician (EMT). This course provides initial instruction in the following:

foundations of professional EMS practice, roles and responsibilities of the EMT, the EMS agenda, workforce safety and wellness, ethics and legal issues, public health, illness and injury prevention, principles of pathophysiology, review of anatomy and physiology, medical terminology, patient assessment, therapeutic communication, history taking, physical exam techniques, communications, documentation, patients of diverse cultures, basic airway and ventilatory management, resuscitation of the medical and trauma patient, common medical emergencies, trauma care and trauma systems, HAZMAT awareness, older patients, pediatrics, OB/GYN emergencies, environmental emergencies, terrorism and disaster response and multiple-casualty incidents.

In addition to the 210 hours of classroom instruction, two 12-hour emergency department rotations and three 12-hour ambulance rotations are required for a total of 60 clinical/field internship hours. Successful completion of a comprehensive written and practical exam will allow the student to be enrolled in the National Registry of EMTs (NREMT - www.nremt.org) and apply for a Missouri State EMT license.

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

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

Paramedic Technology

MAC offers a Certificate in Paramedic Technology and an Associate of Applied Science Degree in Paramedic Technology. The certificate program is an extended three semester curriculum consisting of 53 credit hours and the Associate of Applied Science degree consists of an additional 34 credit hours.

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

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

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

Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
   a. EMT license, or expect to have EMT license by Aug. 1 of each year.
   b. At least 100 hours of patient care experience (preferred).
   c. Must be at least 18 years of age.
   d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
   a. EMT license, or expect to have EMT license by Aug. 1 of each year.
   b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
   c. Medical Terminology/Intro to Pathology (HLT2350), 3 credit hours with a grade of "C" or above.
4. American College Test (ACT), Compass, or Accuplacer.
   a. ACT - Applicants must have the minimum score of:
      1) English - 18
      2) Math - 19
   b. Compass - Applicants must have the minimum score of:
      1) Writing - 68
      2) Algebra - 36
      3) Reading - 81
   c. Accuplacer - Applicants must have the

minimum score of:
1) English - 90
2) Math - 96
3) Reading - 85

   d. Accuplacer Next Generation
(must be taken by application deadline):
1) English Writing — 250
2) Math Quantitive Reasoning, Algebra, and Statistics — 243
3) Math Advanced Algebra and Functions — 233
4) Reading — 250

5. Have a GPA of 3.0 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted from Jan. 1 - May 31 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
   a. Application form with $20 fee.
   b. High school transcript or GED scores (official copies, not hand-carried).
   c. ACT, Compass, or Accuplacer scores.
   d. College or university transcripts (official copies, not hand-carried).
   e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
   f. Typed questionnaire.
   g. Professional interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check and successfully completing all prerequisites.
10. All applicants must have the mandatory immunizations by the required course date (not required at time of application or acceptance). For the list go to our website at www.mineralarea.edu>Programs & Courses>EMS Programs>Required Immunizations.
11. For more information contact the Director of EMS Education at (573) 518-2113.

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

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

Paramedic Technology

D **See Degree Plan** *(In Appendix)*

C **See Certicate Plan** *(In Appendix)*

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

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

Radiologic Technology
Associate of Science

D **See Degree Plan** *(In Appendix)*

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.

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

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

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

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

Entrance Requirements

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

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

Respiratory Therapy

Cooperating Institution: Cape Girardeau Career & Technology Center

D **See Degree Plan** *(In Appendix)*

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

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

Associate of Applied Science

Degrees & Certificate Programs

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

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

Agriculture

D **See Degree Plan**   (In Appendix)

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

Business Related

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

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

Business Computer Programming

D **See Degree Plan**   (In Appendix)

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

Business Management

D **See Degree Plan**   (In Appendix)

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

One-Year Certificate in Business Management

C **See Certicate Plan** (In Appendix)

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

Business Management — Accounting

D **See Degree Plan**   (In Appendix)

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

Business Management — Microcomputers

D **See Degree Plan**   (In Appendix)

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

Computer Networking

D **See Degree Plan**   (In Appendix)

C **See Certicate Plan** (In Appendix)

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.

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Office Systems Technology — Administrative Assistant

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

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

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

Office Systems Technology Test-Out Policy

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

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

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

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.

Office Systems Technology — Medical Coding

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

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typically work in physicians' offices, clinics, hospitals, insurance companies, medical billing agencies and consulting firms.

Medical Coding Certificate

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

Child Development

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

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

Child Development Associate

C **See Certicate Plan** (In Appendix)

Criminal Justice

C **See Certicate Plan** (In Appendix)

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

D **See Degree Plan** (In Appendix)

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

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

Criminal Justice — Judicial Administration

D **See Degree Plan** (In Appendix)

This program is designed for students who lan to complete an Associate of Applied Science degree in Judicial Administration and work in a Court Administration, Court Clerk, or related services field.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two options when seeking an education in criminal justice:
• Follow the degree plan as noted below for an AAS in Judicial Administration OR
• Seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college or university.

Criminal Justice —Law Enforcement

D **See Degree Plan** (In Appendix)

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

A four-year degree is strongly advised for students interested in working for the federal

government. Students are offered three options when seeking an education in criminal justice:

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

Electrical/Electronics Technology

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

Engineering Technology

Engineering Technology —Design Drafting

D **See Degree Plan** (In Appendix)

Computer usage in design drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in design drafting may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics and structural among others. Job opportunities include, but are not limited to: State Highway Department draftsperson, manufacturing, lumber yards, preparation of drawings/estimating; municipal facilities, surveyor's office, map preparation/drafting; architectural design/drafting/estimating; structural design/drafting/estimating; aerospace design/drafting/estimating; heating/air conditioning design/drafting; map and topographic drafting; electrical utilities, drafting; highway design and planning; and product development.

Engineering Technology —Manufacturing

D **See Degree Plan** (In Appendix)

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

Fire Science Technology

Since 1999, MAC, through its Fire and Rescue Academy, has offered an Associate of Applied Science degree and one-year certificate in Fire Science Technology. The degree or certificate program makes use of classroom instruction and

practical skill demonstrations conducted at the multi-use training site on the Park Hills campus. This state-of-the-art facility lets students participate in training that requires them to connect academic instruction to real-world situations and to develop critical problem-solving skills.

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

Industrial Maintenance

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

Machine Tool Technology

D **See Degree Plan** (In Appendix)

C **See Certicate Plan** (In Appendix)

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

Physical Therapist Assistant

D **See Degree Plan** (In Appendix)

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

MAC has established a program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science degree in Physical Therapist Assistant. Students apply for the degree after successfully completing both the general

education courses offered by MAC and the technical course component offered by Cape Girardeau CTC.

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

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

Skilled Trades

D **See Degree Plan** (In Appendix)

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

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

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

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

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associate degree, with a minimum of 15 semester institutional semester credit hours earned at MAC.

Career Center Partnerships

Associate of Applied Science Degrees & Certificates

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

Career & Technical Dual Credit

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

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

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Course Descriptions

Academic Courses

▸ **ART**   Art
▸ **BIO**   Biological Science
▸ **BUS**   Business Admin & Economics
▸ **CIS**   Computer Info Systems
▸ **COM** Communications
▸ **CSC**   Computer Science
▸ **EDU**   Education
▸ **EGN**   Engineering
▸ **ENG**   English
▸ **GEO** Geography
▸ **GUI**   Guidance
▸ **HIS**   History
▸ **IDS**   Interdisciplinary Studies
▸ **MAT**   Mathematics
▸ **MFL**   Modern Foreign Language
▸ **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
▸ **MLT**   Medical Laboratory Technician
▸ **NUR**   Practical Nursing
▸ **OST**   Office Systems Technology
▸ **PAR**   Paramedic Technology
▸ **PAW** Personal Awareness
▸ **PHR**   Pharmacology
▸ **PTA**   Physical Therapist Assistant
▸ **RDL**   Radiologic Technology
▸ **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 in which some courses are normally offered has been indicated after the course title or at the end of the course description. If no semesters are indicated, the course is normally offered during the regular academic year. A course description stating "offered on demand" means these classes will not be offered for one or two students; there must be sufficient interest to warrant a class on a regular schedule.

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

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

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

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

ASSOCIATE DEGREE NURSING

ADN1001_____ Arranged 1 cr. hrs.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

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

ADN1002_____ Arranged 1 cr. hrs.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

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

ADN1003_____ Arranged 1 cr. hrs.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

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

ADN1004_____ Arranged 1 cr. hrs.
Nursing Reinforcement

Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.

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

ADN1420 _____Arranged 3 cr. hrs.
LPN-ADN Transition (Bridge) (Summer, Fall)

Prerequisites: Valid LPN license and acceptance into Advanced Placement Program or successfully passing the NCLEX-PN on the first attempt.

Addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients. Other topics addressed in the course include therapeutic communications, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment.

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. hrs.
Contemporary Nursing

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political and 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 an opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1500 _____ Arranged 6 cr. hrs.
Medical-Surgical Nursing II

Prerequisites: Sequential nursing and science classes with a minimum grade of C.

A continuation of ADN1490. Emphasis is placed on managing the care of a group of patients. 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 Fundamentals of Nursing.

An overview and introduction to the administration of medicine. Basic information concerning the various pharmaceutical names and preparations, their administration techniques and nursing implications will be given. Emphasis 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 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.
Intro to Agricultural Economics
   An introduction to the basic concepts and issues in economics as they relate to the agricultural industry. Elective credit only.

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

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

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

AGR1650 _____ (3-0) 3 cr. hrs.
Agriculture Credit & Finance (Spring)
   Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) have earned 24 college-level semester credit hours, or (5) instructor consent. Recommend AGR2320, BUS 2430.
   A survey of the principles, concepts and functions of credit and finance as related to agriculture.

AGR1700 _____ (3-0) 3 cr. hrs.
Farm Management (Spring)
   Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours, or (6) instructor consent. Recommended AGR2320, OST1500.
   Principles and decision making tools applied to practical farm problems. Budgeting, break-even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

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

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

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

AGR2260 _____ (3-0) 3 cr. hrs.
Problems in Agriculture
   Prerequisite: Instructor consent. May be substituted for AGR 2220.

   Provides for supervised training in an instructor-approved problem area at an agri-business industry or education site coordinated by Mineral Area College. Student will complete 120 clock hours within the problem area.

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

AGR2420 _____ (3-0) 3 cr. hrs.
Soil Science & Management (Fall)
   Prerequisites: Sophomore standing and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours, or (6) 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. hrs.
Soil Science & Management Lab (Fall)
   A one (1) hour optional lab provides further application of key concepts, and is recommended for students transferring into programs of study emphasizing agronomy, natural resources management, or other related agricultural sciences.

AGR2520 _____ (3-0) 3 cr. hrs.
Agricultural Genetics
   Prerequisites: Sophomore standing and AGR1130 or AGR1220 with a minimum grade of C, or instructor consent.
   Basic principles of inheritance in plants and animals of agricultural significance. Transmission genetics and its effects on the usefulness of plants and animals. Basic principles of plant and animal improvement.

AIR COND, HEATING, REFRIG

AHR1016 _____ (3-0) 3 cr. hrs.
Thermal and Environmental Science
   Environmental applications course applies the knowledge of the principles and theories of thermal systems incorporating it with real world applications such as heating and cooling systems, system performance, insulation, and humidity. Students will gain a better understanding of how these items, which are a part of everyday life, can be modified to improve human comfort conditions. Students will learn to calculate the efficiency of a thermal system. Students will become familiar with heat loads and how they affect system components. Students will learn to use insulation to improve efficiency and learn how psychometrics is vital to conditions inside buildings.

AHR1520_____ (3-0) 3 cr. hrs.
Commercial Refrigeration
Prerequisite: AHR1612 with a minimum grade of C.

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

AHR1604_____ (3-0) 3 cr. hrs.
Pump Systems
Focuses on centrifugal, turbine, diaphragm, peristaltic, piston, gear and magnetic pumping systems. Designed to help the student understand the function, construction and installation of each style of pump. Students will demonstrate how to match a pump to a specific application and install it. Students will use the lab to acquire the hands-on portion of installing and troubleshooting pump systems.

AHR1612_____ (3-0) 3 cr. hrs.
Thermal Troubleshooting
Introduces students to theory and problems with thermal transfer. Termperature and pressure relationships, units of measure, enthalpy and the gas laws will be covered. Definition of regions of a phase change in relationship to sensible and latent heat will be explored. Lab experiments will help students to understand system applications.

ART

ART1130_____ (1-3) 3 cr. hrs.
Drawing I (Spring, Fall)
MOTR PERF105D

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

ART1140_____ (1-3) 3 cr. hrs.
Drawing II (Spring, Summer)
Prerequisite: ART1130 with a minimum grade of C.

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

ART1160_____ (1-3) 3 cr. hrs.
Painting I (Spring, Fall)
Understand the fundamentals of wet media with an emphasis on oil paint and still life. Develop painting concepts using the elements of art, composition and drawing, focusing on technique and the effective use of color.

ART1230_____ (1-3) 3 cr. hrs.
Ceramics I (Spring, Summer)
Study basic ceramic principles. Emphasize hand-built techniques, and include wheel-thrown pottery and glazing.

ART1400_____ (2-2) 2 cr. hrs.
History of Western Art
Introduce the student to the visual masterpieces of a western civilization. Stress the style, function, and historical context of art. Offered in conjunction with student tours which vary depending on the site, city, or country visited.

ART1490_____ (3-0) 3 cr. hrs.
History of Art I
MOTR ARTS101

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

ART1500_____ (3-0) 3 cr. hrs.
History of Art II
MOTR ARTS102

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

ART1510_____ (3-0) 3 cr. hrs.
History of Art III
Investigate art history from the late 18th century to the contemporary with an emphasis on, but not limited to, western civilizations. Consider works of art and art styles through description, content, and context.

ART1530_____ (3-0) 3 cr. hrs.
Introduction to Humanities
Stimulate visual awareness, artistic acuity, and cultural intelligence. Compare and integrate the modes of expression: visual, performing and literary to competently discuss the arts. Discuss works of art through description, content, and context.

ART1550_____ (2-4) 3 cr. hrs.
Beginning Photography
Learn the basics of photography concentrating on an understanding of camera settings. Gain creative controls of the camera and techniques of black and white film developing and printing.

ART1640_____ (1-3) 3 cr. hrs.
Printmaking
Introduce traditional and contemporary graphic processes, materials, and equipment. Explore a variety of printmaking media from a selection of monotypes, linoleum blocks, wood blocks, and more.

ART1740_____ (3-0) 3 cr. hrs.
Watercolor I
Prerequisite: ART1130 with a minimum grade of C or instructor consent.

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

ART1750_____ (3-0) 3 cr. hrs.
Watercolor II
Prerequisite: ART1740 with a minimum grade of C

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

ART1760_____ (3-0) 3 cr. hrs.
Watercolor III
Prerequisite: ART1750 with a minimum grade of C

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

ART1830_____ (1-3) 3 cr. hrs.
Two-Dimensional Design (Fall)
Emphasize principles and elements of design through a series of assigned problems. Apply various wet and dry media including: water soluble paint, construction paper, and ink.

ART1880_____ (1-3) 3 cr. hrs.
Color Theory
Explore various color theories as well as cultural and historical application through a series of problems. Apply various wet and dry media including: water soluble paint, construction paper, and color pencils to design problems.

ART1930_____ (1-3) 3 cr. hrs.
Sculpture I (Spring)
Prerequisite: ART 1130 with a minimum grade of C or instructor consent.

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

ART2160_____ (1-3) 3 cr. hrs.
Painting II
Prerequisite: ART1160 with a minimum grade of C or instructor consent.

Expand on Painting I. Strengthen composition and color. Consider landscape, still life, abstraction and personal expression.

ART2162_____ (1-3) 3 cr. hrs.
Sculpture II
Prerequisite: ART1930 with a minimum grade of C.

Emphasis on advanced three-dimensional projects stressing creative approaches to new materials and processes. Stress importance of human figure and abstraction, as well as large-scale work.

ART2172_____ (1-3) 3 cr. hrs.
Ceramics II
Prerequisite: ART1230 with a minimum grade of C.

Expand on hand-building and glazing techniques from Ceramics I. Emphasis on wheel-thrown and combination pieces, as well as personal expression.

ART2174_____ (1-3) 3 cr. hrs.
Printmaking II
Prerequisites: ART1130 and ART1640 with a minimum grade of C or instructor consent.

Continue to explore media from Printmaking I. Introduce new techniques: chine colle, transfers and mixed media. Consider personal expression and proper documentation of completed prints.

ART2176_____ (1-3) 3 cr. hrs.
Painting III
Prerequisites: ART1160 and ART2160 with a minimum grade of C or instructor consent.

Build on Painting I and II to develop an artistic perspective. Discuss consistent work, professional practices, and goal-making as part of portfolio development.

ART2180_____ (1-3) 3 cr. hrs.
Ceramics III
Prerequisites: ART1230 and ART 2172 with a minimum grade of C.

Emphasis on form, consistency and personal exploration. Elevate execution of wheel-thrown pieces as well as slab pot construction. Introduce figure construction and consideration of form-content.

ART2200_____ (3-0) 3 cr. hrs.
Printmaking III
Prerequisite: ART2174 with a minimum grade of C.

Create high quality prints while exploring art historical topics, such as theme and variation, in addition to personal expression. Require consistent serial prints in single and multi-colors. Complete at least three editions of five high-quality prints employing two different printmaking processes presented in Printmaking I and II. Proper documentation is required.

BIOLOGICAL SCIENCE

BIO1100 _____ (3-0) 3 cr. hrs.
Introduction to Biological Science
MOTR BIOL100

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in ENG0990, or ENG0090, or concurrent enrollement in RDG0900, or have earned 24 college-level semester credit hours.

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

BIO1150 _____ (3-4) 5 cr. hrs.
General Biology
MOTR BIOL100L

Prerequisite: MAT0930 or higher with a grade of C or above, or concurrent enrollment, and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

BIO1330 _____ (2-3) 3 cr. hrs.
Local Flora (Spring, Odd Year)

Learn about local plants by collection, identification, preservation, and mounting. May choose an area of specialization dealing with fungi, lichens, ferns or flowering plants. Required field trips. Includes lab.

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. Includes lab.

BIO1430 _____ (3-0) 3 cr. hrs.
Environmental Science
MOTR BIOL100EV

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

BIO1500 _____ (3-0) 3 cr. hrs.
Essentials of Microbiology
MOTR BIOL100M

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 (Spring)
MOTR BIOL150LB

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. Includes lab.

BIO2122 _____ (3-4) 5 cr. hrs.
General Zoology (Fall)
MOTR BIOL150LZ

Prerequisite: BIO1150 with a minimum grade of C or instructor consent.

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

BIO2240 _____ (2-4) 4 cr. hrs.
Field Biology (Spring, Even Year)

Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122 with a minimum grade of C or instructor consent.

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

BIO2430 _____ (3-2) 4 cr. hrs.
General Genetics

Prerequisite: BIO1150, BIO1250, BIO1350, BIO2112 or BIO2122 with a minimum grade of C or instructor consent and

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. Includes lab.

BIO2540 _____ (3-4) 5 cr. hrs.
Human Anatomy and Physiology (Spring)
MOTR LIFS150LAP

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 integumentary, skeletal, muscular, neural, endocrine, and cardiovascular systems. Recommended for science and physical education majors as well as some non-nursing hospital-based courses such as radiology. Not recommended for students applying to the nursing program. BIO2600 Human Anatomy and 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. Includes lab.

BIO2600 _____ (3-4) 5 cr. hrs.
Human Anatomy (Fall)

Co-rerequisite: PHS1250 or PHS1350 or higher with a minimum grade of C.

The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620). This course is required for Registered Nursing. Recommended for Pre-Med, Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Pharmacy and Biology.

BIO2620 _____ (3-4) 5 cr. hrs.
Human Physiology (Spring)

Prerequisites: BIO2600 and PHS1250, or PHS1350 with a minimum grade of C.

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

BIO2700 _____ (3-2) 4 cr. hrs.
Microbiology (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. Includes lab.

BIO2720 _____ (3-0) 3 cr. hrs.
Microbiology Lecture

Prerequisites: BIO2600, BIO2620 and PHS1250, or PHS1350 with a minimum grade of C.

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

BIO2722 _____ (0-1) 1 cr. hrs.
Microbiology Lab

Prerequisite: BIO2720 with a minimum grade of C or concurrent enrollment. Lab must be taken within the first year credit is earned for BIO2720 - Microbiology lecture to earn the lab credit.

Grow bacteria from the air, water, hand, food, and inanimate objects to introduce students to bacteria in our environments. Techniques used to identify bacteria from prepared cultures include gram stain and spore staining. Bacteria are identified by growth reactions in Durham tubes, urea, phenalalanine, or citrate slants, mannitol, EMB, MacConkey, and blood agar. Will also use the Kirby Bauer test for antibiotics and test the efficacy of a variety of sanitizing agents. Required for Registered Nursing. Recommended for Pre-Med, Pre-Physical Therapy, Pre-Dental Hygiene, Pre-Pharmacy and Biology.

BIO2980 _____ Arranged 1 cr. hrs.
Readings in Honors

A small group discussion class which involves reading assignments from books or scientific

journals, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

BIO2990 _____ Arranged 1 cr. hrs.
Research in Honors
Individual or small groups of students researching some aspect of the life sciences and then compiling and presenting their findings to their peers and/or some community sector, or writing up their results in a well-organized paper.

BUSINESS ADMIN & ECONOMICS

BUS1190_____ (3-0) 3 cr. hrs.
Business Ethics
A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

BUS1330_____ (3-0) 3 cr. hrs.
Survey of Economics
MOTR ECON100
MOTRANSFER GUARANTEED CORE 42   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) 3 cr. hrs.
Calculus for Bus & Social Sciences
Prerequisite: A minimum ACT score of 27, or a minimum Compass algebra score of 90-94, or a minimum Compass College Algebra score of 72-75, or a minimum Compass Trigonometry score of 63-66, or a minimum Accuplacer College Algebra Score of 70 or above, or a minimum Accuplacer Trigonometry score of 70, 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.

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

BUS2570 _____ (3-0) 3 cr. hrs.
Business Statistics
Prerequisite: Sophomore standing or instructor consent.
Covers descriptive statistics and statistical inference including the basic knowledge and skills required to organize, analyze, and transform data and to present the information. Learn sampling methods, how to develop confidence intervals, and hypothesis testing. Microsoft Excel is used and problem solving and statistical results are discussed from a management perspective.

BUS2930 _____ (3-0) 3 cr. hrs.
Principles of Macroeconomics
MOTR ECON101
MOTRANSFER GUARANTEED CORE 42   Primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

BUS2940 _____ (3-0) 3 cr. hrs.
Principles of Microeconomics
MOTR ECON102
MOTRANSFER GUARANTEED CORE 42   This course consists of analysis of the individual consumer, firm, and market. The principles of demand and supply, elasticity, price determination, costs, market structure, and other related economic issues are studied.

COMPUTER INFO SYSTEMS

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

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

CIS1050 _____ (3-0) 3 cr. hrs.
Introduction to Computers
Prerequisite: Keyboarding skills are required. Concurrent enrollment in CIS1050 and CIS1750 is prohibited.
Examine current concepts in computing and the information processing cycle. Understand modern capabilities and operations of various computing devices and gain practical skills using the Windows interface and the most popular applications.

CIS1100 _____ (3-0) 3 cr. hrs.
Microcomputer Graphics
Gain practical experience with a popular graphics program, including the manipulation of graphic units and text, multiple screen image transfer, diagram size, and shape modification, business chart customization, freehand drawing, etc. General computer proficiency is expected.

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

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

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

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

CIS1680 _____ (3-0) 3 cr. hrs.
Fundamentals of Network Security
Prerequisites: CIS1610, CIS1850, CIS1870 or CIS2000 with a minimum grade of C.
Examine entry-level network security principles and recent trends. Explore common elements of cryptography, social engineering, public key infrastructure, access controls, disaster recovery, and business continuity. Study objectives covered in the CompTIA Security+ certification.

CIS1700 _____ (3-0) 3 cr. hrs.
Desktop Publishing
Learn the skills necessary to create engaging layouts, designs, and typography with current publishing software. General computer proficiency is expected.

CIS1730 _____ (2-0) 2 cr. hrs.
Office Applications
Gain hands-on proficiency in accomplishing basic tasks in word processing, spreadsheet, and presentation software, Skills included are text formatting, mail merges, tables, formulas, functions, and presentation design.

CIS1750 _____ (3-0) 3 cr. hrs.
Microcomputer Applications
   Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Concurrent enrollment in CIS1050 and CIS1750 is prohibited.
   Gain proficiency in the most commonly used applications in the business environment. Develop skills using a current, integrated word processing, spreadsheet, presentation, and database suite of applications.

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

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

CIS1830 _____ (3-0) 3 cr. hrs.
Novell Network Administration
   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.
   Learn basic responsibilities of maintaining a Microsoft network environment including the installation and upgrade of domain controller. Gain skills implementing Active Directory, file management, access controls, authentication, group policies, server roles, and virtualization.

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

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

CIS1900 _____ (3-0) 3 cr. hrs.
Fundamentals of Unix
   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 81 on the Compass reading, or 85 on the Accuplacer reading, or minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.
   Understand basic, entry-level Unix operating system skills and command line features. Learn additional features regarding system navigation, file permissions, the vi text editor, command shells and basic network use.

CIS1930 _____ (3-0) 3 cr. hrs.
Computer Ethics
   Examine the ethical challenges and responsibilities of IT professionals as well as the casual computer user. Explore legal issues such as piracy, hacking, intellectual property, privacy, freedom of expression, and social networking issues. Learn about proper techniques in creating safe software and maintaining worker productivity.

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

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

CIS2080 _____ (3-0) 3 cr. hrs.
Fundamentals of Linux
   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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
   Explore the fundamental elements of the Linux operating system, including concepts, architecture, networking, and administration.

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

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

CIS2200 _____ (3-0) 3 cr. hrs.
Micro Spreadsheet Applications
   Gain industry-valued skills using current electronic spreadsheet software. Study moderately complex topics such as file creation, manipulation, cell editing, ranges, functions,

sorting, formulas, graphs and charts. General computer proficiency is expected.

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

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

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

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

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

CIS2670 _____ (3-0) 3 cr. hrs.
Internetworking III
   Prerequisites: CIS1890 with a minimum grade of C and one of the (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
   Explore the third of four semesters in the Cisco Networking Academy curriculum. Examine the equipment applications and protocols installed in enterprise networks, focusing on switched networks, IP telephony requirements, and security. Understand additional elements such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIS2680 _____ (3-0) 3 cr. hrs.
Management of Information Security
   Prerequisite: CIS1680 with a minimum grade of C.
   Learn the importance of the sound managerial practices in protecting information. With legal compliance as a guide, students will value the significance of identifying and calculating risks, creating sound policies and security programs,

and contingency planning. Understand the role of managers in a crisis situation and effective response to the public.

CIS2690 _____ (3-0) 3 cr. hrs.
Internetworking IV
Prerequisites: CIS2670 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Explore the last of four semesters in the Cisco Networking Academy curriculum. Examine network design processes while following a standard process to expand and upgrade each network. Develop skills in requirements gathering, proof-of-concept, and project management. Understand lifecycle services, including upgrades, competitive analyses, and system integration in the context of pre-sale support.

CIS2930 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Applications
Explore advanced features of popular office applications and gain the practical skills necessary to become a high-demand office worker.

CIS2940 _____ (3-0) 3 cr. hrs.
Advanced Desktop Publishing
Prerequisite: CIS1700 with a minimum grade of C.
Continue developing practical skills to expand proficiency in creating high-quality publications.

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

CIS2980 _____ Arranged 1 cr. hrs.
Capstone-Computer Networking
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.
Prepare to enter the Computer Networking career field by reviewing coursework completed in the degree or certificate program. Complete the Technical Skills Assessment requirement for Career and Technical Education majors.

COMMUNICATIONS

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

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

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

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

COM2200 _____ (3-0) 3 cr. hrs.
T.V. Production
Prerequisite: COM1020 with a minimum grade of C or instructor consent.
Gain hands-on experience using both audio and video production equipment as well as usage and production techniques. Examine production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM2260 _____ (3-0) 3 cr. hrs.
T.V. Production Practicum
Prerequisite: COM2200 with a minimum grade of C.
Gain experience creating a broadcast-ready product.

COMMUNITY PARAMEDIC

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

CPP2422 _____ (3-0) 3 cr. hrs.
Community Assessment
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and concurrent enrollment in CPP2410 and CPP2452.
Continuation of the Community Paramedic series. Introduces the role of the Community Paramedic (CP) in community assessment. Effects of social, cultural, ecological, political, and economic factors are explored as they impact families and communities. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National

Association of EMS Educator's (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.

CPP2450_____ Arranged 5 cr. hrs.
Pathophys & Chron Dis Mgt Com Param
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and CPP2410, CPP2422 and CPP2452 with a minimum grade of C and concurrent enrollment in CPP2460.
Continuation of the Community Paramedic series. Students will research the latest standards and guidelines in the care and management of the patient with chronic diseases. Patient assessment, medications, diagnostic tests, and additional therapies will be explored. Standards of documentation during the CP's patient encounters are also emphasized. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator's (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.

CPP2452_____ (0-2) 2 cr. hrs.
Advanced Assessment Laboratory
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and concurrent enrollment in CPP2410 and CPP2422.
Continuation of the Community Paramedic series. Provides practical application regarding the comprehensive patient history and assessment, diagnostic tests and imaging, diagnosis, and management of patients with common chronic diseases in the community. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator's (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.

CPP2460_____ (0-2) 2 cr. hrs.
Com Paramedic Patient Care Capstone
Prerequisites: Acceptance to the Community Paramedic Program, instructor approval, and CPP2410, CPP2422 and CPP2452 with a minimum grade of C and concurrent enrollment in CPP2450.
Continuation of the Community Paramedic series. Introduces the role of the Community Paramedic (CP) in community assessment. Effects of social, cultural, ecological, political, and economic factors are explored as they impact families and communities. Provides evaluation, remediation, and verification of CP science core content to meet the goals and objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator's (NAEMSE) Education Standards (2009), the National Scope of Practice Model (2005), the EMS Agenda for the Future (1996), Missouri Department of Health & Senior Services/Bureau of EMS Regulations (19 CSR30-40.800) (2016), and the national accreditation requirements of the CoAEMSP.

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 fifteen (15) hours of criminal justice courses with a grade of "C" or higher. Students are placed with a criminal justice agency in a participant/observer capacity by the department coordinator for a period of not less than 96 contact hours.

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.
Intro 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 & 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 & 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 Inspect
   Open to MSHP CVI students only.
   The object of this course is to give the Probationary Commercial Vehicle Inspector (CVI) the federal certifications and basic training on the applicable state statutes that will be used in the performance of their daily duties. CVI's 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 Prof
   Prerequisite: Must be Criminal Justice major.
   Connects basic mathematical concepts to their applications. Emphasis is placed on strengthening the student's ability to connect with math concepts to situations within their Criminal Justice career field.

CRJ2000 _____ (3-0) 3 cr. hrs.
Criminal Justice Report Writing
   Prerequisites: CRJ1100, CRJ1200, and ENG1330 with a minimum grade of C or instructor consent.
   The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques requisite for the 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 showed the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above-mentioned tasks through practical skill demonstrations.

CRJ2200 _____ (3-0) 3 cr. hrs.
Ethics for Legal Professionals
   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.

CRJ2300 _____ (1-1) 1 cr. hrs.
Criminal Justice Career Preparation
   The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practicals, mock interviews, and portfolio creation will also be a requirement for student achievement in this course.

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

CRJ2340 _____ (3-0) 3 cr. hrs.
Concepts of Community Corrections
   Prerequisites: CRJ1100 and CRJ1800 with a minimum grade of C.
   Examines the various aspects of offender treatment planning, implementation, and special needs identification in the context of community-based correctional programs. Utilizes a comparative approach to 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
   Prerequisite: A minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.
   Explore the basics of programming and prepare for more complicated languages. Learn how to program with Python to gain confidence in skills and acquire the logic necessary for developing high-quality programs. Learn control structures, functions, lists, and file I/O before being introduced to classes.

CSC1300 _____ (3-0) 3 cr. hrs.
Video Game Design & Development (Spring)
   Prerequisite: CIS1100 with a minimum grade of C or instructor consent.
   Examine the game industry using an interdisciplinary approach to create PC-based games. Specialize in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design. Design interactive and visual interfaces for games focusing on creating multimedia assets and developing the basic programming abilities. Construct and animate 2D and 3D objects and creative game environments.

CSC1500 _____ (3-0) 3 cr. hrs.
Basic Programming
   Prerequisite: CSC1100 with a minimum grade of C or instructor consent.

   Learn to use Visual Studio Express IDE and basic VB syntax. Build skills one step at a time mastering control structures, classes, objects, methods, variables, arrays, and the core techniques of object-oriented programming. Examine more sophisticated techniques, including inheritance, polymorphism, exception handling, strings, GUI's, data structures, generics, and collections.

CSC1600 _____ (3-0) 3 cr. hrs.
C# Programming
   Prerequisites: CIS1050, CIS1750, or CSC 1100 with a minimum grade of C or instructor consent.
   Introduction to C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC2400 _____ (3-0) 3 cr. hrs.
Computer Programming in C++
   Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
   Begin a study of program design and development using the structured language C++. Develop skills using language syntax and semantics, data and variable types, functions, and object-oriented design.

CSC2420 _____ (3-0) 3 cr. hrs.
Java Script Programming
   Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
   Explore an introductory JavaScript object scripting language. Learn basic commands and structures, variables, operators, inputs, and conditionals. Add special features, such as user prompts, to web pages. Create forms with data validations using current versions of HTML and CSS. Understand clear descriptions, inspiring examples, and easy-to-follow diagrams. Create scripts from scratch, and understand the thousands of JavaScripts, JavaScript APIs, and jQuery plugins that are available on the web. Learn the latest practices in fluid design and progressive enhancement, cross-browser compatibility.

CSC2440 _____ (3-0) 3 cr. hrs.
Web Programming w/Perl/CGI/Linux
   Prerequisite: CSC1100 with a minimum grade of C or instructor consent.
   Explore server/client systems with practical web programming applications. Gain skills using Perl scripting in the Common Gateway Interface (CGI).

CSC2470 _____ (3-0) 3 cr. hrs.
Database Design & Programming w/SQL
   Prerequisites: CSC2100 with a minimum grade of C.
   Learn the concepts and terms needed for working with any database. Introduces Microsoft SQL Server 2016 and the Management Studio. Develop skills in running SQL statements to design a database and implement that design by using either SQL statements or the Management Studio. Develop skills for working with database features like views, scripts, stored procedures, functions, triggers, cursors, and transactions. Examine the management of database security and features for working with XML and BLOB data.

CSC2480 _____ (3-0) 3 cr. hrs.
Database Programming with PL/SQL
   Prerequisites: CSC2470 with a minimum grade of C and one of the following:(1) a minimum score of 18 on the ACT reading, or 81

on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

CSC2500_____ (3-0) 3 cr. hrs.
Advanced Basic Programming (On Demand)
Prerequisite: CSC1500 with a minimum grade of C.

Explore topics such as Basic LINQ concepts, manipulating data in a database, using common Visual Basic SQL queries, using ADO.NET Entity Data Model to interact with the database using drag and drop capabilities and GUI controls. Examine web-based form controls using Visual Studio's ASP.NET programming.

CSC2600_____ (3-0) 3 cr. hrs.
Advanced C# Programming
Prerequisite: CSC1600 with a minimum grade of C or instructor consent.

Continuation of object-oriented programming in the context of developing and implementing the various components of an information system with particular attention given to database incorporation. Includes numerous projects covering intermediate topics building on CSC1600 C# programming language with object-oriented programming principles.

CSC2980_____ Arranged 1 cr. hrs.
Capstone-Business Comp Programming
Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.

Prepare to enter the Business Computer Programming career field by reviewing coursework completed in the degree program. Complete the Technical Skills Assessment requirement for Career and Technical Education majors.

DEAF COMMUNICATION STUDIES

DCS1000_____ (3-0) 3 cr. hrs.
Sign Language I
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors awareness of deaf culture.

DCS1010_____ (3-0) 3 cr. hrs.
Sign Language II
Prerequisite: DCS1000 with a minimum grade of C.

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

EARLY CHILDHOOD EDUCATION

ECE1000 _____ (3-0) 3 cr. hrs.
Intro to Early Childhood Education
Focuses on research-based theories that have affected the evolution of current developmentally-appropriate curriculums used in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for age birth to eight will be explored. Developmental effects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 _____ (3-0) 3 cr. hrs.
Guidance Altern for Young Children
The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children from birth through age eight years. Guidance skills, observation tools, and techniques of 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 is 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 Child Hlth/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 Dev Associate Credential Prep
Prerequisites: ECE1000, ECE1020, and ECE1040 with a minimum grade of C, and meet all CDA competency standards including a resource collection of required artifacts in all three courses.

Focuses on final preparation for the nationally-accredited Child Development Associate credential. Students will begin to build the professional resource collection that exemplifies CDA standards. Coursework also includes writing competency standards required in the CDA 2.0. The student will complete the CDA 2.0 application to the Council for Professional Development. The Professional Development specialist will conduct final observations and evaluations of the student in the student's child

care setting. In addition, the student will provide feedback opportunities for parents in the program. The last step to credentialing is the written test which will be taken on campus through online testing PearsonVue.

ECE1200_____ (3-0) 3 cr. hrs.
Caring for School Age Children
Intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school-age children.The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The 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. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2002_____ (2-4) 4 cr. hrs.
Practicum Classroom Experiences
Prerequisites: ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000-level course with a minimum grade of C.

It is recommended that students take this course the semester before qualifications have been met for graduation. Focuses on the application of learned concepts of planning, observing, and documenting the growth and development of young children. The student will plan and apply the learned concepts in a (15-week) four-hour practicum classroom experience and (2 hours) 15-week (50 minute) lecture. The practicum experiences will apply to preschool children 3 to 5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriate (DAP) environment. Four hours of required practicum classroom experience is assigned each week for a total of sixty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2020_____ (3-0) 3 cr. hrs.
Emerging Language and Literacy
Explores the development of language from birth through eight years; print-rich environments 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.
Intro Young Child Special Needs
　　Focuses on the learning differences in children from birth to age eight. Special need programs and resources will be identified to assist teachers, parents, and children in order to assist in the understanding and resources available for future success of the child. The methods and materials used for early identification, intervention and inclusion of infants, toddlers and preschoolers will be explored. Cultural diversity will also be emphasized in order to gain understanding of 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. hrs.
Professional Portfolio Assessment
　　Prerequisites: ECE1000, ECE1020, ECE1040, and a minimum of one ECE 2000-level course with a minimum grade of C.
　　Intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student's work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met throughout the AAS in Child Development. Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.

EDUCATION

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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
　　Study factors and issues of the period from puberty to adulthood with emphasis upon conditions leading to optimal development. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU1300 _____ (3-0) 3 cr. hrs.
Child Development
　　Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in 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.
　　Explore development from conception through adolescence. Review theories related to the four areas of development: cognitive, physical, language, and social/emotional. Explore the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child's learning environment.

EDU2030 _____ (3-0) 3 cr. hrs.
Found. of Ed. in a Diverse Society
　　Prerequisite: ENG1330 and PSY1130 with a minimum grade of C, and a minimum of 15 earned degree applicable semester hours (excluding developmental).
　　Examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. Will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justices, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12.

EDU2100 _____ (3-0) 3 cr. hrs.
Teach Profession w/Field Experience
　　Prerequisites: ENG 1330 with a minimum grade of C, and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
　　Corequisite: EDU2030 or EDU2040.
　　Provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Explore the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. Designed to assist students in determining if a career in teaching is an appropriate goal. Students will be required to complete the Missouri Educator Profile. Students must earn a minimum grade of B in all education courses with an EDU prefix.

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

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

EDU2320 _____ (3-0) 3 cr. hrs.
Educational Psychology
　　Prerequisites: EDU2030 or EDU2040 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generatino reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be admitted to the AAT program by separate application through the Education Department.
　　Relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. Focuses on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2400 _____ (3-0) 3 cr. hrs.
Infant/Toddler Curriculum Methods
　　Prerequisites: EDU1300 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
　　Examine the areas of development during a child's first three years of life as well as the current theories and practices of the developmental domains during infancy and toddlerhood. Meet developmental needs by planning for the environment with appropriate materials and equipment. The growth and development of the young child is applied through active learning activities. An early childhood curriculum is used to determine the choices of developmentally-appropriate activities and lesson plans. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2420 _____ (3-0) 3 cr. hrs.
Org Mgt Early Childhood Programs
　　Prerequisites: EDU1300 with a minimum grade of B and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic

reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program's goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also addressed as a part of the planning process. Students must earn a minimum grade of B in all education courses with an EDU prefix.

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

ELECTRICAL/ELECTRONIC TECH

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

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

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

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

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

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

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

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.
Intro to Electrical Engineering
Prerequisites: PHS2240 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.

ENG0920 _____ (3-0) 3 cr. hrs.
Introduction to College Writing
Prerequisites: ACT English score 0-14, or Compass writing score of 0-42, or Accuplacer writing score of 0-75, Accuplacer writing scoreof 200-236, AND one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or Accuplacer Next Generatio score of 250, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0750 or RDG0900, or (5) have earned 24 college-level semester credit hours.
Emphasizes developing sentences, paragraphs, and brief essays. Includes a

thorough review of mechanics, usage, and grammar through competency-based instruction.

ENG0930 _____ (3-0) 3 cr. hrs.
Strategies for Composition
Prerequisites: One of the following: (1) an ACT English score of 15 -17, or Compass English/Writing score of 43-69, or Accuplacer Sentence Skills score of 76-91, or Accuplacer Next Generation score of 237-249, or (2) ENG0920 or ENG0960 or (3) modules ENG0210, ENG0220, ENG0230 with a minimum grade of C AND concurrent enrollment in ENG1330.
Delivers supplementary instruction for English Composition I assignments and emphasizes paragraph development, sentence structure, grammar, and diction. Reinforces academic reading and writing strategies useful for college-level work in general and for English Composition II in particular. Pass/No Pass grading scale.

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

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

ENG1330 _____ (3-0) 3 cr. hrs.
English Composition I
MOTR ENGL100

MOTRANSFER GUARANTEED **CORE 42** Prerequisite: One of the following: (1) a minimum ACT English score of 18, or minimum Compass English/Writing score of 70, or minimum Accuplacer sentence skills score of 92 or minimum Accuplacer Next Generation writing score of 250, or (2) an ACT English score of 15-17, or Compass English/Writing score of 43-69, or Accuplacer Sentence Skills score of 76-91, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, AND a 3.5 cumulative high school grade point average or concurrent enrollment in ENG0930 or (3) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.
A purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction includes basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 _____ (3-0) 3 cr. hrs.
English Composition II
MOTR ENGL200

MOTRANSFER GUARANTEED **CORE 42** 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
MOTR COMM110

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: Must have met one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C.

Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1570_____ (3-0) 3 cr. hrs.
Intro Lit/Prose/Poetry
MOTR LITR100

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C.. An introductory survey of the prose forms of literature, primarily short story, and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. A strong emphasis will be placed on reading and discussion.

ENG1670_____ (3-0) 3 cr. hrs.
Interpersonal Communications I
MOTR COMM120

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

ENG2150_____ (3-0) 3 cr. hrs.
Leadership Development

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on leadership development and provides opportunities for developing a personal leadership philosophy, analyzing one's leadership abilities, and learning about different elements of successful leadership. Students will learn through reading, observation, and application of leadership skill sets.

ENG2330_____ (3-0) 3 cr. hrs.
English Literature I
MOTR LITR102A

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

ENG2340_____ (3-0) 3 cr. hrs.
English Literature II
MOTR LITR102B

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

ENG2430_____ (3-0) 3 cr. hrs.
American Literature I
MOTR LITR101A

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440_____ (3-0) 3 cr. hrs.
American Literature II
MOTR LITR101B

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2492_____ (3-0) 3 cr. hrs.
Women's Literature
MOTR LITR106

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. Focuses on the ideas, experiences, and perceptions of women in various literary genres and time periods. Explores the political, historical, social, and religious contexts in which women live and write. A strong emphasis will be placed on reading and discussion.

ENG2500_____ (3-0) 3 cr. hrs.
Multicultural Literature
MOTR LITR105

MOTRANSFER GUARANTEED — CORE 42

Prerequisite: ENG1330 with a minimum grade of C. Designed to give students an introduction to and appreciation of cultures different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. A strong emphasis will be placed on reading and discussion.

ENG2520_____ (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.

ENG2560_____ (3-0) 3 cr. hrs.
Creative Nonfiction Literature

Prerequisite: ENG1330 with a minimum grade of C.

Investigates a variety of issues surrounding the genre of creative non-fiction. These issues will include but will not be limited to defining the genre, ethical concerns faced by authors, the evolution of the genre. A strong emphasis will be placed on reading and discussion.

ENG2580_____ (3-0) 3 cr. hrs.
Poetry and the Human Experience

Prerequisite: ENG1330 with a minimum grade of C.

Investigates the impact of culture on poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion.

ELECTRICAL TECHNOLOGY

ETT1030_____ (3-0) 3 cr. hrs.
Intro Elect Tech,Materials&Supplies
A study of electrical wire, electrical boxes, conduits, load centers, overcurrent protection, and materials and supplies used in residential, commercial, and industrial applications.

ETT1200_____ (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 Tech Internship I
A supervised occupational experience with a local electrician. Students shall perform

approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

ETT1720 _____ (0-6) 3 cr. hrs.
Electrical Techology Internship II
A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

FIRE SCIENCE TECHNOLOGY

FST1000 _____ Arranged 3 cr. hrs.
Introduction to Firefighting
Designed to prepare the FST student in the first phase of classroom instruction for fire fighter certification (through Missouri Fire Marshal's Office). Will use the Missouri Division of Fire Safety's Basic Firefighters 36-hour course, combined with a basic Hazmat, awareness course and incident command system NIMS 700.

FST1050 _____ Arranged 12 cr. hrs.
Firefighter Technology
A comprehensive course of instruction which develops the required knowledge and skills expected of firefighters pursuing certification by the Missouri Division of Fire Safety for the rating of Firefighter I and Firefighter II. Students must pass classroom instruction and practical skill demonstrations with a minimum of 80% proficiency.

FST1080 _____ Arranged 1 cr. hrs.
Self-Contained Breathing Apparatus
Prerequisite: FST1050 with a minimum grade of C or instructor consent.
An advanced course designed to instruct the student in the use of the SCBA functions for all purposes of safe firefighting and the importance of personal safety.

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

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

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

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

FST1312 _____ Arranged 1 cr. hrs.
Highway Safety for First Responder
Designed to assist the students with making emergency scenes safe, not only for the citizens they serve, but for them as responders as well.

FST1314 _____ Arranged 1 cr. hrs.
Calling A Mayday
Designed to increase the student's awareness that as an emergency responder they may be required to call a mayday or respond to a mayday incident. Recognized by the National Fire Academy.

FST1330 _____ Arranged 1 cr. hrs.
Ropes And Rappelling
Develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope rescue systems and caring for rope equipment. Component of Rescue Technician skills.

FST1340 _____ Arranged 1 cr. hrs.
Foam Applications
Expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

FST1350 _____ Arranged 3 cr. hrs.
Basic Wildland Firefighting
This 48-hour course is designed to provide the entry level firefighter with the knowledge and skill sets to recognize the primary factors affecting the start and spread of wildfire, potentially hazardous situations, and basic tool/line construction skills. All classes are taught with the mandated NWCG curriculum. This course includes S-130 Firefighter Training, S-190 Introduction to Wildland Fire Behavior, and L-180 Human Factors in the Wildland Fire Service.

FST1390 _____ Arranged 1 cr. hrs.
Natural Cover Fires
Covers the concepts of weather and geographic factors, equipment tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

FST1400 _____ Arranged 1 cr. hrs.
Industrial Fire Brigade
Designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

FST1420 _____ Arranged 2 cr. hrs.
Hazardous Mat/Rec Handling
Provides the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

FST1520 _____ Arranged 1 cr. hrs.
Vehicle Extrication - Passenger
Addresses the specialized topics of removing victims from passenger vehicles. Covers the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the direction of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

FST1600 _____ Arranged 1 cr. hrs.
Training Operations in Small Depts
Designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

FST1620 _____ Arranged 1 cr. hrs.
Managing Company Tactical Operation
Provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural firefighting operations.

FST1630 _____ Arranged 1 cr. hrs.
Prin Building Construction/Non-Com
Addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

FST1640 _____ Arranged 1 cr. hrs.
Shaping The Future
Provides students with an understanding of concepts, functions, and responsibilities at the intermediate level as well as issues affecting mid-level management personnel in the fire service.

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

FST1680 _____ Arranged 2 cr. hrs.
Building Construct for Fire Service
Provides an understanding of the principles of building construction and their impact on firefighting strategy. It explains building materials and processes that are commonly involved in the construction of structures.

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

FST2080 _____ Arranged 3 cr. hrs.
Pract Apps Hydraulic Theory Fireftg
Prerequisite: 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.
Intro to Fire Inspections/Prin/Prac
Helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

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

FST2150 _____ Arranged 1 cr. hrs.
Prin Building Const/Combustible
Designed to provide knowledge about the classification system of buildings, the importance

of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

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

FST2180 _____ Arranged 1 cr. hrs.
Adv Wilderness Search/Rescue
Prerequisite: FST2160 with a minimum grade of C or instructor consent.
A continuation of FST2160, this course is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. Provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

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

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

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

FST2330 _____ Arranged 1 cr. hrs.
Incident Command System: Intermed
Prerequisite: FST2320 with a minimum grade of C.
Provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

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

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

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

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

FST2420 _____ Arranged 1 cr. hrs.
Hazardous Materials Awareness
Prerequisite: FST2400 with a minimum grade of C.
A continuation of FST2400 with the exception of applied classroom instruction with a practical course of instruction. The student will participate under expected requirements for proper wearing of equipment and safety issues.

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

FST2520 _____ Arranged 3 cr. hrs.
Fire Officer I
Prerequisite: FST1050 with a minimum grade of C or instructor consent.
Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

FST2540 _____ Arranged 2 cr. hrs.
Fire Service Instructor 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. hrs.
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
MOTR GEOG101

Prerequisite: Must have met one of the following : (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Explore the physical, cultural, economic, and political geography of the world's major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

GUIDANCE

GUI1000 _____ (3-0) 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.

GUI1010 _____ (1-0) 1 cr. hrs.
First Year Seminar
Required of all freshmen with a catalog term/year of fall 2018 pursuing an AA, AGS, or AAT degree.
Orients students to college life to make success in college achievable. Designed to increase awareness of resources on campus, teach behavioral expectations of college, and teach skills for academic success, such as note taking, test taking, study skills, time management, decision making, and goal setting.

GUI1960 _____ (1-1) 1 cr. hrs.
Career Planning
Designed to increase career development awareness by assisting students with choosing a career or college major through interest, ability, and workplace value assessments. The results provide a framework for career planning and exploration through a variety of sources including computerized career information systems, resource materials and assessments, occupation and employment oppportunity research.

HISTORY

HIS1100 _____ (3-0) 3 cr. hrs.
World Civilization I
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Gain a multicultural and comparative understanding of the development of major world civilizations from the ancient period until 1500.

HIS1130 _____ (3-0) 3 cr. hrs.
Western Civilization I
MOTR WCIV101

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer

Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism.

HIS1140 _____ (3-0) 3 cr. hrs.
Western Civilization II
MOTR WCIV102

MOTRANSFER GUARANTEED Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the main problems of the western world from the Age of Absolutism to the present time.

HIS1190 _____ (3-0) 3 cr. hrs.
History of Christianity
Prerequisite: Must have met one of the following:(1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the development of Christian thought and institutions from late antiquity though the Reformation and beyond.

HIS1230 _____ (3-0) 3 cr. hrs.
American History I
MOTR HIST101

MOTRANSFER GUARANTEED Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

HIS1240 _____ (3-0) 3 cr. hrs.
American History II
MOTR HIST102

MOTRANSFER GUARANTEED Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

HIS1350 _____ Arranged 1 cr. hrs.
Directed Studies/History-Honors
Prerequisite: Department chairperson/instructor consent.

The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS1520 _____ (3-0) 3 cr. hrs.
World Civilization II
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Explore multicultural and comparative developments 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, and Compass algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96, AND one of the following: a minimum score of 18 on the ACT reading or, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must have a declared major of: EMT, Paramedic Technology, Radiology, or Nursing.

Provides the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

HLT1710 _____ Arranged 3 cr. hrs.
Emergency Med Tech Refresh
Prerequisite: Graduate of a state accredited EMT program or licensed EMT. CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

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 & 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: ENG1330 with a minimum grade of C or one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be 18 year 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 the student gain the knowledge, attitude, and skills necessary to be a competent, productive, and valuable member of the healthcare or public service team. Exceeds EMR level NAEMSE and BEMS licensure requirements.

HLT1772 _____ Arranged 6 cr. hrs.
Emergency Medical Responder
Prerequisites: Instructor consent and ENG1330 with a minimum grade of C or one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. CIS1050 or CIS1750 is recommended. Student must be18 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.
Med Terminology I/Intro Pathology
Prerequisite: ENG1330 with a minimum grade of C or one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
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
Prerequisite: 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 through100 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 including annuals, perennials, bulbs, ornamental grasses and wildflowers, that grow in the Midwest landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

HRT1070 _____ (3-0) 3 cr. hrs.
Plant Propagation (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 Mgmt (Fall)
A study of insects with special reference to taxonomy, life cycle, economic important and management. Insects that impact the agriculture/horticulture industry of Eastern Missouri will be the major topic. Plant diseases and weeds commonly encountered in the horticulture industry will also be discussed.

HRT1210 _____ (3-0) 3 cr. hrs.
Introduction to Turfgrass Mgt (Fall)
Principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway 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 plantscaping where interior design skills are developed along with cultural management of tropical plants. Focuses on identification, scientific name, culture, and functional use of indoor and florist plants.

HRT2092_____ (3-0) 3 cr. hrs.
Landscape Design (Fall)
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. 120 clock hours with problems proposed by instructor.

INTERDISCIPLINARY STUDIES

IDS1010 _____ (1-0) 1 cr. hrs.
Interdisciplinary Studies
Prerequisite: Instructor consent.
A practical experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

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

MAT0905_____ (0-2) 1 cr. hrs.
CoReq: Applications of College Math
Prerequisite: One of the following: (1) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass Algebra score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205.
Provides students with "just in time" instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0930_____ (5-0) 5 cr. hrs.
Fundamentals of Mathematics
Prerequisite: ACT math score of 0-16, or Compass Algebra score of 0-37, or Compass College Algebra Score of 0-30, or Accuplacer Elementary Algebra score of 0-75, or Accucplacer Quantitative Reasoning, Algebra, and Statistics of 200-236, or Accuplacer Advanced Algebra and Functions of 200-229, or MAT0900 or MAT0920 with a minimum grade of C.
Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0935_____ (3-0) 3 cr. hrs.
Fundamentals of Mathematics
Prerequisite: ACT math score of 0-16, or Accuplacer Elementary Algebra score of 0-75, or Accucplacer Quantitative Reasoning, Algebra, and Statistics of 200-236, or Accuplacer

Advanced Algebra and Functions of 200-229, or MAT0900 or MAT0920 with a minimum grade of C.
Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

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

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

MAT0970 _____ (0-2) 1 cr. hrs.
CoReq: PreCalc: Algebraic Reasoning
Prerequisite: One of the following: (1) an ACT math score of 19-21, or Compass Algebra score of 40-65, or Compass College Algebra Score of 32-57, or Compass Trigonometry score of 28—45, or Accuplacer Elementary Algebra score of 91-115, or Accuplacer Quantative Reasoning, Algebra, and Statistics score of 250-275, or Accuplacer Advanced Algebra and Functions score of 237-249 AND concurrent enrollment in MAT1270 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 16-17, or Compass Algebra score of 28-39, or Compass College Algebra score of 22-31, Compass Trigonometry score of 20-27, or Accuplacer Elementary Algebra score of 80-90, or Accuplacer Quantative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra Functions score of 230-236, AND concurrent enrollment in MAT1270.
Provides "just in time" instruction to assist with completing the college-level math requirement. P (pass)/NP (no pass) grading basis.

MAT1000 _____ Arranged 1 cr. hrs.
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.

MAT1180 _____ (5-0) 5 cr. hrs.
Fundamentals of Algebra
Prerequisite: One of the following: (1) an ACT math score of 15-18, or Compass Algebra score of 23-39, or Compass College Algebra score of 18-31, or Accuplacer Elementary Algebra score of 30-90, or Accuplacer Quantative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 200-236 or (2) MAT0930, or MAT0950 with a minimum grade of C.
Prepares students for the rigors of college algebra. Learn the concepts of linear equations, inequalities, factoring, rational expressions, graphing equations and inequalities, systems of equations, roots and radicals and quadratic equations. Does not meet math requirement for the AA or AAT degrees.

MAT1185 _____ (4-0) 4 cr. hrs.
Fundamentals of Algebra
Prerequisite: One of the following: (1) an ACT math score of 15-18, or Accuplacer Elementary Algebra score of 30-90, or Accuplacer Quantative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 200-236 or (2) MAT0930, or MAT0950 with a minimum grade of C.
Prepares students for the rigors of college algebra. Learn the concepts of linear equations, inequalities, factoring, rational expressions, graphing equations and inequalities, systems of equations, roots and radicals and quadratic equations. Does not meet math requirement for the AA or AAT degrees.

MAT1205 _____ (3-0) 3 cr. hrs.
Applications of College Math
MOTR MATH120

CORE 42
MOTRANSFER GUARANTEED
Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass Algebra score of 66, or Compass College Algebra score of 53 or Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score of 116, or Accuplacer College Algebra score of 50, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Compass Algebra score of 46, or Compass College Algebra score of 37, or Compass Trigonometry score of 32, or Accuplacer Elementary Algebra score of 76, or Accuplacer College Algebra score of 45, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0905 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass Algebra score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer

Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0905 or (5) MAT0930, MAT1130, or MAT1180 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

Provides a comprehensive overview of the skills required to navigate the mathematical demands found in science fields and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Recommended for Allied Health and technical majors (AS and AAS degree-seeking students).

MAT1215_____ (3-0) 3 cr. hrs.
Math for Elementary Teachers 1
Prerequisite: One of the following: (1) a minimum ACT math score of 17, or Compass Algebra score of 38, or Compass College Algebra score of 31, or Accuplacer Elementary Algebra score of 76, or Accuplacer Quantatitive Reasoning, Algebra, and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230 or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15, or Compass Algebra score of 27, or Compass College Algebra score of 22, or Accuplacer Elementary Algebra score of 61, or (3) or MAT0930, MAT0950, MAT1130, or MAT1180 with a minimum grade of C.

Provides a deeper understanding of the real number system and its subsystems, along with topics in algebra and logic. Explore, conjecture and reason logically using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1225_____ (3-0) 3 cr. hrs.
Math for Elementary Teachers 2
Prerequisite: MAT1215, MAT1230, or MAT1270 with a minimum grade of C.

Provides a deeper understanding of algebraic concepts, statistics, probability and various geometric topics. Explore, conjecture and reason logically, using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1240_____ (3-0) 3 cr. hrs.
Quantitative Reasoning
MOTR MATH120

Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass Algebra score of 66, or Compass College Algebra score of 53 or Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score of 116, or Accuplacer College Algebra score of 50, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Compass Algebra score of 46, or Compass College Algebra score of 37, or Compass Trigonometry score of 32, or Accuplacer Elementary Algebra score of 76, or Accuplacer College Algebra score of 45, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer

Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass Algebra score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (5) MAT0930, MAT1130, or MAT1180 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

MAT1260 _____ (3-0) 3 cr. hrs.
Elementary Statistics
MOTR MATH110

Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass Algebra score of 66, or Compass College Algebra score of 53 or Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score of 116, or Accuplacer College Algebra score of 50, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Compass Algebra score of 46, or Compass College Algebra score of 37, or Compass Trigonometry score of 32, or Accuplacer Elementary Algebra score of 76, or Accuplacer College Algebra score of 45, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 17-21, or Compass Algebra score of 38-65, or Compass College Algebra Score of 31-52, or Accuplacer Elementary Algebra score of 76-115, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 15-16, or Compass Algebra score of 27-45, or Compass College Algebra score of 22-36, or Accuplacer Elementary Algebra score of 61-75, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 230-236, or Accuplacer Advanced Algebra and Functions score of 225-229, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (5) MAT0930, MAT1130, or MAT1180 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

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

MAT1270 _____ (3-0) 3 cr. hrs.
PreCalc: Algebraic Reasoning
MOTR MATH130

Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Compass Algebra score of 66, or Compass College Algebra score of 58, Compass Trigonometry score of 46, or Accuplacer Elementary Algebra score of 116 or Accuplacer College Algebra score of 50, or Accuplacer Quantative Reasoning, Algebra, and Statistics score of 276, or Accuplacer Advanced Algebra and Functions score of 250, or (2) a minimum high school grade point average of 3.5 and a minimum ACT math score of 18, or Compass Algebra score of 40, or Compass College Algebra score of 32, or Compass Trigonometry score of 28, or Accuplacer Elementary Algebra score of 91 or Accuplacer College Algebra score of 45, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 270-275, or Accuplacer Advanced Algebra and Functions score of 240-249, or (3) an ACT math score of 19-21, or Compass Algebra score of 40-65, or Compass College Algebra Score of 32-57, or Compass Trigonometry score of 28-45, or Accuplacer Elementary Algebra score of 91-115, Accuplacer Quantative Reasoning, Algebra, and Statistics score of 250-275, or Accuplacer Advanced Algebra and Functions score of 237-249, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (4) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 16-17, or Compass Algebra score of 28-39, or Compass College Algebra score of 22-31, Compass Trigonometry score of 20-27, or Accuplacer Elementary Algebra score of 80-90, Accuplacer Quantative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (5) MAT1130 or MAT1180 with a minimum grade of C.

Covers the comprehensive and rigorous concepts and techniques of algebra including: linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; solving systems of equations of three variables and Series and Sequences.

MAT1370 _____ (3-0) 3 cr. hrs.
Pre-Calculus: Trig & Geom Reasoning
Prerequisite: MAT1230 or MAT1270 with a minimum grade of C.

Study triangles and trigonometric and circular functions and their graphs, angle measure (degree and radians); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; geometric formulas and their applications. Introduces vector applications and polar coordinates.

MAT1650 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (Fall)
Prerequisite: Minimum grade of C in MAT1230 and MAT1330 or MAT1270 and MAT1370.

Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation

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

MAT2150_____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus II (Spring)
Prerequisite: MAT1650 with a minimum grade of C.
A continuation of Calculus I. Topics include further techniques of integration; applications of integration, including finding the area of a region between two curves, volume, and surfaces of revolution; sequences and series; conic sections; polar, cylindrical, and spherical coordinates; vectors and analytic geometry in space.

MAT2250_____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus III (Fall)
Prerequisite: MAT2150 with a minimum grade of C.
The third course in the calculus sequence dealing primarily with functions of several variables. Includes vector-valued functions; partial derivatives; motion in space, multiple integration; and vector calculus.

MAT2330_____ (3-0) 3 cr. hrs.
Differential Equations (Spring)
Prerequisite: MAT2250 with a minimum grade of C.
Provides an introduction to the study of differential equations. Includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

MANUFACTURING

MFG1060 _____ (3-0) 3 cr. hrs.
Mfg Equipmnt Maintenance/Operations
Designed to provide students with an introduction to the principles involved in the performance of mechanical equipment. Emphasis is placed on various types of equipment maintenance, troubleshooting, equipment safety, operation and design. Instruction may be a combination of hands-on learning systems, lecture and e-learning components.

MODERN FOREIGN LANGUAGE

MFL1000_____ (1-1) 1 cr. hrs.
Global Studies Seminar
Required for students pursuing a Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060_____ (3-0) 3 cr. hrs.
Intro to Spanish for Hlth Care Wrk
Designed for individuals and students in the health care field. Develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

MFL1170_____ (3-0) 3 cr. hrs.
Elementary French
MOTR LANG101
Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 with a minimum grade of C.
An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking.

MFL1270 _____ (3-0) 3 cr. hrs.
Intermediate French
MOTR LANG102
Prerequisite: MFL1170 with a minimum grade of C or high school equivalent (1-2 years of recent study).
A continuation of MFL1170. By the end of the second semester all major language structures will have been introduced.

MFL1290_____ (3-0) 3 cr. hrs.
Culture of French Speaking World
Study the aspects of French life and culture including art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required.

MFL1370 _____ (3-0) 3 cr. hrs.
Elementary Spanish I
MOTR LANG103
Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 with a minimum grade of C.
An introduction to the Spanish language and to the Hispanic culture. Practice all four language skills, with special emphasis on conversation.

MFL1470 _____ (3-0) 3 cr. hrs.
Elementary Spanish II
MOTR LANG104
Prerequisite: MFL1370 with a minimum grade of C or high school equivalent (1-2 years of recent study).
A continuation of MFL1370. By the end of the second semester, all major language structures will have been introduced.

MFL1660 _____ (4-0) 4 cr. hrs.
Elementary Chinese I
An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Intended for students with no prior experience in or knowledge of Chinese. Will be required to demonstrate competency in vocabulary and pronunciation. Elementary Chinese I is the first course in a sequence intended to develop Chinese language skills.

MFL1700 _____ (3-0) 3 cr. hrs.
American Sign Language I
Prerequisite: A minimum ACT score of 18, Compass writing score of 70, Accuplacer writing score of 92, or ENG0970 with a minimum grade of C.
Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture.

MFL1720 _____ (3-0) 3 cr. hrs.
American Sign Language II
Prerequisites: MFL1700 or DCS1000.
A continuation of MFL1700. Develop a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increase knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

MFL1740 _____ (3-0) 3 cr. hrs.
Introduction to Deaf Culture
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Prior or concurrent enrollment in DCS1000/MFL1700 is recommended
Examine the social and psychological aspects of deafness and learn the organizations of the deaf and how they impact their lives.

MFL2130_____ (3-0) 3 cr. hrs.
French Composition and Conversation
Prerequisites: MFL1170 and MFL1270 with a minimum grade of C or the equivalent (4 years of high school study).
Review the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation.

MFL2140_____ (3-0) 3 cr. hrs.
French Reading
Prerequisites: MFL1170 and MFL1270 with a minimum grade of C or the equivalent (4 years of high school study).
Designed to increase reading comprehension and vocabulary development.

MFL2230_____ (3-0) 3 cr. hrs.
Intermediate Spanish I
Prerequisites: MFL1370 and MFL1470 with a minimum grade of C or the equivalent (four years of high school study).
Review the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation.

MFL2250_____ (3-0) 3 cr. hrs.
Intermediate Spanish II
Prerequisite: MFL 1370 and MFL1470 with a minimum grade of C or the equivalent (four years of high school study).
A continuation of MFL2230. Develop the ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Learn about Hispanic culture and literature.

MFL2390_____ Arranged 3 cr. hrs.
European/Latin American Culture
Taught in connection with student tours to Europe or Latin America. Modern Foreign Language Department Chair permission required.

MANAGEMENT

MGT1160 _____ (3-0) 3 cr. hrs.
Customer Relations
CRM refers to the methodologies and tools that help businesses manage customer relationships in an organized way. CRM processes that help identify and target their best customers, generate quality sales leads, and plan and implement marketing campaigns with clear goals and objectives.

MGT1190 _____ (3-0) 3 cr. hrs.
Financial Accounting
An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT1300 _____ (3-0) 3 cr. hrs.
Organizational Analysis/Management
Introductory course studying and analyzing all aspects of organizations. Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

MGT1310 _____ (3-0) 3 cr. hrs.
Project Management
Prerequisite: TEC1560 with a minimum grade of C.

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
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. hrs.
Basic Supervisory Skills
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) 3 cr. hrs.
Business Information Systems
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
Prequisite: Must have met one of the following: a minimum score of 18 on the ACT reading,or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG 0900, or have earned 24 college-level semester credit hours.

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

MGT1560 _____ (3-0) 3 cr. hrs.
Statistics
An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing simple experiments using hypothesis testing techniques.

MGT1590 _____ (3-0) 3 cr. hrs.
Personal Finance
Prerequisites: MGT1800 with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96, or MAT 0990 with a minimum grade of C.

Designed to teach students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal finance issues.

MGT1710 _____ (3-0) 3 cr. hrs.
Human Resources Management
The principles and procedures of managing personnel in modern business, industrial enterprises, and government organizations. Special emphasis will be placed on planning and recruitment, selection, interviewing, training, appraising performance, compensation issues, incentive rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MGT1720 _____ (3-0) 3 cr. hrs.
Labor Relations
Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MGT1730 _____ (3-0) 3 cr. hrs.
Safety Management
Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

MGT1800 _____ (3-0) 3 cr. hrs.
Business Mathematics
The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MGT1840 _____ (3-0) 3 cr. hrs.
Finance
Prerequisites: BUS2050 or equivalent with a minimum grade of C.

The general study of methods of financing business enterprises and their relationship to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

MGT1910 _____ (1-0) 1 cr. hrs.
Occupational Educ Special Study
Prerequisite: Instructor consent.
Same as MGT1930 except for variable credit.

MGT1920 _____ (2-0) 2 cr. hrs.
Occupational Educ Special Study
Prerequisite: Instructor consent.
Same as MGT1930 except for variable credit.

MGT1930 _____ (3-0) 3 cr. hrs.
Occupational Educ Special Study
Prerequisite: Instructor consent.
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 following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900 or ENG0990 or ENG0090, or concurrent enrollment in RDG0900, 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.

MGT2040 _____ (1-0) 1 cr. hrs.
Customer Service Skills
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

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.

MGT2062 _____ (3-0) 3 cr. hrs.
Managerial Accounting
Prerequisites: BUS2050 or OST1520 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

An introduction to managerial accounting. Includes interpretations of data and the use of accounting in planning and controlling business activities.

MGT2064 _____ (3-0) 3 cr. hrs.
Cost Accounting
Prerequisites: BUS2050 or OST1520 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accucplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

MGT2200 _____ Arranged 3 cr. hrs.
Business Internship
Prerequisite: Sophomore standing or instructor consent.

Supervised occupational experience in local business establishments.

MGT2210 _____ (3-0) 3 cr. hrs.
Salesmanship
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

Designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated and applied through simulations in various stages of the sales process.

**MGT2470 _____ (3-0) 3 cr. hrs.
Money and Banking**

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) 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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

A 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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

A practical course in supervision giving 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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.

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. hrs.
Capstone-Business Management**

Prerequisite: Instructor consent. Must be taken in the last semester prior to graduation.

Prepares students entering the Business Management career fields. Students will review coursework completed during their degree or certificate program. Provides for taking the Technical Skills Assessment required of Career and Technical Education majors.

MEDICAL LABORATORY TECHNICIAN

**MLT1500_____ Arranged 2 cr. hrs.
Introduction to Laboratory Science**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Orients the student to the concepts encompassed in the laboratory environment, to include safe specimen handling, testing procedures, reporting results, basic quality control, laboratory organization and professionalism.

**MLT2100_____ Arranged 3 cr. hrs.
Immunology**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Consists of the principles and theories of antigen and antibody reactions and the immune system as related to diagnostic serologic procedures.

**MLT2200_____ Arranged 5 cr. hrs.
Clinical Chemistry and Urinalysis**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Introduces the student to methods of analysis of chemical components found in the human body, the testing methodologies for those constituents and the results as applied to normal and abnormal disease states.

**MLT2500_____ Arranged 5 cr. hrs.
Hematology and Coagulation**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Studies the cellular structures in blood, normal and abnormal cell development, alterations present in disease and the mechanisms of coagulation.

**MLT2600_____ Arranged 2 cr. hrs.
Phlebotomy**

Prerequisite:Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Covers various procedures in performing venipuncture and other specialized collection techniques in addition to laws and regulations for safe phlebotomy practices.

**MLT2700_____ Arranged 5 cr. hrs.
Clinical Immunohematology**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Consists of concepts, applications and discrepancies of blood group testing, screening and crossmatch procedures and identifying unexpected antibodies.

MLT2800 _____ Arranged 4 cr. hrs.
Clinical Microbiology
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Consists of the role of pathogenic bacteria and other microorganisms which will include bacterial culturing, differentiation and identification of human normal flora and disease-causing microorganisms.

MLT2900 _____ (1-0) 1 cr. hrs.
Parasitology, Mycology and Virology
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Introduces the student to parasites, fungus and viruses and their role in human health and disease.

MLT2910 _____ Arranged 2 cr. hrs.
Hematology and Coagulation Practicu
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates.

MLT2920 _____ Arranged 2 cr. hrs.
Clinical Chemistry & Urinalysis Pra
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Supervised clinical practice coordinated by the Consortium, in the chemistry lab of selected clinical affiliates.

MLT2930 _____ Arranged 2 cr. hrs.
Clinical Microbiology Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates.

MLT2940 _____ Arranged 2 cr. hrs.
Clinical Immunohematology Practicum
Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.
Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates.

MUSIC

MSC1001 _____ (2-0) 1 cr. hrs.
Concert Band I (Music Ensemble)
MOTR PERF102B
Prerequisite: Must have had at least some high school experience or equivalence on a band instrument.
A performing ensemble focusing on music from the concert band and wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument.

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

MSC1011 _____ (1-1) 1 cr. hrs.
Jazz Ensemble I
Prerequisite: Open to all students who play an instrument associated with big band jazz.
A performing ensemble focusing on music from the jazz ensemble (Big Band) repertoire. A variety of styles will be rehearsed and performed each semester.

MSC1012 _____ (1-1) 1 cr. hrs.
Jazz Ensemble II
Prerequisite: MSC1011 with a minimum grade of C.
A continuation of MSC1011.

MSC1021 _____ (1-1) 1 cr. hrs.
Jazz Combo I
Prerequisite: Open to all vocalists or instrumentalists through consent of the director.
A performing ensemble focusing on the small group sound of jazz. A major emphasis is placed on the student learning and applying the creative process of improvisation.

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

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

MSC1032 _____ (1-1) 1 cr. hrs.
Steel Drum Ensemble II
Prerequisite: MSC1031 with a minimum grade of C.
A continuation of MSC1031.

MSC1041 _____ (1-1) 1 cr. hrs.
Studio Music I
Prerequisite: Open to all students and community people who sing or play an instrument in any style of music, through audition the first week of each semester.
A performing ensemble focusing on the creation and production of a large-scale, musical-variety show.

MSC1042 _____ (1-1) 1 cr. hrs.
Studio Music II
Prerequisite: MSC1041 with a minimum grade of C.
A continuation of MSC1041.

MSC1051 _____ (1-1) 1 cr. hrs.
MAC Singers I
MOTR PERF102C
Prerequisite: Open to all students with the consent of the instructor.
A performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass).

MSC1052 _____ (1-1) 1 cr. hrs.
MAC Singers II
Prerequisite: MSC1051 with a minimum grade of C.
A continuation of MSC1051.

MSC1061 _____ (1-1) 1 cr. hrs.
Chamber Singers I
Prerequisite: This class is open to all students through audition only.
A performing ensemble comprised of 8 to 16 vocalists who perform vocal music rated at a high difficulty level. The styles of music performed range from madrigals to vocal jazz.

MSC1062 _____ (1-1) 1 cr. hrs.
Chamber Singers II
Prerequisite: MSC1061 with a minimum grade of C.
A continuation of MSC1061.

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

MSC1072 _____ (1-1) 1 cr. hrs.
Mineral Area Community Singers II
Prerequisite: MSC1071 with a minimum grade of C.
A continuation of MSC1071.

MSC1081 _____ (1-1) 1 cr. hrs.
Guitar Ensemble I
Prerequisite: MSC1841 with a minimum grade of C or previous guitar experience.
Intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the form of a small ensemble in a formal setting.

MSC1082 _____ (1-1) 1 cr. hrs.
Guitar Ensemble II
Prerequisite: MSC1081 with a minimum grade of C.
A continuation of MSC1081.

MSC1201 _____ (3-0) 3 cr. hrs.
Music Theory I (Fall)
A beginning study of music theory and harmony including intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 _____ (3-0) 3 cr. hrs.
Music Theory II (Spring)
Prerequisite: MSC1201 with a minimum grade of C.
A continuation of MSC1201 extending into the areas of seventh chords and nonharmonic tones.

MSC1211 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training I (Fall)
A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.

Course Descriptions

MSC1212 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training II (Spring)
Prerequisite: MSC1211 with a minimum grade of C.
A continuation of MSC1211, extending studies into the areas of dominant chords, alto and tenor clefs, diatonic leaps in simple and compound meters.

MSC1221 _____ (2-2) 2 cr. hrs.
Class Piano I (Fall)
Required of all music majors that are not piano specialists. Skills acquired in this course will include the proper technique of playing scales and chords. The student will also learn how to harmonize simple melodies.

MSC1222 _____ (2-2) 2 cr. hrs.
Class Piano II (Spring)
Prerequisite: MSC1221 with a minimum grade of C.
Required for all music majors who are not piano specialists. A continuation and expansion of skills learned in MSC1221.

MSC1401 _____ (1-1) 1 cr. hrs.
Applied Voice I
Prerequisite: This class is open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (voice specialization) or who have had previous comparable experience.

MSC1402 _____ (1-1) 1 cr. hrs.
Applied Voice II
Prerequisite: MSC1401 with a minimum grade of C.
A continuation of MSC1401.

MSC1411 _____ (1-1) 1 cr. hrs.
Applied Piano I
Prerequisite: Open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (piano specialization) who have had previous comparable experience.

MSC1412 _____ (1-1) 1 cr. hrs.
Applied Piano II
Prerequisite: MSC1411 with a minimum grade of C.
A continuation of MSC1411.

MSC1421 _____ (1-1) 1 cr. hrs.
Applied Woodwinds I
Prerequisite: This class is open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (woodwind specialization) or who have had previous comparable experience.

MSC1422 _____ (1-1) 1 cr. hrs.
Applied Woodwinds II
Prerequisite: MSC1421 with a minimum grade of C.
A continuation of MSC1421.

MSC1431 _____ (1-1) 1 cr. hrs.
Applied Brass I
Prerequisite: Open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (brass specialization) or for those with previous comparable experience.

MSC1432 _____ (1-1) 1 cr. hrs.
Applied Brass II
Prerequisite: MSC1431 with a minimum grade of C.
A continuation of MSC1431.

MSC1441 _____ (1-1) 1 cr. hrs.
Applied Percussion I
Prerequisite: This class is open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (percussion specialization) or with previous comparable experience.

MSC1442 _____ (1-1) 1 cr. hrs.
Applied Percussion II
Prerequisite: MSC1441 with a minimum grade of C.
A continuation of MSC1441.

MSC1451 _____ (1-1) 1 cr. hrs.
Applied Guitar I
Prerequisite: Open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (guitar specialization) or with previous comparable experience.

MSC1452 _____ (1-1) 1 cr. hrs.
Applied Guitar II
Prerequisite: MSC1451 with a minimum grade of C.
A continuation of MSC1451.

MSC1461 _____ (1-1) 1 cr. hrs.
Applied Bass I
Prerequisite: This class is open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (bass specialization) or with previous comparable experience.

MSC1462 _____ (1-1) 1 cr. hrs.
Applied Bass II
Prerequisite: MSC1461 with a minimum grade of C.
A continuation of MSC1461.

MSC1471 _____ (1-1) 1 cr. hrs.
Applied Composition I
Prerequisite: Open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (composition specialization) or with previous comparable experience.

MSC1472 _____ (1-1) 1 cr. hrs.
Applied Composition II
Prerequisite: MSC1471 with a minimum grade of C.
A continuation of MSC1471.

MSC1481 _____ (1-1) 1 cr. hrs.
Applied Jazz I
Prerequisite: This class is open to all students through consent of the instructor only.
A one-on-one, private lesson with the instructor. Primarily for students majoring in music (jazz specialization) or with previous comparable experience.

MSC1482 _____ (1-1) 1 cr. hrs.
Applied Jazz II
Prerequisite: MSC1481 with a minimum grade of C.
A continuation of MSC1481.

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

MSC1801 _____ (3-0) 3 cr. hrs.
Appreciation of Music
MOTR MUSC100
Examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music.

MSC1811 _____ (3-0) 3 cr. hrs.
Appreciation of Jazz
MOTR MUSIC100J
Students will study the major eras of jazz and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify forms through listening alone.

MSC1821 _____ (3-0) 3 cr. hrs.
History and Form of Rock Music
MOTR MUSC100RP
Covers the history of Rock/Pop music from the beginning of the Blues up until present time. Includes an emphasis on teaching the student to recognize common music forms through listening alone.

MSC1841 _____ (3-0) 3 cr. hrs.
Beginning Guitar
Intended to present basic music reading and playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the Country-Western, Rock n Roll, Blues, and Classical genres. Students will be required to play select pieces representative of each genre for unit and assessment purposes.

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

MSC1861 _____ (3-0) 3 cr. hrs.
Analyzing Pop/Rock Music Lyrics
Provides an in-depth study into how popular and rock music lyrics are constructed with a complete analysis into implication, poetic devices, and relations to musical form. Songs in a variety of musical styles throughout history will serve as examples for the instruction.

MSC2003 _____ (1-1) 1 cr. hrs.
Concert Band III
Prerequisites: MSC1001 and MSC 1002 with a minimum grade of C.
A continuation of MSC1002.

MSC2004 _____ (1-1) 1 cr. hrs.
Concert Band IV
Prerequisites: MSC1001, MSC1002, and MSC2003 with a minimum grade of C.
A continuation of MSC2003.

MSC2013 _____ (1-1) 1 cr. hrs.
Jazz Ensemble III
Prerequisites: MSC1011 and MSC1012 with a minimum grade of C.
A continuation of MSC1012.

MSC2014 _____ (1-1) 1 cr. hrs.
Jazz Ensemble IV
Prerequisites: MSC1011, MSC1012 and MSC2013 with a minimum grade of C.
A continuation of MSC2013.

MSC2023 _____ (1-1) 1 cr. hrs.
Jazz Combo III
Prerequisites: MSC1021 and MSC1022 with a minimum grade of C.
A continuation of MSC1022.

MSC2024 _____ (1-1) 1 cr. hrs.
Jazz Combo IV
 Prerequisites: MSC1021, MSC1022 and MSC2023 with a minimum grade of C.
 A continuation of MSC2023.

MSC2033 _____ (1-1) 1 cr. hrs.
Steel Drum Ensemble III
 Prerequisites: MSC1031 and MSC1032 with a minimum grade of C.
 A continuation of MSC1032.

MSC2034 _____ (1-1) 1 cr. hrs.
Steel Drum Ensemble IV
 Prerequisites: MSC1031, MSC1032, and MSC2033 with a minimum grade of C.
 A continuation of MSC2033.

MSC2043 _____ (1-1) 1 cr. hrs.
Studio Music III
 Prerequisites: MSC1041 and MSC1042 with a minimum grade of C.
 A continuation of MSC1042.

MSC2044 _____ (1-1) 1 cr. hrs.
Studio Music IV
 Prerequisites: MSC1041, MSC1042, and MSC2043 with a minimum grade of C.
 A continuation of MSC 2043.

MSC2053 _____ (1-1) 1 cr. hrs.
MAC Singers III
 Prerequisites: MSC1051 and MSC1052 with a minimum grade of C.
 A continuation of MSC1051.

MSC2054 _____ (1-1) 1 cr. hrs.
MAC Singers IV
 Prerequisites: MSC1051, MSC1052, and MSC2053 with a minimum grade of C.
 A continuation of MSC2053.

MSC2063 _____ (1-1) 1 cr. hrs.
Chamber Singers III
 Prerequisites: MSC1061 and MSC1062 with a minimum grade of C.
 A continuation of MSC1062.

MSC2064 _____ (1-1) 1 cr. hrs.
Chamber Singers IV
 Prerequisites: MSC1061, MSC1062, and MSC2063 with a minimum grade of C.
 A continuation of MSC2063.

MSC2073 _____ (1-1) 1 cr. hrs.
Mineral Area Community Singers III
 Prerequisites: MSC1071 and MSC1072 with a minimum grade of C.
 A continuation of MSC1072.

MSC2074 _____ (1-1) 1 cr. hrs.
Mineral Area Community Singers IV
 Prerequisites: MSC1071, MSC1072, and MSC2073 with a minimum grade of C.
 A continuation of MSC2073.

MSC2081 _____ (1-2) 3 cr. hrs.
Singing for the Actor I
 Prerequisite: Instructor consent and concurrent enrollment in THE2080.
 Designed for both theatre and music students. Topics covered: breathing, phonation, resonation, projection, articulation, and other vocal and music-reading techniques for actors. Emphasis on the synthesis of performance techniques related to various musical styles and character demands.

MSC2082 _____ (1-2) 3 cr. hrs.
Singing for the Actor II
 Prerequisite: MSC2081 with a minimum grade of C and concurrent enrollment in THE2090.
 Designed for both theatre and music students. Topics covered: breathing, phonation, resonation, projection, articulation, and other vocal and music-reading techniques for actors.

Emphasis will placed on the synthesis of performance techniques related to various musical styles and character demands.

MSC2083 _____ (1-1) 1 cr. hrs.
Guitar Ensemble III
 Prerequisites: MSC1081 and MSC1082 with a minimum grade of C.
 A continuation of MSC1082.

MSC2084 _____ (1-1) 1 cr. hrs.
Guitar Ensemble IV
 Prerequisites: MSC1081, MSC1082, and MSC2083 with a minimum grade of C.
 A continuation of MSC2083.

MSC2091 _____ (0-1) 1 cr. hrs.
Pit Orchestra I
 A performing ensemble focusing on the production of the orchestra/band portion of a Broadway musical. Musicians will meet twice weekly to rehearse and sometimes cross over with the Singing for Actors class to provide the background for the show vocals.

MSC2092 _____ (0-1) 1 cr. hrs.
Pit Orchestra II
 Prerequisite: MSC2091 with a minimum grade of C.
 A performing ensemble focusing on the production of the orchestra/band portion of a Broadway musical. Musicians will meet twice weekly to rehearse and sometimes cross over with the Singing for Actors class to provide the background for the show vocals. Pit Orchestra II represents a different show and different musical than Pit Orchestra I.

MSC2095 _____ (1-0) 1 cr. hrs.
Special Topics: Ensemble I
 Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, MSC2074, or MSC2084 with a minimum grade of C, respectively, depending on which ensemble.
 A continuation in one of the musical ensembles offered through the Mineral Area College music department.

MSC2096 _____ (1-0) 1 cr. hrs.
Special Topics: Ensemble II
 Prerequisite: MSC2095 with a minimum grade of C.
 A continuation in one of the musical ensembles offered through the Mineral Area College music department.

MSC2203 _____ (3-0) 3 cr. hrs.
Music Theory III (Fall)
 Prerequisite: MSC1202 with a minimum grade of C.
 Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204 _____ (3-0) 3 cr. hrs.
Music Theory IV (Spring)
 Prerequisite: MSC2203 with a minimum grade of C.
 Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training III (Fall)
 Prerequisite: MSC1212 with a minimum grade of C.
 A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training IV (Spring)
 Prerequisite: MSC2213 with a minimum grade of C.
 A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MSC2403 _____ (1-1) 1 cr. hrs.
Applied Voice III
 Prerequisites: MSC1401 and MSC1402 with a minimum grade of C.
 A continuation of MSC1402.

MSC2404 _____ (1-1) 1 cr. hrs.
Applied Voice IV
 Prerequisites: MSC1401, MSC1402 and MSC2403 with a minimum grade of C.
 A continuation of MSC2403.

MSC2413 _____ (1-1) 1 cr. hrs.
Applied Piano III
 Prerequisites: MSC1411 and MSC1412 with a minimum grade of C.
 A continuation of MSC1412.

MSC2414 _____ (1-1) 1 cr. hrs.
Applied Piano IV
 Prerequisites: MSC1411, MSC1412, and MSC2413 with a minimum grade of C.
 A continuation of MSC2413.

MSC2423 _____ (1-1) 1 cr. hrs.
Applied Woodwinds III
 Prerequisites: MSC1421 and MSC1422 with a minimum grade of C.
 A continuation of MSC1422.

MSC2424 _____ (1-1) 1 cr. hrs.
Applied Woodwinds IV
 Prerequisites: MSC1421, MSC1422, and MSC2423 with a minimum grade of C.
 A continuation of MSC2423.

MSC2433 _____ (1-1) 1 cr. hrs.
Applied Brass III
 Prerequisites: MSC1431 and MSC1432 with a minimum grade of C.
 A continuation of MSC1432.

MSC2434 _____ (1-1) 1 cr. hrs.
Applied Brass IV
 Prerequisites: MSC1431, MSC1432, and MSC2433 with a minimum grade of C.
 A continuation of MSC2433.

MSC2443 _____ (1-1) 1 cr. hrs.
Applied Percussion III
 Prerequisites: MSC1441 and MSC1442 with a minimum grade of C.
 A continuation of MSC1442.

MSC2444 _____ (1-1) 1 cr. hrs.
Applied Percussion IV
 Prerequisites: MSC1441, MSC1442, and MSC2443 with a minimum grade of C.
 A continuation of MSC2443.

MSC2453 _____ (1-1) 1 cr. hrs.
Applied Guitar III
 Prerequisite: MSC1452 with a minimum grade of C.
 A continuation of MSC1452.

MSC2454 _____ (1-1) 1 cr. hrs.
Applied Guitar IV
 Prerequisites: MSC1451, MSC1452, and MSC2453 with a minimum grade of C.
 A continuation of MSC2453.

MSC2463 _____ (1-1) 1 cr. hrs.
Applied Bass III
 Prerequisites: MSC1461 and MSC1462 with a minimum grade of C.
 A continuation of MSC1462.

MSC2464 _____ (1-1) 1 cr. hrs.
Applied Bass IV
    Prerequisites: MSC1461, MSC1462, and MSC2463 with a minimum grade of C.
    A continuation of MSC2463.

MSC2473 _____ (1-1) 1 cr. hrs.
Applied Composition III
    Prerequisites: MSC1471 and MSC 1472 with a minimum grade of C.
    A continuation of 1472.

MSC2474 _____ (1-1) 1 cr. hrs.
Applied Composition IV
    Prerequisites: MSC1471, MSC1472, and MSC2473 with a minimum grade of C.
    A continuation of MSC2473.

MSC2483 _____ (1-1) 1 cr. hrs.
Applied Jazz III
    Prerequisites: MSC1481 and MSC1482 with a minimum grade of C.
    A continuation of MSC1482.

MSC2484 _____ (1-1) 1 cr. hrs.
Applied Jazz IV
    Prerequisites: MSC1481, MSC1482, and MSC2483 with a minimum grade of C.
    A continuation of MSC2483.

MSC2495 _____ (1-0) 1 cr. hrs.
Special Topics: Applied Lesson I
    Prerequisites: 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. hrs.
Special Topics: Applied Lesson II
    Prerequisite: MSC2495 with a minimum grade of C.
    A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

PRACTICAL NURSING

NUR1001_____ Arranged 1 cr. hrs.
Nursing Reinforcement
    Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.
    Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. Deisgned to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/no pass, based on the nursing program grading scale.

NUR1002_____ Arranged 1 cr. hrs.
Nursing Reinforcement
    Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.
    Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have

previously passed but cannot repeat. Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

NUR1003 _____Arranged 1 cr. hrs.
Nursing Reinforcement
    Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.
    Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

NUR1004 _____Arranged 1 cr. hrs.
Nursing Reinforcement
    Prerequisites: Acceptance into the nursing program for an attrition seat and approval of the Director of Allied Health and program coordinator.
    Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail, based on the nursing program grading scale.

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.
    Provides students with fundamental knowledge of the functions of the major body systems. Relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions. With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. Covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

NUR1290 _____ (6-0) 6 cr. hrs.
Fundamentals of Nursing
    Prerequisite: Acceptance into the current Practical Nursing program.

    Designed to provide basic knowledge and nursing skills upon which all future care is based. 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; 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. hrs.
Personal and Vocational Concepts
    Prerequisite: Acceptance into the current Practical Nursing program.
    Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

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 of planning/providing physical, emotional, cultural and spiritual support and patient/family education. Legal and ethical decision-making issues are explored to emphasize the importance of the nurses' role as patient advocate.

NUR1370_____ (2-2) 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. hrs.
Applied Pharmacology
Prerequisite: Successful completion of all courses in the first and second trimester, and sequential Practical Nursing program courses, with a minimum grade of C.

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 assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Pathophysiology, pharmacotherapy, other medical treatment, psychosocial and cultural implications, and nursing care and teaching of the client and family are emphasized. Nursing measures to alleviate non-adaptive responses utilizing the nursing process, application of communication skills in the pediatric setting, and discussion of the special needs of hospitalized children and medication administration are included to provide a holistic approach to effective pediatric nursing care. Nursing measures to alleviate non-adaptive responses through utilization of the nursing process, application of therapeutic communication skills in the pediatric setting, legal and ethical issues, discussion of the special needs of hospitalized children, as well as adoptions for medication administration are included to provide a holistic approach to the delivery of effective pediatric nursing care across the wellness-illness.

NUR1430 _____ (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
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.

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. hrs.
10-Key Numeric Skill
Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100_____ (2-0) 2 cr. hrs.
Filing Systems/Records Management
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

OST1200_____ (3-0) 3 cr. hrs.
Beginning Notehand
Prerequisite: OST1000 or equivalent with a minimum grade of C.

Teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST1300_____ (3-0) 3 cr. hrs.
Office Procedures I
Prerequisite: OST1000, OST1020, or equivalent with a minimum grade of C.

Designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, 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.

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
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
Designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST1500_____ (3-0) 3 cr. hrs.
Applied Accounting I
Introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. Covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods, and payroll.

OST1520_____ (3-0) 3 cr. hrs.
Applied Accounting II
Prerequisites: OST1500 with a minimum grade of C.
Continuation of OST1500. Includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

OST1602_____ (3-0) 3 cr. hrs.
Intro to Coding & Reimburse Systems
Prerequisites: HLT 2350 with a minimum grade of C.
The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems, and various billing forms used by healthcare entities to report patient encounters in the United States.

OST1608_____ (3-0) 3 cr. hrs.
Diagnosis & Procedural Coding I
Prerequisites: HLT2360, OST1622, and OST1602 with a minimum grade of C or instructor consent.
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. hrs.
Medical Office Procedures
Learn and review medical office policy and procedures including HIPAA (Health Insurance Portability and Accountability Act of 1996), ABHES (Accrediting Bureau of Health Education), and CAAHEP (Commission on Accreditation of Allied Health Education Programs).

OST1622_____ (3-0) 3 cr. hrs.
Essentials of A & P for Coders
Provides the coding student with an overview of the structures, functions, and changes in the normal anatomy and physiology of the human body. The micro and macroscopic structure and the function of each system will be reviewed along with selected diseases.

OST1640_____ (2-0) 2 cr. hrs.
Med Software/Electronic Billing
Allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work

with the software and produce approximately 400 claims electronically.

OST2000 _____ (3-0) 3 cr. hrs.
Transcription Skills
Prerequisites: OST1020 with a minimum grade of C or instructor consent, and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
Helps develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision-making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST2080 _____ (3-0) 3 cr. hrs.
Business Applications
Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2300 _____ (3-0) 3 cr. hrs.
Business Communications II
Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
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 & 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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
A continuation of OST1608. Students are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons to mock patient charts.

OST2604_____ (3-0) 3 cr. hrs.
Diagnosis & 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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
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 & 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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
Allows the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

OST2980_____ Arranged 1 cr. hrs.
Capstone-Office Systems Technology
Prerequisite: 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

PAR2010_____ (0-5) 5 cr. hrs.
Prin Paramedic Technology I
    Prerequisite: Acceptance into the paramedic program.
    This course provides instruction in the following: foundations of professional paramedic practice, roles/responsibilities of the paramedic, the EMS agenda, workforce safety/wellness, research methods, scientific principles and paramedic science, ethics/legal issues, public health, illness/injury prevention, principles of pathophysiology and disease process, review of anatomy and physiology, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, communications, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, patients of diverse cultures, basic and advanced airway management, ventilatory management, resuscitation of the trauma patient, trauma care and trauma systems.

PAR2022_____ (5-0) 5 cr. hrs.
Principles of Paramedic Tech II
    Prerequisite: Admittance to the Paramedic Technology Program.
    A continuation of the Principles of Paramedic Technology series. Provides instruction of paramedic practice, integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of cardiovascular emergencies including the following: cardiovascular pharmacology, applied cardiac anatomy and physiology, cardiac pathophysiology, principles of electrocardiography, ECG monitoring, systematic approach to ECG rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, automated external defibrillators (AED), diagnostic 12-lead ECG interpretation and application, 15-lead ECG interpretation and application, right sided ECG interpretation and application, posterior ECG interpretation and application, evaluating quality of CPR, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias and current American Heart Association (AHA) guidelines for Advanced Cardiac Life Support and Emergency Cardiac Care (ECC).

PAR2042_____ (5-0) 5 cr. hrs.
Principles of Paramedic Tech III
    Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.
    Corequisites: PAR2020 and PAR2162.
    A continuation of the Principles of Paramedic Technology series. Content includes: pulmonology, neurology, endocrinology, immunology, allergies/ anaphylaxis, hematology, environmental, pediatrics, neonatology, gastroenterology, toxicology, nephrology, urology, disease system pharmacology, applied A&P, pathophysiology, waveform Capnography, pediatric electrocardiography, pediatric ECG interpretation & monitoring, ECG devices and equipment, at-home ECG monitoring, management of typical and atypical pediatric ACS presentations, pediatric defibrillation/ cardioversion, pediatric external pacing, management of pediatric dysrhythmias and current AHA guidelines for PALS, ACLS and ECC. Will integrate the theory behind the use of advanced diagnostic and treatment in procedures in the management of adult and pediatric chronic and acute illness and injury.

PAR2072_____ (2-0) 2 cr. hrs.
Principles of Paramedic Tech IV
    Prerequisite: Admittance to Paramedic Technology program.
    A continuation of the Principles of Paramedic Technology series. Provides instruction of paramedic practice, integrating the theory behind the use of advanced diagnostic and treatment procedures into the management of acute traumatic injuries and instruction in the following: trauma assessment and management in all age groups, shock, trauma clinical skills, resuscitation of the trauma patient, and the trauma patient in cardiac arrest.

PAR2082_____ (5-0) 5 cr. hrs.
Pharmacology for Paramedics
    Prerequisites: Acceptance into Paramedic program and instructor consent.
    Corequisites: PAR2000 & 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.

PAR2092_____ (4-0) 4 cr. hrs.
Principles of Paramedic Tech V
    Prerequisite: Admittance to Paramedic Technology program.
    A continuation of the Principles of Paramedic Technology series. Provides evaluation, remediation, and verification of paramedic science core content to meet the objectives of the National Registry of Emergency Medical Technicians (NREMT) (2016), National Association of EMS Educator's (NAEMSE) Education Standards (2009), and the National Scope of Practice Model (2005).

PAR2100_____ (4-0) 4 cr. hrs.
Paramedic Anatomy & Physiology
    Prerequisites: Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program. Must have basic computer and internet skills. CIS1050 or CIS1750 is recommended.
    Designed specifically for the paramedic student to provide a basic understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized as a major objective of the program. Learning and evaluation of anatomy will be facilitated using anatomy models and diagrams. Learning of physiology and pathophysiology will be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

PAR2152_____ (0-6) 6 cr. hrs.
Paramedic Laboratory I
    Prerequisite: Acceptance into Paramedic program.
    This course provides practical application regarding assessment, diagnosis and management of introductory acute illness and trauma injuries, while synergistically developing critical thinking/problem solving skills and application of emergency care theory. A

significant component of this course includes orientation, introduction and utilization of patient simulation. This course provides practical application and instruction to compliment theory and procedures discussed in the first semester of the paramedic program. Practical application includes but is not limited to the following: review of basic EMT psychomotor skills, assessment and management of the medical and trauma patient, the patient interview, communication and therapeutic communication, critical thinking and clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, airway and ventilatory management, cardiopulmonary resuscitation, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT required psychomotor skills.
    Students are required to demonstrate 100% competency with regards to the mandatory procedure list and required NREMT psychomotor skills.

PAR2172_____ (0-5) 5 cr. hrs.
Paramedic Laboratory II
    Prerequisite: Admittance to Paramedic Technology Program.
    Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical-thinking/problem-solving skills and application of emergency care theory.

PAR2200_____ Arranged 1 cr. hrs.
Paramedic Clinical I
    Prerequisite: Acceptance into Paramedic program. Must have basic computer and internet skills. CIS1050 and CIS1750 is recommended.
    Corequisites: PAR2000 and PAR2142.
    Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, 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.

**PAR2260_____ Arranged 2 cr. hrs.
Paramedic Clinical III**
   Prerequisite: Admittance to Paramedic Technology program.
   Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Students are responsible for seeking out opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting.

**PAR2350_____ (0-3) 3 cr. hrs.
Paramedic Laboratory III**
   Prerequisite: Admittance to Paramedic Technology program.
   Provides practical application regarding assessment, diagnosis and management of traumatic injuries, while synergistically developing critical-thinking/problem-solving skills and application of emergency care theory.

**PAR2372_____ Arranged 5 cr. hrs.
Paramedic Field Internship Capstone**
   Prerequisite: Admittance to Paramedic Technology program.
   Facilitates application and evaluation of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Represents the final summative evaluation of student clinical (pre-hospital) performance as team leader. Students are responsible for seeking opportunities to act as team leader and apply assessment, physical exam techniques, invasive procedures, treatments, and effective team communication and dynamics developed in previous field experience. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with patients in the pre-hospital setting. Field internship capstone objectives meet or exceed current National Association of EMS Educators (NAEMSE), EMS Education Standards, and NREMT requirements.

**PAR2400_____ Arranged 1 cr. hrs.
Paramedic Field Experience I**
   Prerequisite: Acceptance into Paramedic program.
   Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision making based on their experience with the emergency department and hospitalized patients. Field internship objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 training, HIPAA Training, blood-borne pathogen training, sexual harassment training, hand hygiene training, patient safety training, blood specimen collection training, preventing catheter related infections training, IV-site dressing training, medication safe practice training, academic integrity training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2420 _____Arranged 1 cr. hrs.
Paramedic Field Experience II**
   Prerequisite: Admittance to Paramedic Technology program.
   A continuation of PAR2400. Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Students are responsible for seeking out opportunities to apply assessment, physical exam techniques, invasiv procedures, and treatments learned and verified in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are resonsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with emergency department and hospitalized patients. Field experience objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

**PAR2440 _____Arranged 1 cr. hrs.
Paramedic Field Experience III**
   Prerequisite: Admittance to Paramedic Technology program.
   A continuation of PAR2420. Facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed paramedic preceptors. Students are responsible for seeking opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with emergency department and hospitalized patients. Field experience objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements. Required training for field internship includes: Federal Emergency Management Agency (FEMA) NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication 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**
   Prerequisite: 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. hrs.
Preparation for Employment**
   Designed to teach students 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. hrs.
Stress Management**
   A study of the causes, danger signals and effects of stress. Students will be able to identify positive and negative areas of stress in 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.
Intro to Recreation/Outdoor Educ**
   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.

PED1380 _____ (1-1) 1 cr. hrs.
Beginning Archery
Students will learn the fundamentals of archery including technique, form, accuracy, and safety.

PED2000 _____ (1-1) 1 cr. hrs.
Basic Physical Fitness
Designed to meet the needs of the student for recreational activity and body conditioning.

PED2080 _____ (1-1) 1 cr. hrs.
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. hrs.
Tai Chi I
A self-placed system of continually flowing 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. hrs.
Tai Chi II
Prerequisite: PED2130 with a minimum grade of C.
A continuation of PED2130 with the addition of form II, history, and literature.

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

PED2350 _____ Arranged 1 cr. hrs.
Varsity Sports-Women's Softball
Prerequisite: Instructor consent.
Participate in the woman's varsity softball program.

PED2520 _____ (0-2) 1 cr. hrs.
Varsity Cheerleading I
Prerequisite: Instructor consent.
Restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year. Cheerleaders are required to attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road. One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

PED2530 _____ (0-2) 1 cr. hrs.
Varsity Cheerleading II
Prerequisite: PED2520 with a minimum grade of C.
One unit of physical education credit is granted if the student completes a second full year (two semesters) on the cheerleading squad.

PED2540 _____ Arranged 1 cr. hrs.
Varsity Sports-Men's Golf
Prerequisite: Instructor consent.
Participation in the men's varsity golf program.

PED2550 _____ (1-1) 1 cr. hrs.
Varsity Sports-Men's Basketball
Prerequisite: Instructor consent.
Participation in the men's varsity basketball program.

PED2560 _____ Arranged 1 cr. hrs.
Varsity Sports-Women's Basketball
Prerequisite: Instructor consent.
Participation in the women's varsity basketball program.

PED2570 _____ Arranged 1 cr. hrs.
Varsity Sports-Women's Volleyball
Prerequisite: Instructor consent.
Participation in the women's varsity volleyball program.

PED2580 _____ Arranged 1 cr. hrs.
Varsity Sports-Men's Baseball
Prerequisite: Instructor consent.
Participation in the men's varsity baseball program.

PED2581 _____ Arranged 1 cr. hrs.
Varsity Sports-Men's Cross Country
Prerequisite: Instructor consent.
Participation in the men's cross country program.

PED2582 _____ Arranged 1 cr. hrs.
Varsity Sports-Women Cross Country
Prerequisite: Instructor consent.
Participation in the women's cross country program.

PED2583 _____ Arranged 1 cr. hrs.
Varsity Sports-Men's Track & Field
Prerequisite: Instructor consent.
Participation in the men's track and field program.

PED2584 _____ Arranged 1 cr. hrs.
Varsity Sports-Women Track & Field
Prerequisite: Instructor consent.
Participation in the women's track and field program.

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

PED2700 _____ Arranged 1 cr. hrs.
Wellness Center I
Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. An introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance.

PED2710 _____ Arranged 1 cr. hrs.
Wellness Center II
Prerequisite: PED2700 with a minimum grade of C.
Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition,

and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

PED2720 _____ Arranged 1 cr. hrs.
Total Fitness
Prerequisites: PED2700 and PED2710 with a minimum grade of C.
Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

PED2730 _____ Arranged 1 cr. hrs.
Cycling for Fitness
Prerequisite: PED2700, PED2710, and PED2720 with a minimum grade of C.
Must meet with instructor during the first week of classes. The development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods.

PED2760 _____ (1-0) 1 cr. hrs.
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. Class includes weekly discussion board posts, journal articles, essays, and a comprehensive final.

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.
Psych of Coaching/Human Performance
Physical education lecture. Does not satisfy the physical education activity requirement.
Development of a coaching philosophy, instructional techniques, and strategies for dealing with teaching, practice, and game situations.

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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next

Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

PHILOSOPHY

PHI1400 _____ (3-0) 3 cr. hrs.
Introduction to Philosophy
MOTR PHIL100

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the great philosophers and their thoughts on the meaning of life, limits of knowledge and basis for individual liberty.

PHI1410 _____ (3-0) 3 cr. hrs.
Comparative Religion
MOTR RELG100

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Explore the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam.

PHI1420 _____ (3-0) 3 cr. hrs.
Introduction to Ethics
MOTR PHIL102

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a

minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Gain an understanding of the ethical theory with emphasis on comparison of contemporary American ethics with that of classical and modern moral principles.

PHARMACOLOGY

PHR1100 _____ (3-2) 5 cr. hrs.
Introduction to Pharmacy

Prerequisites: GED or high school diploma and one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Introduces students to the history of pharmacy from ancient times to today and to the general aspects of the pharmacy technician job. Students are taught the information, techniques and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students also learn to differentiate between the roles of the pharmacist and are provided with a working knowledge of most aspects of pharmacy in community and institutional practice settings.

PHR1110 _____ (2-0) 2 cr. hrs.
Introduction to Pharmacy Lab

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to teach entry-level skills performed in community and institutional pharmacy settings. Provides students with practical experience in the duties performed by pharmacy technicians, including reading and filling prescriptions, using sterile and non-sterile compounding techniques and aseptic techniques (IVs). Students also practice entering patient information, prescriptions, etc. using software similar to that found in most pharmacies.

PHR1120 _____ (3-0) 3 cr. hrs.
Pharmacy Calculations

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or

(3) ENG1330 with a minimum grade of C, AND a score of 19-21 on the ACT math, or 38-65 on the Compass Algebra, 97-115 on the Accuplacer elementary algebra, or MAT1130 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to teach students essential pharmacy calculations routinely performed by technicians. Assists students develop problem-solving skills, including how to use information from prescriptions (written or other), hospital orders and product labels to accurately fill the prescription. Pharmacy calculations used typically on a daily basis in both community and institutional pharmacy settings are emphasized, as well as calculations associated with business math in the pharmacy.

PHR1130 _____ (1-0) 1 cr. hrs.
Pharm Tech Leadership & Developmnt

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to help students develop into stronger and more capable leaders in the pharmaceutical industry. Learn team-building, communication, leadership and other soft skills needed to become successful pharmacy technicians. Students also work on job search skills such as writing cover letters, building resumes and practicing mock interviews.

PHR1200 _____ (3-0) 3 cr. hrs.
Pharmacology for Pharmacy Techs

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to introduce pharmacy technician students to the general principles of pharmacology. Drugs are discussed by drug classes, side effects, mechanism of action, disease type and body systems. Provides students with sufficient background information to recognize and avoid errors. Emphasis is given to the top 200 prescribed drugs, though many more drugs will be discussed.

PHR1300 _____ (3-0) 3 cr. hrs.
Pharmacy Technician Internship I

Prerequisites: GED or high school diploma, and PHR1100, PHR1110, and PHR1120 with a minimum grade of C or concurrent enrollment. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access. Must hold a current Pharmacy Technician registration with the Missouri State Board of Pharmacy, which includes being fingerprinted for a state and

federal background check, and are required to take a 10-panel drug test prior to the start of the semester in which the internship will occur. Results from the State Board of Pharmacy can take up to eight weeks for a response. Proof of necessary immunizations and vaccinations will also be required prior to the start of the internship.

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

PHR1400_____ (3-0) 3 cr. hrs.
Pharmacy Technician Internship II
Prerequisites: PHR1100, PHR1110, PHR1120, and PHR 1300 with a minimum grade of C, and PHR1130 and PHR1200 with a minimum grade of C or concurrent enrollment.

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

PHYSICAL SCIENCE

PHS1130_____ (4-2) 5 cr. hrs.
Physical Science
MOTR PHYS110L

Prerequisite: MAT0930 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 17, or Compass Algebra score of 38, or Accuplacer Elementary Algebra score of 76, or Accuplacer Quantative Reasoning, and Algebra, and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230.

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

PHS1200_____ (3-0) 3 cr. hrs.
Introduction to Astronomy
MOTR ASTR100

Introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

PHS1250_____ (3-4) 5 cr. hrs.
Introductory Chemistry
MOTR CHEM100L

Prerequisite: MAT0930 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 17, or Compass Algebra score of 38, or Accuplacer Elementary Algebra score of 76, or Accuplacer Quantative Reasoning, Algebra and Statistics score of 237, or Accuplacer Advanced Algebra and Functions score of 230.

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

PHS1350_____ (4-3) 5 cr. hrs.
General Chemistry I (Fall)
MOTR CHEM150L

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

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

PHS1380_____ (1-3) 2 cr. hrs.
Qualitative Analysis (Spring)
Prerequisite: PHS1350 or equivalent with a minimum grade of C.

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

PHS1390_____ (3-3) 4 cr. hrs.
General Chemistry II (Spring)
Prerequisite: PHS1350 or equivalent with a minimum grade of C.

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

PHS1400_____ (4-2) 5 cr. hrs.
Earth Science
MOTR PHYS110LES

Prerequisite: MAT0900, MAT0920, or modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96.

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

PHS1420_____ (3-2) 4 cr. hrs.
College Physics I (Fall)
MOTR PHYS150L

Prerequisite: MAT1230 or MAT1270 or higher with a minimum grade of C.

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

PHS1440_____ (3-2) 4 cr. hrs.
College Physics II (Spring)
Prerequisite: PHS1420 with a minimum grade of C.

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

PHS2230_____ (4-2) 4 cr. hrs.
General Physics I (Spring)
MOTR PHYS200L

Prerequisite: MAT2150 with a minimum grade of C or concurrent enrollment.

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

PHS2240_____ (4-2) 4 cr. hrs.
General Physics II (Fall)
Prerequisites: PHS2230 and MAT2150 with a minimum grade of C.

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

PHS2320_____ (3-0) 3 cr. hrs.
Introduction to Organic Chemistry
Prerequisites: PHS1250, PHS1350, or PHS1390 with a minimum grade of C.

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

PHS2350_____ (3-6) 5 cr. hrs.
Organic Chemistry I (Fall)
Prerequisite: PHS1390 or equivalent with a minimum grade of C.

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

PHS2360_____ (3-6) 5 cr. hrs.
Organic Chemistry II (Spring)
Prerequisite: PHS2350 or equivalent with a minimum grade of C.

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

PHS2410_____ (3-4) 5 cr. hrs.
Physical Geology
MOTR GEOL100L

Prerequisite: MAT0900, MAT920, or Learning Center modules MAT0020, MAT0030 and MAT0040, or higher level math course with a minimum grade of C, or a ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96.

An introductory course in geology emphasizing the Earth's crust, structures and surficial processes. Includes a laboratory study of common minerals and rocks, 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. Includes lab.

PHS2420_____ (3-0) 3 cr. hrs.
Earth Science I
MOTR GEOL100

Prerequisite: MAT0900, MAT0920, or modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Compass Algebra score of 23-37, or Accuplacer Elementary Algebra score of 37-96.

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
MOTR POSC101

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Required of all students pursuing the AA, AAT or AGS degrees. Study local, state, and national government systems. Satisfies the U.S. and Missouri constitution requirements.

PSYCHOLOGY

PSY1040_____ **(1-0) 1 cr. hrs.**
Mental Health First Aid

Learn how to administer "first aid" to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1060_____ **(1-0) 1 cr. hrs.**
Success Over Stress

Gain an understanding of stress in its many forms and develop ways to help themselves and others deal with stress, both proactively and retroactively.

PSY1130_____ **(3-0) 3 cr. hrs.**
General Psychology I
MOTR PSYC100

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Gain a broad overview of the general field of psychology and fundamental principles of human behavior. Includes the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140_____ **(3-0) 3 cr. hrs.**
General Psychology II

Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5

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

Experience a more intensive examination of the principles and theories of human behavior studied in General Psychology I. Covers a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160_____ **(3-0) 3 cr. hrs.**
Applied Psychology

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250_____ **(3-0) 3 cr. hrs.**
Human Growth & Development
MOTR PSYC200

Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Provides a lifespan approach to development. Examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY2000_____ **(3-0) 3 cr. hrs.**
Abnormal Psychology

Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Survey various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

PHYSICAL THERAPY ASSISTANT

PTA1000_____ **(5-0) 5 cr. hrs.**
Anatomy & Physiology for PTA

Prerequisite: Acceptance into PTA program.
Examine the structural, histological and chemical composition of the systems of the human body, with particular emphasis on systems as they are encountered by a physical therapy assistant.

PTA1002_____ **(2-2) 2 cr. hrs.**
Intro to Physical Therapy Assisting

Prerequisite: Acceptance into PTA program.
Introduces the student to the roles of the PTA, PT, and other health care professionals. Focuses on the study of professional behaviors supported by documents from the APTA, upholding ethical practices, abiding by applicable laws, and maintaining patient confidentiality. Other topics include communication strategies, patient diversity, and issue related to disability services. Students are introduced to SOAP note documentation.

PTA1040_____ **(3-0) 3 cr. hrs.**
Human Development

Prerequisite: Acceptance into PTA program.
Explore the cognitive, emotional, physical, and social factors that affect human growth and development across the lifespan. Emphasis is on theories, current research and practical applications. Lecture, reflective writing, and observations are utilized to enhance learning.

PTA1062_____ **(3-0) 3 cr. hrs.**
Basic Patient Care w/Lab

Prerequisite: Acceptance into PTA program.
Learn fundamental skills such as body mechanics, infection control, vital signs, transfers, assistive devices and application of bandages. Students apply wheelchair knowledge to real-life situations and simulated patient scenarios. Students also become certified in CPR.

PTA1080_____ **(3-0) 3 cr. hrs.**
Physical Agents & Modalities w/Lab

Prerequisite: Acceptance into the PTA program

Presents the theory and practical application of modalities commonly used in physical therapy practice. Basic scientific and physiologic principles, indications, contraindications, and how each modality works are explored.

PTA1100_____ **(1-1) 1 cr. hrs.**
Clinical Practice I

Prerequisite: Acceptance into the PTA program

First in a series of four focused clinical experiences in an approved clinical site, this part-time clinical provides the student with a first opportunity for hands-on patient care. Emphasis is on connecting theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2210_____ **(3-0) 3 cr. hrs.**
Health and Disease

Prerequisite: Acceptance into the PTA program

Explore various disease pathologies and their implications for physical therapy. Learn about diseases of the musculoskeletal and nervous system as well as the effects of immobility. Chronic diseases, infectious processes, genetic conditions, immune responses and oncology will also be discussed with an emphasis on respiratory and cardiovascular conditions.

PTA2220_____ **(4-2) 4 cr. hrs.**
Funct Anatomy & Kinesiology w/Lab

Prerequisite: Acceptance into the PTA program

An in-depth study of the science behind movement of the human body joint by joint. Arthrokinematics, osteokinematics, muscle interactions and joint mobilizations are included in this lab course.

PTA2224_____ **(2-2) 2 cr. hrs.**
Tests and Measures

Prerequisite: Acceptance into the PTA program

Focus on application techniques of tests and measures commonly utilized in physical therapy

practice. Techniques include palpation of bony landmarks and soft tissue structures, special tests for common musculoskeletal conditions, and goniometry measurement techniques for the head, neck, trunk, and extremities. Manual muscle testing procedures for major muscle groups are also a major component of this course.

PTA2242 _____ (4-2) 5 cr. hrs.
Therapeutic Exercise I w/Lab
Prerequisite: Acceptance into the PTA program
Study various common orthopedic and neurological diagnoses encountered along with various interventions. Principles of stretching, strengthening and endurance are examined. Interventions include peripheral joint mobilization, therapeutic exercise, interventions and progression within the plan of care along with documentation.

PTA2260 _____ (2-2) 2 cr. hrs.
Trends & Issues in Physical Therapy
Prerequisite: Acceptance into PTA program.
Explore current topics in the field of physical therapy. Evidence-based practice, disablement models, the core values of the APTA, effective patient education, effective oral and written communication with other health care professionals, as well as working as part of a multidisciplinary team are discussed. Guest speakers, reflective writing, and community outreach facilitate learning.

PTA2282 _____ Arranged 3 cr. hrs.
Clinical Practice II
Prerequisites: Acceptance into PTA program and PTA1100 with a minimum grade of C.
Second in a series of four focused clinical experiences in an approved clinical site, this full-time (160 hours over four weeks) clinical provides the student with the opportunity to further apply technical skills in the clinical setting. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2302 _____ (4-2) 4 cr. hrs.
Therapeutic Exercise II
Prerequisite: Acceptance into the PTA program and PTA 2242 with a minimum grade of C.
Explore some specialized areas of physical therapy including cardiac rehab, chest PT, pediatrics, aquatic therapy, women's health, lymphedema therapy, and the essentials of prosthetics and orthotics. Learning is enhanced by field trips, observation, case studies, and guest speakers.

PTA2340 _____ (2-2) 2 cr. hrs.
Special Problems in PTA
Prerequisite: Acceptance into PTA program.
Examine the critical decision-making process including scope of practice, adverse reactions, complications and progression within the plan of care. Work through case scenarios from pediatrics to geriatrics with various orthopedic and neurological disorders.

PTA2362 _____ Arranged 4 cr. hrs.
Clinical Practice III
Prerequisite: Acceptance into PTA Program and PTA2282 with a minimum grade of C.
Third in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with one of two culminating opportunities to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and

continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

PTA2400 _____Arranged 4 cr. hrs.
Clinical Practice IV
Prerequisite: Acceptance into PTA program and PTA2362 with a minimum grade of C.
Final in a series of four focused clinical experiences in an approved clinical site, this six-week, full-time (40 hours/week) clinical provides the student with a culminating opportunity to apply technical skills in a clinical setting before entering the workforce. Emphasis is on appropriate professional behaviors, working as a member of a health care team, and continuing to connect theoretical knowledge to direct patient care. Work under the direct supervision of a licensed physical therapy professional.

READING

RDG0750 _____ (3-0) 3 cr. hrs.
Introduction to College Reading
Prerequisite: ACT, Compass, or Accuplacer reading score on file.
The focus of this course is to develop vocabulary and improve comprehension. Additional areas of emphasis include developing personal fluency and reading independence.

RDG0900 _____ (3-0) 3 cr. hrs.
College Reading & Study Skills
Prerequisite: One of the following: ACT Score 12-17, or 51-80 on the Compass reading, or 34-84 on the Accuplacer reading, or 223 on the Accuplacer Next Generation reading, or RDG0750 with a minimum grade of C.
Designed to help students develop higher-level reading and thinking skills applicable in a variety of settings. Coursework focuses on increasing reading efficiency through the improvement of vocabulary and comprehension. Additionally, emphasis is placed on building study skills germane to college-level coursework.

MEDICAL TECHNOLOGY-RADIOLOGY

RDL1022 _____ (3-0) 3 cr. hrs.
Radiation Protection & Biology
Prerequisite: Acceptance into Radiology program.
Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated and to also provide an overview of the principles of the interaction of radiation with living systems. 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.
Intro to Radiology & Patient Care
Prerequisite: Acceptance into Radiology program.
Basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiology and the practitioner's role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

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: RDL 1260 with a minimum grade of C.
　　Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

RDL2040_____ (3-0) 3 cr. hrs.
Radiographic Procedures III
　　Prerequisite: RDL1240 with a minimum grade of C.
　　Provides the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

RDL2080_____ (3-0) 3 cr. hrs.
Radiographic Exposure II
　　Prerequisite: RDL1220 with a minimum grade of C.
　　Continue to establish factors that govern and influence the production and recording of radiologic images.

RDL2100_____ 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. hrs.
Radiology Registry Review
　　Prerequisite: Must be a second-year radiology student.
　　Provides each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R).

SOCIOLOGY

SOC1060_____ (1-0) 1 cr. hrs.
Alcohol and College Life
　　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
MOTR SOCI101
　　Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
　　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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester 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: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
　　An overview of the drug problems in America and its institutions. Included is an explanation of drug actions within the human body and frequently observed manifestations of drug dependency and usage as well as the study of drug abuse prevention programs.

SOC1540_____ (3-0) 3 cr. hrs.
Intro to Cultural Anthropology
MOTR ANTH201
　　CORE 42 MOTRANSFER GUARANTEED Introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems.

SOC1600_____ (3-0) 3 cr. hrs.
Ethnicity/Cultural Diff in America
　　Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 81 on the Compass reading, or 85 on the Accuplacer reading, or 250 on the Accuplacer Next Generationo reading, or (2) a minimum ACT reading score of 16, or Accuplacer Classic reading score of 62, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.
　　An in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as gay and lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South.

SOC1620_____ (3-0) 3 cr. hrs.
Human Diversity
　　Designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds.

SOCIAL WORK

SWK1000_____ (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 81 on the Compass reading, or 85 on the Accuplacer reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours.
　　A survey course designed to introduce the student to the field of social work. Offers an overview of the settings in which social workers practice, the populations they serve, and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

SWK2000 _____ (3-0) 3 cr. hrs.
Theories & Skills in Helping
Prerequisite: PSY1130 with a minimum grade of C.
Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.

SWK2020 _____ (3-0) 3 cr. hrs.
Policy and Politics
Prerequisite: SOC1130 with a minimum grade of C.
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.

TECHNOLOGY

TEC1000 _____ Arranged 6 cr. hrs.
Machine Shop I
Introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and use of machine tools.

TEC1040 _____ Arranged 3 cr. hrs.
Technical Writing
Prerequisite: One of the following: (1) a minimum ACT English score of 18, or minimum Compass English/Writing score of 70, or minimum Accuplacer sentence skills score of 92 or minimum Accuplacer Next Generation score of 250, or (2) a minimum ACT English score of 15, or minimum Compass English/Writing score of 43, or minimum Accuplacer Sentence Skills score of 76, or minimum Accuplacer Next Generation score of 237, AND a minimum Writeplacer score of 5 or a 3.5 cumulative high school grade point average or (3) ENG0260, ENG0920, ENG0970, or higher with a minimum grade of C.
A modular approach to communications in a technical environment. Topics are intended to cultivate and improve a student's writing, graphic, and speaking skills as they apply to the Engineering Technology workplace.

TEC1070 _____ Arranged 4 cr. hrs.
Unified Technical Concepts I
Prerequisite: An ACT math score of 15-18, or Compass Algebra score of 23-30, or Compass College Algebra score of 23-37, or Accuplacer score of 37-96, or TEC1900, MAT0950, or MAT1180 or higher level math course with a minimum grade of C.
An introductory course using a flexible, modular, integrated approach to Applied or Technical Physics. A central core of Concept Modules emphasizes the analogies between basic physical principles and the applications of these principles in today's technology. In addition, lab time is scheduled weekly to provide hands-on application of the concepts, along with the development of mathematical and communication skills. Will work in small groups to foster team problem-solving.

TEC1100 _____ Arranged 3 cr. hrs.
Technical Internship I
Prerequisite: PAW1060 with a minimum grade of C or concurrent enrollment.
Supervised 90-hour occupational experience in local business, municipal or governmental agencies.

TEC1160 _____ Arranged 6 cr. hrs.
Machine Shop II
Prerequisite: TEC1000 with a minimum grade of C.
A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

TEC1300 _____ (3-0) 3 cr. hrs.
Computer Aided Design/Drafting
Devoted to learning basic operation of a microcomputer-based CAD/D system. Fundamentals of system operation 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.

TEC1340 _____ (3-0) 3 cr. hrs.
CAD/D Special Application Programs
Prerequisite: TEC1300 with a minimum grade of C.
This course will enhance the student's ability to utilize all CAD systems. Systems will include: SolidWorks, AutoCAD, 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 Mineral Area College 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 Mineral Area College at UniTec Career Center.

TEC1490 _____ (1-0) 1 cr. hrs.
Survey Writing Skills/Legal Problem
Designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

TEC1530 _____ (3-0) 3 cr. hrs.
Three-Dimensional Modeling CAD/D
Prerequisite: TEC1300 with a minimum grade of C.
A self-paced course devoted to learning three-dimensional drafting and design based on computer 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 complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

TEC1560 _____ Arranged 3 cr. hrs.
Manufacturing Process/Estimating
Emphasizes the manufacturing processes and their efficient utilization as applied to engineering products. Topics include: Production Basics, Production Materials, Production Processes, Tool & Equipment Operation, Production Planning & Work Flow, Production Components, Controlling & Documenting Production, Packaging & Distribution Products. A combination of hands-on learning systems, lecture, and e-learning components.

TEC1570 _____ (2-0) 2 cr. hrs.
Legal Aspect Survey/Land Boundaries
Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and review of real estate property law pertaining to surveying in general.

TEC1580 _____ Arranged 3 cr. hrs.
Quality Control/Testing FundamentIs
Fundamental, yet comprehensive, coverage of quality control concepts using a practical state of the art approach to understand the basic theory. Learning experiences will include: lecture, Amatrol Metrology Learning System, Tooling U, MSSC multimedia and a research project. Areas of emphasis nclude quality responsibility, quality assurance, control charts, sampling plan, reliability, quality costs, product liability and metrology.

TEC1590 _____ (2-0) 2 cr. hrs.
Legal Principles/Roles in Surveying
Designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

TEC1610 _____ (3-0) 3 cr. hrs.
Introduction to Engineering Design
A foundation course in the PLTW Engineering Program. Students are introduced to the engineering profession and a common approach to the solution of engineering problems, an engineering design process. Utilizing the activity project-problem-based (APB) teaching and learning pedagogy, students will progress from completing 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: TEC1900 with a minimum grade of C or concurrent enrollment, or instructor consent.
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
   Prerequisite: TEC1630 with a minimum grade of C.
   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: An ACT math score of 15-18, or Compass Algebra score of 23-37, or Compass College Algebra score of 23-30, or Accuplacer score of 37-96, or TEC1900 or MAT0950 or higher level math course with a minimum grade of C.
   Study of utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements.

TEC1730 _____ Arranged 1 cr. hrs.
Problem Analysis
   Introductory comprehensive study of the effective use and capabilities of the electronic hand held scientific calculator. Covers equation manipulation and problem solving by use of the calculator.

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

TEC1810 _____ Arranged 2 cr. hrs.
N/C Planning & Tooling
   Prerequisite: TEC1770 with a minimum grade of C.
   An introductory course for machine tool option majors to learn the pre-plan flow of N/C

operations necessary to the programming of complex parts. Student will be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

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

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

TEC1900 _____ (3-0) 3 cr. hrs.
Technical Mathematics I
   College applied mathematics for students majoring in technology. Covers the following mathematical concepts as they relate to the field of technology: Basic Mathematical Concepts, Signed Numbers and Powers, Metric System, Polynomials, Equations and Formulas, Ratios and Proportions, Geometry and Basic Statistics.

TEC1910 _____ (3-0) 3 cr. hrs.
Technical Mathematics II
   Prerequisite: TEC1900 with a minimum grade of C.
   A continuation of TEC 1900. Covers the following mathematical concepts as they relate to the field of technology: Algebraic Concepts (graphing equations, systems of linear equations, factoring algebraic expressions, quadratic equations), Right Triangle Trigonometry, Binary/Hexadecimal Numbers, Measurement and Trigonometry with Any Angle.

TEC1920 _____ (3-0) 3 cr. hrs.
Teamwork/Work Communication
   Provides students an overview of the soft skills needed to communicate effectively on the job in the manufacturing sector. Emphasis is placed on working in a team environment, communication styles, and group problem-solving strategies. The use of soft skills in a digital workplace will also be addressed.

TEC1930 _____ (3-0) 3 cr. hrs.
General Industry Safety
   Provides students with an introduction to industrial safety principles, concepts, and practices. Emphasis is placed on industrial safety, OSHA, and environmental safety regulations. Students will demonstrate the ability to clearly articulate safety principles and practices, governmental and regulatory compliance, and environmental safety practices.

TEC1931 _____ (3-0) 3 cr. hrs.
Construction Safety
   Provides an introduction to construction safety principles, concepts, and practices. Emphasis will be placed on the OSHA construction safety regulations. Students will demonstrate through classroom projects and participation, their knowledge of governmental and regulatory compliance in a construction environment.

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

MSSC standard for CLA and CLT. Required as the capstone (last course) prior to taking the CLA/CLT assessments.

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

TEC2050 _____ (3-0) 3 cr. hrs.
Engineering Design and Development
   Prerequisite: TEC1300 with a minimum grade of C.
   Introduces students to design and development of a product needed to solve a problem. Students, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test 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, or TEC1900, or MAT0950 or higher level math with a minimum grade of C and instructor approval.
   Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing certifications from the International Fluid Power Society (IFPS).

TEC2070 _____ (1-4) 3 cr. hrs.
Mobile Hydraulic Troubleshooting
   Prerequisite: TEC2030 with a minimum grade of C.
   A combination of lecture and laboratory challenges to provide the student with knowledge of mobile hydraulic troubleshooting. Will expand upon the TEC2030 class and focus on mobile hydraulics applications. Focus will be on the troubleshooting and diagnostics aspects of components specific to mobile equipment. Other topics covered will include maintenance, field repairs, and shop repairs.

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

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

TEC2140 _____ (1-4) 3 cr. hrs.
Pneumatic Systems
   Prerequisite: TEC2030 with a minimum grade of C.
   A combination of lecture/lab challenges will provide students with knowledge of industrial pneumatic systems. Will expand on the Basic

Fluid Power course and focus on pneumatics applications. Focus will also be on the troubleshooting aspect of pumps, compressors, and pneumatics in air-over-oil and vacuum systems.

THEATRE

THE1000 _____ (3-0) 3 cr. hrs.
Introduction to Theatre
MOTR THEA100A

CORE 42
MOTRANSFER GUARANTEED   Explore a comprehensive introduction to the art of theatre examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Develop projects in these areas and attend theatre productions.

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

THE1080 _____ Arranged 3 cr. hrs.
Children's Theatre (Creative Drama)
Explore the history and purpose of creative dramatics in the school through performance and study. Students will rehearse and perform one-act plays at area elementary schools.

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

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

THE1200 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Drama
Explore analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, 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
Explore an introduction to the position of director in theatre. Learn how to appraise their resources, select a ply, 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
Research processes necessary to the consideration of any play prior to production, which is necessary for all artistic roles that are involved in creating a theatrical show. Students will take understanding, inspiration, and insight from the deconstruction of a playwright's work

and learn to isolate the plot, characters, actions, and design necessities and possibilities.

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

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

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

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

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

THE2200 _____ (3-0) 3 cr. hrs.
Theatre History II
Examine theatre after Shakespeare to the present and study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. Meets cultural diversity requirement.

Administration & Faculty

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

Danielle Basler
Director, Mineral Area Council on the Arts/ Coordinator, Theater
B.F.A., Maryville University, 2002.

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

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

Tammy Belfield
Director of Public Safety, Interim

Esther A. Blum, M.S.N., R.N.
Coordinator, Associate Degree Nursing
B.S.N., University of Missouri-Columbia, 1985; M.S.N., University of Missouri-Columbia, 1993.

Jennifer Bowling
Academic Advisor, TRIO Talent Search
A.A., Mineral Area College, 1999; B.S.G., Southeast Missouri State University, 2017.

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

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

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B.S., Southeast Missouri State University, 1989; M.S., Southern Illinois University, 1998.

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

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

Harry Cecil
Music
B.M., Truman State University, 2005; M.M., University of Missouri-Columbia, 2007.

Andrew Clausen
Math
B.A., Greenville College, 2005; B.S., Greenville College, 2005; M.A., Missouri University of Science & Technology, 2015.

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

Julia Dill
Graphic Designer
A.G.S., Mineral Area College, 2006; A.A.T., Mineral Area College, 2013; B.A., Central Methodist University, 2014.

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

Marc Drye
History/Political Science
B.S., University of Missouri-Columbia, 1984; M.A., University of Missouri-Columbia, 1991.

Mark Easter
Counselor/Advisor
A.A., Mineral Area College, 1985; B.A., Lindenwood University, 1988; M.Ed., University of Missouri-St. Louis, 2001.

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

Judy Young Edgar
History/Political Science
A.A., Mineral Area College, 1980; B.S.E., Southeast Missouri State University, 1982; M.A., Southeast Missouri State University, 1997.

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

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

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

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

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

Charles Gallaher
Theatre
A.A., Mineral Area College, 2001; B.S.E., Missouri State University, 2003; M.A., Lindenwood, 2010.

Rhonda J. Gamble
Biological Science
B.S., Oklahoma State University, 1974; M.S., Oklahoma State University, 1977; Ph.D., Oklahoma State University, 1984.

MINERAL AREA COLLEGE

Anthony Gans
Mass Communications
B.A., Miami University of Ohio, 1976; M.S., Miami University of Ohio, 1978.

Jim Gerwitz
Director, Athletics
A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindenwood, 2013.

Laura Glasbrenner
English
B.A., Truman State University, 2008; M.A., Missouri State University 2010.

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A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1990.

Ryan Harrington
Instructional Librarian
A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.A., Central Methodist University, 2017.

Cathy Hawn
Mathematics
A.A., Mineral Area College, 1988; B.S., Southeast Missouri State University, 1990; M.N.S., Southeast Missouri State University, 1996.

Melissa Helm, B.S.N., R.N.
Coordinator/Associate Degree Nursing
B.S.N., Central Methodist University, 2016.

Amy R. Henson
Chief Information Officer
A.A.S, Jefferson College, 1987; B.S., Maryville University, 1998; M.B.A., Maryville University, 2002; Ph.D., University of Missouri-St. Louis, 2013.

Bev Hickam
Director, Business & Industry Programs
B.S., Southeast Missouri University, 1975; M.S.E., Southern Illinois University, 1999.

Shirley Hofstetter
Interim President/Chief Financial Officer
B.A., Drury University, 1982; M.B.A., Columbia College, 2015.

Connie Holder
Registrar
B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.

Melissa Hopkins
Director, C.H. Cozean Library
B.S., Central Methodist University, 1992; M.A., University of Missouri-Columbia, 2003.

Catherine Hutcheson, M.S.N., R.N.
Associate Degree Nursing
LPN, Sikeston Public School, 1993; R.N., Park College, 1994; B.S.N., Southeast Missouri State University, 2001, M.S.N., Central Methodist University, 2016.

Saundra Ivison
Coordinator/Fredericktown Outreach Center
A.A., Mineral Area College, 2010; A.A.S. Mineral Area College, 2011; B.S., Central Methodist University, 2016.

Dan Jaycox
Director, Learning Center
B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.

Pam Jaycox
English
B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri University, 2007.

Rick Jenkins
Controller
B.S., Southeast Missouri University, 1983.

Pam Junge, M.S.N., R.N.
Coordinator, Practical Nursing
A.S., Mineral Area College, 2009; B.S.N., Maryville University, 2010, M.S.N., Central Methodist University, 2016.

Andrea Kemper
Admissions Recruiter
A.A., Mineral Area College, 1997; B.S., Central Methodist University, 2008.

Lauren Kieschnick
Mathematics
B.A., Concordia Lutheran College, 1987; M.A.T., Webster University, 1993; Ph.D., Saint Louis University, 2013.

Todd Kline
Business Education
B.A., Southeast Missouri University, 1989; M.B.A., Missouri Baptist University, 2008.

Christopher Klusmeyer
Industrial Technology
A.A.S., Mineral Area College, 2006; B.G.S., University of Missouri-St. Louis, 1996.

Emilie La Breyere
Admissions Representative
A.A., Mineral Area College, 2014; B.A., University of Missouri - St. Louis, 2017.

Lana LaBruyere
Business Education
A.A., Mineral Area College, 1992; B.S., Arkansas State University, 1994; M.B.A., Webster University, 2005.

Judy LaChance
Coordinator, Loan Program
A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.

Carla Lay, B.S.N., R.N.
Practical Nursing
A.S., Mineral Area College, 2014; B.S.N., Central Methodist University, 2015.

Debra Lee
Deaf Interpreter/Modern Foreign Languages
A.A., St. Louis Community College at FV, 1991; B.S., Central Methodist University, 2006; M.B.A., Northwest Missouri State University, 2011.

Lisa Leftridge
Director, ACCESS
A.A., Mineral Area College, 1991; B.A., University of Missouri-Columbia, 1994; M.Ed., University of Missouri-Columbia, 1996.

James Long
Director, TRIO Talent Search
A.A.T., Mineral Area College, 2012; B.S., University of Missouri, 2015.

Whitney Maddux
Academic Advisor, TRIO Talent Search
B.S., Missouri State University, 2010; M.S., Missouri State University, 2012.

MINERAL AREA COLLEGE

Jayne Mahnken, B.S.N., R.N.
Practical Nursing
A.A., Southeast Missouri State University, 1984; B.S.N., Southeast Missouri State University, 2007.

Chad Majeske
Academic Advisor, Upward Bound
B.S., Eastern Michigan University, 2003; M.T.D., Idaho State University, 2011.

Roger K. McMillian
Dean, Career & Technical Education
A.A., Mineral Area College, 1984; B.S., Southeast Missouri State University, 1986; M.Ed., Southwest Baptist University, 1999; M.B.A., Missouri Baptist University, 2008.

Dean Meenach
Director, EMS Education
A.A.S., St. Louis Community College, 2005; R.N., Excelsior College, 2007; Emergency Medical Technician, St. Louis Community College; B.S.N., Chamberlain College of Nursing, 2010.

Elizabeth Mell
Director, Student Activities/Career Advisor
A.A., Mineral Area College, 1986; B.S.W., Southeast Missouri State University, 1995; M.S.W., University of Missouri-St. Louis, 2007.

Ellen Miller
Reading
B.S., Southeast Missouri State University, 2006; M.A.T., Missouri Baptist University, 2010.

Jay Miller
English
A.A., North Seattle Community College, 1987; B.A., Seattle Pacific University, 1990; M.A., Baylor University, 1993; Ph.D., Wayne State University, 2000.

Tina Miller
Support & Retention Specialist
A.G.S., Mineral Area College, 2008.

Kara Mills
Coordinator, Radiology
A.S., Mineral Area College, 2000; B.S., Central Methodist University, 2009.

Victoria Morgan
Coordinator, Learning Management Systems
A.A.S., Jefferson College, 1993; A.A., Jefferson College, 1999; B.A., Columbia College, 2006; M.Ed., University of Missouri-Columbia, 2008.

Danielle Mueller
Biology
B.S., Southeast Missouri State University, 2002; M.S., Southeast Missouri State University, 2004.

Emily Murdock
English
B.A., Truman State University, 2008; M.A., Truman State University, 2010.

Kathryn Neff
Director, Human Resources
B.S.B.A., University of Missouri-Columbia, 1995; BJ, University of Missouri-Columbia, 1995; M.B.A., University of Missouri-St. Louis, 2004.

Rebecca Neighbors
Director, Upward Bound
A.A., Mineral Area College, 1994; B.S., Southeast Missouri State University, 1996; M.S.W, Saint Louis University, 2001.

Joel Nivens
Director, Potosi Learning Center
A.A, Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010; M.Ed., Central Methodist University, 2014.

Jeremy Partney
Director, Wellness Center
A.G.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.

Nancy M. Petersen
Biological Science
B.S.E., Southeast Missouri State University, 1983; M.N.S., Southeast Missouri State University, 1992.

Lisa Pipkin
Mathematics
B.S., Southeast Missouri State University, 2009; M.N.S., Southeast Missouri State University, 2012.

Debora Portell
Assistant Director, Financial Aid
A.S., Mineral Area College, 2001; B.S., Central Methodist University, 2010; M.B.A., Missouri Baptist University, 2014.

Tami K. Roberts-Simmons
Computer Information Systems
B.S., Southeast Missouri State University, 1989; M.A.T., Webster University, 2000.

Doug Ruess
Coordinator, Criminal Justice
B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.

George A. Saum
Physics
B.S., University of Missouri-Columbia, 1953; M.A., University of Missouri-Columbia, 1955; Ph.D., University of Missouri-Columbia, 1958.

Brian Scheidt
Earth Science
A.S., Joliet Junior College, 1996; B.S., Eastern Illinois University, 1998; M.S., Southern Illinois University, 2003.

Brandon Scheldt
English
B.A., University of Kentucky, 2001; M.A., Southeast Missouri State University, 2009.

Chris T. Schmitt
Coordinator, Training/Law Enforcement Academy
B.A., Central Methodist College, 1993; M.S., Lindenwood University, 2010.

Stephen Schroeppel
Mathematics
A.A., Ozarks Technical Community College, 2002; B.S., Southeast Missouri State University, 2004; M.N.S., Southeast Missouri State University, 2007

Karen Ruth Seaber
English
B.S., University of Memphis, 1982; M.A., Southeast Missouri State University, 2004.

Denise G. Sebastian
Director, Financial Aid
A.S., Mineral Area College, 1982; B.S., Central Methodist College at Mineral Area College, 1998; M.B.A., Missouri Baptist University, 2012.

Scott Sebaugh
Computer Science
A.A.S., Jefferson College, 1987; B.S., St. Louis University, 1992; M.A., Webster University, 1996.

Alison Sheets
Director, Placement/Career & Technical Education Career Advisor
B. S., Northwestern State University, 1994.

Julie Sheets
Dean, Student Services
B.S., Murray State University, 1997; M.Ed., Central Methodist College, 2003.

Jennifer Sikes
Childhood Education
A.A., Mineral Area College, 2000; B.S., Central Methodist University, 2001; M.Ed., William Woods University, 2004.

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

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

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

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

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

Sadonya Suttles, M.S.N., R.N.
Coordinator, Simulation Lab
A.S., Mineral Area College, 2005; B.S.N., Central Methodist University, 2012; M.S.N., Central Methodist University, 2015.

Kevin Thurman
Director, Development
A.G.S., Mineral Area College, 1991; B.S., Southeast Missouri State University, 1994.

Christa Tinsley
Academic Advisor, TRIO Talent Search
B.S., Southeast Missouri State University, 1994.

Richard Wadlow
Psychology/Social Sciences
A.A., Mineral Area College, 2008; B.S., Central Methodist University, 2010; M.A., Missouri Baptist University, 2012.

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

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

Traci Weissmueller
Coordinator, Dual Credit
B.S., Southeast Missouri State University, 2007.

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

Stacey Wideman
Support & Retention Specialist
B.S.Ed., University of Missouri-Columbia, 1989.

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

Stacy Wilfong
Director, Radiology
A.S., Mineral Area College, 2003; B.S.E., University of Arkansas, 2000; M.A.T., University of St. Mary, 2009.

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

Rodney Wilson
Tutor/Academic Advisor, EXCEL Student Support Services
A.A., Mineral Area College, 1988; B.S., Southeast Missouri State University, 1990; M.A., University of Missouri, 1995.

D. Lynne Wisdom
Business Administration
A.A., Mineral Area College, 2001; B.S., Central Methodist University, 2003; M.B.A., Webster University, 2004.

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

John W. Wright
Coordinator, Learning Center Math Lab
A.A., Mineral Area College, 2007; B.S., Southeast Missouri State University, 2009; M.S., University of Alabama, 2014.

Shawn Young
Director, Education Program
B.S., Southeast Missouri State University, 1997; M.Ed., Southwest Baptist University, 1999; Ed.D., Missouri Baptist University, 2012.

Zuellig, Amy
Coordinator, Paramedic Program

MINERAL AREA COLLEGE

Appendix: Degree Plans

Associate of Arts (AA)

- Associate of Arts
- Associate of Arts in Teaching
- Associate of General Studies

Associate of Science

(Allied Health Related)

- Associate Degree Nursing (RN)
- ADN - Advanced Placement
- Radiologic Technology
- Respiratory Therapy

Associate of Applied Science

- Agriculture
- Automotive Collision Technology
- Automotive Technology
- Business Computer Programming
- Business Management
- Business Management - Accounting
- Business Management - Microcomputers
- Child Development
- Computer Networking
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Engineering Technology- Design Drafting
- Engineering Technology - Manufacturing
- Graphic Arts/Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Machine Tool Technology
- Office Systems Technology - Administrative Assistant
- Office Systems Technology - Medical Coding
- Paramedic Technology
- Physical Therapist Assistant
- Skilled Trades
- Welding Technology

Certificates

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Child Development
- Child Development Associate
- Computer Networking
- Connector and Conductor
- Construction Building Technology
- Criminal Justice
- Digital Media Technology
- Law Enforcement Academy -1000 hours
- Electrical Technology
- Electrical/Electronics Technology
- Emergency Medical Technician
- Graphic Arts Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Logistics Technician
- Machine Tool Technology
- Mobile Hydraulic Mechanic
- Office Systems Technology - Administrative Assistant
- Office Systems Technology - Medical Coding
- Paramedic Technology
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Welding Technology

CATALOG

Associate of Arts Degree

Degree

ID#: _____   Student Name: _____   GPA: _____

Field of Study: _____College/University student will be transferring: _____

CORE 42 COURSES (THESE COURSES HAVE A MOTR NUMBER)

ENGLISH

ENG1330   English Comp I (3) + [Written]
ENG1340   English Comp II (3) + [Written]
ENG1440   Public Speaking (3) [Oral]
ENG1670   Interpersonal Communication (3) [Oral]

HUMANITIES

ART:
  ART1130   Drawing I (3)
  ART1490, ART1500 History of Art I or II (3)
FOREIGN LANGUAGE:
  MFL1170   Elementary French (3) +
  MFL1270   Intermediate French (3) +
  MFL1370   Elementary Spanish I (3) +
  MFL1470   Elementary Spanish II (3) +
HISTORY:
  HIS1130, HIS1140 Western Civilization I or II (3)
LITERATURE:
  ENG1570 Intro to Literature: Prose, Poetry & Drama (3)+
  ENG2330, ENG 2340 English Literature I or II (3) +
  ENG2430, ENG 2440 American Literature I or II (3) +
  ENG2492 Women's Literature (3) +
  ENG2500 Multicultural Literature (3) +
MUSIC:
  MSC1801   Appreciation of Music (3)
  MSC1811   Appreciation of Jazz (3)
  MSC1821   History & Form of Rock Music (3)
PHILOSOPHY:
  PHI1400   Intro to Philosophy (3)
  PHI1410   Comparative Religion (3)
  PHI1420   Intro to Ethics (3)
SOCIAL:
  SOC1540   Intro to Cultural Anthropology (3)
THEATRE:
  THE1000   Intro to Theatre (3)

SOCIAL & BEHAVIORAL SCIENCES

BUS1330   Survey of Economics (3)
BUS2930   Principles of Macroeconomics (3)
BUS2940   Principles of Microeconomics (3)
GEO1130   Regional World Geography (3)
HIS1230   American History I (3)
HIS1240   American History II (3)
PSY1130   General Psychology I (3)
PSY1250   Human Growth & Development (3)
SOC1130   General Sociology (3)
SOC1540   Intro to Cultural Anthropology (3)

CIVICS

HIS1230   American History I (3)
HIS1240   American History II (3)
POS1180   American Political Systems (3)

MATH

MAT1205   Applications for College Mathematics (3) +
MAT1240   Quantitative Reasoning (3) +
MAT1260   Elementary Statistics (3) +
MAT1270   PreCalculus: Algebraic Reasoning (3) +

BIOLOGICAL & PHYSICAL SCIENCES

BIO1100   Introduction to Biological Science (3)
BIO1150   General Biology (5) +
BIO1430   Environmental Science (3)
BIO1500   Essentials of Microbiology (3)
BIO2112   General Botany (5) - spring +
BIO2122   General Zoology (5) - fall +
BIO2540   Human Anatomy & Physiology (5) - spring +
PHS1130   Physical Science (5) +
PHS1200   Introduction to Astronomy (3)
PHS1250   Introductory Chemistry (5) +
PHS1350   General Chemistry I (5) - fall +
PHS1400   Earth Science (5) +
PHS1420   College Physics I (4) - fall +
PHS2230   General Physics I (4) - spring +
PHS2410   Physical Geology (5) +
PHS2420   Earth Science I (3) +

OTHER

MSC1001   Concert Band I (1)
MSC1051   MAC Singers I (1)

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

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

CORE 42

SEM/YR	COURSE#	COURSE TITLE	HRS
ENGLISH (9 hrs.) (see list to the left)			
	ENG1330	English Comp I	3
	ENG 1340	English Comp II	3
	ENG1440/ENG1670		3
HUMANITIES from at least 2 disciplines **(9 hrs.)** (see list to the left)			
			3
			3
			3
SOCIAL & BEHAVIORAL SCIENCES (6 hrs.) (see list to the left)			
			3
			3
CIVICS (3 hrs.) (see list to the left)			
			3
MATHEMATICS (3 hrs.) (see list to the left)			
			3
BIOLOGICAL & PHYSICAL SCIENCES (7 hrs.) (see list to the left)			
One of which must contain a lab component			
	BIO		
	PHS		
ADDITIONAL CORE HRS WITH MOTR NUMBERS (5 hrs.)			
INSTITUTIONAL REQUIREMENTS			
GUIDANCE required for all freshman **(1 hr.)** (see list on back)			
	GUI1010	First Year Experience	1
COMPUTER INFO or PHYSICAL ED. (2 hrs.) (see list on back)			
ELECTIVES (MOTR numbers not required)			
TOTAL HOURS TOWARDS ASSOCIATE OF ARTS DEGREE (62)			

+ Course has prerequisite

Effective Fall 2018. Rev. 6.28.2018

Associate of Arts Degree

The courses listed on this back page do not have a MOTR number.

INSTITUTIONAL REQUIREMENTS

GUIDANCE

GUI1000 Principles of College Success (3)
   with advisor's approval
GUI1010 First Year Seminar (1)
   Required for all freshmen
GUI1960 Career Planning (1)
   with advisor's approval

COMPUTER INFO or PHYSCIAL ED

CIS1025 Computer Fundamentals (1)
CIS1050 Introduction to Computers (3) +
CIS1100 Microcomputer Graphics (3) +
CIS1700 Desktop Publishing (3) +
CIS1730 Office Applications (2)
CIS2000 Microcomputer Operating Systems (3) +
CIS2100 Microcomputer Database Management (3) +
CIS2110 Advanced Microcomputer Database Management (3) +
CIS2200 Microcomputer Spreadsheet Applications (3) +
CIS2210 Advanced Microcomputer Spreadsheet Applications (3) +
CIS2350 Word Processing-Microsoft Word (3) +
CIS2400 Web Page Development (3) +
CIS2450 Word Processing-Advanced Microsoft Word (3) +
CIS2930 Advanced Microcomputer Applications (3)
CIS2940 Advanced Desktop Publishing +
PED1380 Beginning Archery (1)
PED2130 Tai Chi I (1)
PED2132 Tai Chi II (1)
PED2180 Beginning Basketball (1)
PED2650 Fundamentals of Trap and Skeet (1)
PED2700 Wellness Center I (1)
PED2710 Wellness Center II (1) +
PED2720 Total Fitness (1) +
PED2730 Cycling for Fitness (1) +
PED2760 Principles of Strength Training (1)
PED2780 Fit for Life (2)
PHY1120 School Health (2) Physician excuse only. Check with Advisor

ELECTIVES

See advisor to determine appropriate courses.

+ Course has prerequisite

GENERAL REQUIREMENTS FOR THE AA TRANSFERABLE DEGREE

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous associate degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.
3. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
4. All applicants are required to complete 62 approved semester hours.
5. All degree-applicable courses, including electives, must be 1000 level or higher.
6. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
7. Students may apply up to 15 hours of course work from the Division of Career & Technical Education as elective credit, but no more than 6 of these hours may be career center hours/courses. It is the student's responsibility to verify that all elective credit will transfer to the college which the student plans to attend.
8. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Associate of Arts in Teaching Degree

Degree

Effective Fall 2018. Rev. 3/7.2018

ID#: _____   Student Name: _____   GPA: _____

College/University student will be transferring: _____

EDUCATION TRACK: (Circle one) Early Childhood Education, Elementary Education, Art Education, Music Education, Physical Education; Secondary Education: math, science, social studies, English, other.

GENERAL EDUCATION: (√ Has MOTR number)

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

MATH
MAT1240 Quantitative Reasoning (3)
Or higher numbered approved Math Pathway Course

SCIENCES
BIO1150 General Biology (5) √

PHS1400 Earth Science (5) √ **or**
PHS1250 Introductory Chemistry (5) √
PHS1200 Introduction to Astronomy (3) √ **or**
PHS2420 Earth Science I (3) **or**
PHS1230 Oceanography (3)

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

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

HUMANITIES
EDUCATION:
  EDU2150 Multicultural Education (3)

LITERATURE:
  ENG2530 Young Adult Literature (3)
   (Consult Education Program Coordinator)
  ENG2520 Children's Literature (3)

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

PHYSICAL EDUCATION
PED2700 Wellness Center I (1)
PED2710 Wellness Center II (1) **or**
PED2780 Fit for Life (2)

SEM/YR	COURSE#	COURSE TITLE	HRS
ENGLISH (9 hrs.)			
	ENG1330	English Comp I	3
	ENG1340	English Comp II	3
	ENG1440	Public Speaking	3
MATHEMATICS (3 hrs.)			
	MAT1240	Quantitative Reasoning or other approved Math Pathway Course	3
SCIENCE (8-10 hrs.) (See list on left)			
	BIO1150	General Biology	5
	PHS	Any Physical Science course	3-5
HISTORY AND POLITICAL SCIENCE (6 hrs.)			
	POS1180	American Political Systems	3
	HIS1230 or HIS1240	American History I or II	3
HUMANITIES (9 hrs.)			
	EDU 2150	Multicultural Education (recommended) or Humanities Course with MOTR#	3
	EDU2530 or ENG Lit Course	Young Adult Lit. or Lit Course	3
		Any Humanities Course with a MOTR#	3
SOCIAL SCIENCE (6 hrs.)			
	PSY1130	General Psychology	3
	GEO1130	Regional World Geography	3
TEACHER EDUCATION COURSES (12 hrs.)			
	EDU2030	Foundations of Education in a Diverse Society	3
	EDU2100	Field Experience	3
	EDU2280	Educational Technology	3
	EDU2320	Educational Psychology	3
INSTITUTIONAL REQUIREMENTS			
FIRST YEAR SEMINAR (1 hrs.) *Required for all freshmen*			
	GUI1010	First Year Seminar	1
MAJOR ELECTIVE COURSES			
	EDU 1100 or EDU 1300	Psychology of the Adolescent or Child Development	3
	EDU 2500	Education of the Exceptional Learner	3
PHYSICAL EDUCATION ACTIVITY (2 hrs.)			
TOTAL HOURS TOWARDS DEGREE (62)			

Associate of Arts in Teaching Degree

REQUIRED FOR ALL EDUCATION MAJORS

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

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

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

LIST ELECTIVE COURSES:

_____

_____

_____

_____

_____

_____

_____

TO BE COMPLETED BY EDUCATION PROGRAM COORDINATOR OR DEPARTMENT CHAIR

MoGEA:

Math: _____   Science/Social Studies: _____

English: _____   Writing: _____

AAT Completion Date: _____

Program Coordinator or Department Chair Signature verifying required components:

_____

Direct questions to

Dr. Shawn Young smyoung@mineralarea.edu

or 573-518-2339

GENERAL REQUIREMENTS FOR THE AAT DEGREE

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate's degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.
3. All applicants are required to complete 60 approved semester hours PLUS 2 hours of PE activity course(s). School Health may be taken as a substitute only with a physician's excuse.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
5. Complete all program applications, maintain a minimum institutional and cumulative GPA of 2.75 or higher with no grade less than a "B" in all education coursework and content area and no grade less than a "C" in all other courses, undergo a background screening, and have a clear record prior to being admitted to the program and participating in field experience (See detailed background check policy).
6. Complete the Missouri Educator Profile (MEP)
7. All degree-applicable courses, including electives must be 1000 level or higher.
8. Take no more than six elective credits by participating in ensembles. Ensembles do not satisfy the humanities requirements.
9. Pass the mandatory state proficiency exam; must be passed in order to receive passing grade in Portfolio and have the AAT conferred.

CATALOG

Associate of General Studies Degree

Degree

ID#: _____   Student Name: _____

Field of Study: _____ GPA: _____

THESE COURSES HAVE A MOTR NUMBER

ENGLISH
ENG1330 English Comp I (3) + [Written]
ENG1340 English Comp II (3) + [Written]
ENG1440 Public Speaking (3) [Oral]
ENG1670 Interpersonal Communication (3) [Oral]

HUMANITIES
ART:
  ART1130 Drawing I (3)
  ART1490, ART1500 History of Art I or II (3)
FOREIGN LANGUAGE:
  MFL1170 Elementary French (3) +
  MFL1270 Intermediate French (3) +
  MFL1370 Elementary Spanish I (3) +
  MFL1470 Elementary Spanish II (3) +
HISTORY:
  HIS1130, HIS1140 Western Civilization I or II (3)
LITERATURE:
  ENG1570 Intro to Literature: Prose, Poetry & Drama (3)+
  ENG2330, ENG 2340 English Literature I or II (3) +
  ENG2430, ENG 2440 American Literature I or II (3) +
  ENG2492 Women's Literature (3) +
  ENG2500 Multicultural Literature (3) +
MUSIC:
  MSC1801 Appreciation of Music (3)
  MSC1811 Appreciation of Jazz (3)
  MSC1821 History & Form of Rock Music (3)
PHILOSOPHY:
  PHI1400 Intro to Philosophy (3)
  PHI1410 Comparative Religion (3)
  PHI1420 Intro to Ethics (3)
SOCIAL:
  SOC1540 Intro to Cultural Anthropology (3)
THEATRE:
  THE1000 Intro to Theatre (3)

SOCIAL & BEHAVIORAL SCIENCES
BUS1330 Survey of Economics (3)
BUS2930 Principles of Macroeconomics (3)
BUS2940 Principles of Microeconomics (3)
GEO1130 Regional World Geography (3)
HIS1230 American History I (3)
HIS1240 American History II (3)
PSY1130 General Psychology I (3)
PSY1250 Human Growth & Development (3)
SOC1130 General Sociology (3)
SOC1540 Intro to Cultural Anthropology (3)

CIVICS
HIS1230 American History I (3)
HIS1240 American History II (3)
POS1180 American Political Systems (3)

MATH
MAT1205 Applications for College Mathematics (3) +
MAT1240 Quantitative Reasoning (3) +
MAT1260 Elementary Statistics (3) +
MAT1270 PreCalculus: Algebraic Reasoning (3) +

BIOLOGICAL & PHYSICAL SCIENCES
BIO1100 Introduction to Biological Science (3)
BIO1150 General Biology (5) +
BIO1430 Environmental Science (3)
BIO1500 Essentials of Microbiology (3)
BIO2112 General Botany (5) - spring +
BIO2122 General Zoology (5) - fall +
BIO2540 Human Anatomy & Physiology (5) - spring +
PHS1130 Physical Science (5) +
PHS1200 Introduction to Astronomy (3)
PHS1250 Introductory Chemistry (5) +
PHS1350 General Chemistry I (5) - fall +
PHS1400 Earth Science (5) +
PHS1420 College Physics I (4) - fall +
PHS2230 General Physics I (4) - spring +
PHS2410 Physical Geology (5) +
PHS2420 Earth Science I (3) +

OTHER
MSC1001 Concert Band I (1)
MSC1051 MAC Singers I (1)

The Associate of General Studies is primarily intended for students not planning to transfer to another college or university. For this reason, the requirements for the General Studies degree are not as stringent as for the Associate of Arts degree. Students who transfer with a General Studies degree may have courses evaluated on a course by course basis by the receiving institution. Courses with a MOTR number will transfer.

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

SEM/YR	COURSE#	COURSE TITLE	HRS
ENGLISH (9 hrs.) (see list to the left)			
	ENG1330	English Comp I	3
	ENG 1340	English Comp II	3
	ENG1440/ENG1670		3
HUMANITIES from at least 2 disciplines **(9 hrs.)** (see list to the left)			
			3
			3
			3
SOCIAL & BEHAVIORAL SCIENCES (6 hrs.) (see list to the left)			
			3
			3
CIVICS (3 hrs.) (see list to the left)			
			3
MATHEMATICS (3-5 hrs.) (see list to the left and on back)			
			3
BIOLOGICAL OR PHYSICAL SCIENCES (3-5 hrs.) (see list to the left)			
	BIO		
	PHS		
GUIDANCE required for all freshman **(1 hr.)** (see list on back)			
	GUI1010	First Year Experience	1
COMPUTER INFO or PHYSICAL ED. (2 hrs.) (see list on back)			
ELECTIVES (MOTR numbers recommended but not required)			
TOTAL HOURS TOWARDS ASSOCIATE OF GENERAL STUDIES DEGREE (62)			

+Course has prerequisite

Associate of General Studies Degree

The courses listed on this back page do not have a MOTR number.

INSTITUTIONAL REQUIREMENTS

GUIDANCE

GUI1000 Principles of College Success (3)
 with advisor's approval
GUI1010 First Year Seminar (1)
 Required for all freshmen
GUI1960 Career Planning (1)
 with advisor's approval

MATH

MAT1180 Fundamentals of Algebra (5) +
MGT1800 Technical Math (3)
TEC1900 Business Math (3) +

COMPUTER INFO or PHYSICAL ED

CIS1025 Computer Fundamentals (1)
CIS1050 Introduction to Computers (3) +
CIS1100 Microcomputer Graphics (3) +
CIS1700 Desktop Publishing (3) +
CIS1730 Office Applications (2)
CIS2000 Microcomputer Operating Systems (3) +
CIS2100 Microcomputer Database Management (3) +
CIS2110 Advanced Microcomputer Database Management (3) +
CIS2200 Microcomputer Spreadsheet Applications (3) +
CIS2210 Advanced Microcomputer Spreadsheet Applications (3) +
CIS2350 Word Processing-Microsoft Word (3) +
CIS2400 Web Page Development (3) +
CIS2450 Word Processing-Advanced Microsoft Word (3) +
CIS2930 Advanced Microcomputer Applications (3)
CIS2940 Advanced Desktop Publishing +
PED1380 Beginning Archery (1)
PED2130 Tai Chi I (1)
PED2132 Tai Chi II (1)
PED2180 Beginning Basketball (1)
PED2650 Fundamentals of Trap and Skeet (1)
PED2700 Wellness Center I (1)
PED2710 Wellness Center II (1) +
PED2720 Total Fitness (1) +
PED2730 Cycling for Fitness (1) +
PED2760 Principles of Strength Training (1)
PED2780 Fit for Life (2)
PHY1120 School Health (2) Physician excuse only
Check with Advisor

ELECTIVES

See advisor to determine appropriate courses.

+ Course has prerequisite

GENERAL REQUIREMENTS FOR THE AGS DEGREE

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact an advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a previous Associate's degree may petition the Arts & Sciences Dean for a waiver from taking the exam a second time. Students who do not take the Exit Exam or who do not have a waiver will not graduate.
3. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
4. All applicants are required to complete 62 approved semester hours.
5. All degree-applicable courses, including electives must be 1000 level or higher.
6. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

CATALOG

Associate of Science - Nursing

Degree

Mineral Area College
Degree Plan

Student Name: _____   ID#: _____

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

NURSING PROGRAM PRE-REQUISITES

_____	MAT1205 Applications of College Math..3	_____
_____	PHS1250 Introductory Chemistry*.........5	_____
_____	ENG1330 English Comp I 3	_____
	11	

FRESHMAN YEAR

Fall Semester

_____	ADN1450 Fund of Nursing*.............. 6	_____
_____	ADN1572 Basic Pharmacology* 3	_____
_____	BIO2600 Human Anatomy* 5	_____
_____	PSY1130 General Psychology 3	_____
	17	

Spring Semester

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

Summer Semester

_____	ENG1340 English Comp II*.............. 3	_____
_____	PSY1250 Human Growth/Dev 3	_____
	6	

SOPHOMORE YEAR

Fall Semester

_____	ADN1490 Med-Surg Nursing I* 10	_____
_____	ADN1512 Clinical Pharmacology*.... 3	_____
_____	BIO2720 Microbiology Lecture*...... 3	_____
_____	BIO2722 Microbiology Lab . ……….1	_____
	17	

Spring Semester

_____	ADN1480 Contemporary Nursing* ... 1	_____
_____	ADN1500 Med-Surg Nursing II* 6	_____
_____	ADN1610 Nursing of Children* 5	_____
_____	POS1180 Amer Political Sys or 3	_____
	POS1130 Amer Nat'l Gov't < or	
	HIS1230 Amer History I or	
	HIS1240 Amer History II	
_____	SOC1130 General Sociology 3	_____
_____	TSA0000 Technical Skills Assess ... 0	_____
	18	

(Prerequisites = 11cr. Hrs.)
Total Hours (not including pre-reqs)…………74
29 Academic – 45 Nursing

GPA: _____

NCLEX-RN Application Submitted _____
                                                            Semester/Year

* Course has pre-requisite. See MAC Catalog.
< No longer offered-will count if previously completed.

General requirements and policies for Degree

1. Compete 74 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher:
   a. 29 Academic credit hours
   b. 45 Nursing credit hours
2. Complete all courses included in the nursing curriculum with a "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the Spring Term - Sophomore Year.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Advisor Signature: _____   Date: _____

CATALOG

Associate of Science - Nursing - Advanced Placement

Degree

Revised: Pre-requisites 03-15-18 clm
Effective Fall 2018

Mineral Area College
Degree Plan

Student Name: _____   ID#:_____

Associate of Science

Nursing

Advanced Placement

(Major Code: ANAP) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

Sem			Grade
_____	MAT1205	Applications of College Math..3	_____
_____	PHS1240	Introductory Chemistry * …......5	_____
_____	BIO2600	Human Anatomy * 5	_____
_____	BIO2620	Human Physiology * 5	_____
_____	ENG1340	English Composition II * 3	_____
_____	PSY1130	General Psychology 3	_____
_____	PSY1250	Human Growth & Dev 3	_____
		27	

PRACTICAL NURSING PROGRAM CREDITS

Sem			Grade
_____	NUR1290	Fund of Nursing * 6	_____
_____	NUR1300	Therapeutic Nutrition * 3	_____
_____	NUR1350	Maternity Nursing *.................4	_____
_____	NUR1370	Basic Pharmacology * 2	_____
_____	NUR1380	Med-Surg Nursing ❖ 12	_____
_____	NUR1410	Applied Pharmacology ❖ 1	_____
_____	NUR1430	Mental Health Nursing * 4	_____
_____	TSA0000	Technical Skills Assess……....0	_____
		32	

Total Hours (counting program pre-reqs)   94-97

BRIDGE COURSE

Summer Semester

Sem			Grade
_____	ADN1420	►LPN-ADN Bridge *………...3	_____

ADVANCED PLACEMENT COURSES

Fall Semester

Sem			Grade
_____	ADN1490	Med-Surg Nursing I *..............10	_____
_____	ADN1512	Clinical Pharmacology *............3	_____
_____	BIO2720	Microbiology Lecture*...............3	_____
_____	BIO2722	Microbiology Lab 1	_____
		17	

Spring Semester

Sem			Grade
_____	ADN1480	Contemporary Nursing *...........1	_____
_____	ADN1500	Med-Surg Nursing II *...............6	_____
_____	ADN1610	Nursing of Children * 5	_____
_____	POS1180	Amer Political Systems or........3	_____
	POS1130	Amer Nat'l Government < or	
	HIS1230	Amer History I or	
	HIS1240	Amer History II	
_____	SOC1130	General Sociology 3	_____
_____	TSA0000	Technical Skills Assess…..........0	_____
		18	

GPA: _____

TSA Test Date: _____

NCLEX-RN Application Submitted: _____
                                        Semester/Year

---

*Course has pre-requisite.
► Required only for MAC PN graduates prior to 1991
  or PN graduates from other schools.
< No longer offered-will count if previously completed
❖ Not counted for Nursing Credit hours

General Requirements and Policies for Degree
1. Complete 77 – 80 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher.
    a. 37-38 Academic credit hours.
    b. 67-70 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a "C" or above.
3   Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. Application for Graduation must be submitted during first 2 weeks of the Spring term (Sophomore Year).
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Advisor Signature _____   Date: _____

CATALOG

Associate of Science - Radiologic Technology

Degree

Revised 3/22/18 clm
Effective Fall 2018

ID#: _____   Student: _____

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

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

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

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

General Education (2 courses)
CIS1050   Intro to Computers* or higher..............3
POS1180   American Polical Systems+ 3
PSY1130   General Psychology............................3
SOC1620   Human Diversity 3
                                                                    26

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

* Course has prerequisite. See MAC Catalog.
\+ Recommended course for transfer students.

Gen Ed Cr. Hrs..26
Major Cr. Hrs...69
Total Cr. Hrs...97

Graduation Policies:

1. Program pre-requisties and Radiology courses must
     have a cumulative GPA oF 2.5 or higher.
2. Application for Graduation Cadidacy form must be filed
3. with the Registrar's Office during first 2 weeks of final
     semester.
4. Students are required to complete an Exit Exam and a
     Technical Skills Assessment and Graduation Interview
     during final semester.
5. See MAC Catalog for complete list of policies

_____
                 Signature Required
        Acknowledgement of Graduation Policies

_____
                          Date

MINERAL AREA COLLEGE

ASSOCIATE OF SCIENCE
Radiologic Technology
(Major Code: RD)

WEB-Sem/Yr		Freshman Year	Grade
FA_____	RDL1022	Radiation Protection & Biology…3	_____
FA_____	RDL1040	Radiographic Anatomy…………..3	_____
FA_____	RDL1060	Radiographic Procedures I …..…3	_____
FA_____	RDL1082	Intro to Radiology and Pt. Care…3	_____
FA_____	RDL1102	Clinical I …………………………6	_____
SP_____	RDL1220	Radiographic Exposure I ………..3	_____
SP_____	RDL1240	Radiographic Procedures II …….3	_____
SP_____	RDL1260	Radiographic Physics I ………….3	_____
SP_____	RDL2240	Cross Sectional Anatomy………..3	_____
SP_____	RDL1300	Clinical II…………………………6	_____
SU_____	RDL1400	Clinical III ……………………….5	_____

		Sophomore Year	
FA____	RDL1270	Image Acquisition …………………3	_____
FA_____	RDL2040	Radiographic Procedures III…......3	_____
FA_____	RDL2080	Radiographic Exposure II ………..3	_____
FA_____	RDL2100	Clinical IV ………………………..6	_____
SP_____	RDL2022	Radiographic Equipment ………..3	_____
SP_____	RDL2260	Radiographic Anatomy II ………..3	_____
SP_____	RDL2280	Clinical V ………………………..6	_____
SP____	RDL2400	Radiology Registry Review ……..1	_____
SP ____	TSA0000	Technical Skills Assessment ……..0	_____

_____   **Total Web Hrs.**   **Total Credit Hours**   **69**

GPA: _____

ARRT Registry Application Submitted: _____
                                                          Semester/Year

Advisor: _____

Associate of Science - Respiratory Therapy

Degree

CATALOG (vertical)

ID #: _____   Student: _____

Mathematics Electives – 1 course

TEC 1900   Technical Math I * (3)
MAT1180   Fundamentals of Algebra*(5)
MAT1205   Applications of College Math* (3)
MAT 1240   Quanitative Reasoning* (3)
MAT 1260   Elementary Statistics* (3)
MAT 1270   Pre-Calc: Algebraic Reasoning* (3)
MAT 1330   Trigonometry * (3)
MAT1370   PreCal: Trig Geometric Reasonings* (3)
MAT 1600   Calculus for Business/Soc. Sciences * (3)
MAT 1650   Analytical Geometry & Calculus I * (5)

Computer Literacy Electives – 1 course

CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

*   Designates courses with prerequisite(s).

▲   Course must be completed with a grade of "C" or above prior to acceptance into the CGCTC Respiratory Therapy Program. Program Prerequisite

(CC)   This course is part of the Respiratory Therapy program core and available through the Cape Girardeau Career and Technology Center.

MINERAL AREA COLLEGE

ASSOCIATE OF SCIENCE
Respiratory Therapy
(Major Code: RT- AS) CIP 51.0908

Sem/Yr			Grade
_____	RST 1000	Intro to Respiratory Therapy (CC) 3	_____
_____	RST 1020	Pharmacology (CC)..5	_____
_____	RST 1040	Basic Science (CC)..5	_____
_____	RST 1060	Anatomy & Physiology (CC)............................5	_____
_____	RST 1080	Cardiopulmonary A & P (CC) 3	_____
_____	RST 1100	Fundamentals of R. T. I (CC) 4	_____
_____	RST 1120	Laboratory I (CC) 2	_____
_____	RST 1140	Clinical Observation (CC)................................1	_____
_____	RST 2000	Adult Respiratory Diseases I (CC)...................2	_____
_____	RST 2020	Adult Respiratory Diseases II (CC)..................2	_____
_____	RST 2040	Microbiology (CC) 1	_____
_____	RST 2060	Pediatric Respiratory Diseases (CC) 2	_____
_____	RST 2080	Fundamentals of R. T. II (CC) 3	_____
_____	RST 2100	Laboratory II (CC) 1	_____
_____	RST 2120	Clinical Practice I (CC) 9	_____
_____	RST 2140	Fundamentals of R. T. III (CC) 3	_____
_____	RST 2160	Laboratory III (CC) 1	_____
_____	RST 2180	Clinical Practice II (CC) 7	_____

Communications: (2)

_____	ENG 1330	English Composition I * ▲ written….**AND** 3	_____
_____	ENG 1440	Public Speaking……**OR**...................................3	_____
	ENG 1670	Interpersonal Communications I	

Health:

_____	HLT 2350	Med Terminology/Intro to Pathology ▲ 3	_____

Political Science: (1 course)

_____	POS 1180	American Political Systems…**OR**…..................3	_____
	HIS1230	History I……**OR**	
	HIS1240	History II	

Human Development: (2)

_____	PSY 1130	General Psychology I 3	_____
_____	PSY 1250	Human Growth and Development 3	_____

Mathematics: (1 course) ▲

_____	_____ 3	_____

Computer Literacy Elective: (1 course)

_____	_____ 2-3	_____

_____	**TSA 0000 Technical Skills Assessment** 0	_____

Total Credit Hours   **82-83**

NOTE: See graduation policies on back.

GPA: _____

Advisor: _____

Associate of Science
Respiratory Therapy
Page - 2

GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the CGCTC Respiratory Therapy Program.
2. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A cumulative 2.0 grade point average is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Agriculture

Degree

Student ID #: _____   Student: _____

Communications - 1 written & 1oral
ENG 1330   English Composition I[1,2] (3)   (written)
TEC 1040   Tech Writing[3] (3)   (written)
ENG 1440   Public Speaking[1] (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)

Computer Literacy - 1 course
CIS 1730   Office Applications (3)
CIS 1750   Microcomputer Applications[1] (3)

History/Political Science - 1 course
POS 1180   American Political Systems[1] (3)
HIS 1230   American History I (3)
HIS 1240   American History II (3)

Human Development - 1 course
PSY 1130   General Psychology I +   (3)
PSY 1160   Applied Psychology   (3)
SOC 1130   General Sociology   (3)
SOC 1540   Intro to Cultural Anthropology (3)

Mathematics - 1 course
TEC 1900   Tech Math I[3] (3)
MAT 1180   Fundamentals of Algebra[3] (5)
MAT 1205   Applications of College Math[2] (3)
MAT 1240   Quantitative Reasoning[2] (3)
MAT 1260   Elemtary Statistics[2] (3)
MAT 1270   Pre-Calc: Algebraic Reasoning[2] (3)
MAT 1370   PreCalc: Trig & Geom Reasdoning* (3)

Science - 1 course
BIO 2112   General Botany (5)
BIO 1150   General Biology (5)
PHS 1350   Intro to Chemistry I (5)

Agriculture Emphasis
AGR 1460   Equine Science & Management (3)
AGR 1550   Livestock Production (3)
AGR 1650   Ag Credit & Finance (3)
AGR 1700   Farm Management (3)
AGR 2520   Agricultural Genetics (3)
HRT 2172   Crop Science (3)
HRT 2092   Landscape Design (3)
HRT 2210   Greenhouse Vegetable Management (3)
HRT 1210   Intro to Turfgrass (3)
HRT 1050   Herbaceous Landscape Plants (3)
HRT 1092   Woody Plants (3)
HRT 1330   Plants For Interor Design (3)
HRT 2310   Golf Course Management (3)
Dual Credit Only
AGR 1320   Intro to Ag Econ (3)
HRT 1010   Intro to Horticulture (3)
AgEd Majors Only
EDU 1100   Psychology of Adolesence[2] (3)
EDU 2040   Foundations of Education[2] (3)
EDU 2100   Teaching Professions with Field Exp.[2 4] (3)
EDU 2200   Technology for Teachers[2] (3)

*9 hours must be in AGR/HRT courses.
Excludes AgEd major

[1]   Recommended course for transfer students.
[2]   Course has pre-requisite. See MAC Catalog.
[3]   Course does not transfer
[4]   Can substitue for Internship

Gen Ed Cr. Hrs   23
Agriculture Major Cr. Hrs.   30
Agriculture Emphasis Area   12
Total Cr. Hrs.   64-65

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Agriculture
(Major Code AG-AP) CIP 01.0101

Sem/Yr			Grade
	Agriculture Core		
_____	AGR 1130 Animal Science……………….............. 4		_____
_____	AGR 1220 Plant Science 4		_____
_____	AGR 1800 Ag Leadership & Employment.............. 1		_____
_____	AGR 2220 Internship[4] …………….................. ……3		_____
_____	AGR 2320 Ag Economics…………………………3		_____
_____	AGR 2420 Soil Science & Management 3		_____
_____	HRT 1070 Plant Propagation…………………….. 3		_____
_____	HRT 1150 Applied Plant Pest Management 3		_____
_____	HRT 2170 Horticulture Maintenance 3		_____
_____	OST 1500 Applied Accounting I…………............. 3		_____

Communications: (1 written & 1 oral)

_____   _____ 3   _____
_____   _____ 3   _____

Computer:

_____   _____ 2-3   _____

History/Political Science:

_____   _____ 3   _____

Human Development:

_____   _____ 3   _____

Mathematics:

_____   _____ 3   _____

Science:

_____   _____ 5   _____

AGR/HRT Emphasis Area*: (12)

_____   _____ 3   _____
_____   _____ 3   _____
_____   _____ 3   _____
_____   _____ 3   _____

Total Credit Hours   64-65

GPA: _____

Advisor: _____

Associate of Applied Science
Agriculture
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. Spring applicants must attend commencement exercises to receive a diploma or certificate.
3. All applicants are required to complete an outcomes assessment test (exit exam).
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A cumulative 2.0 grade point average is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

CATALOG

Associate of Applied Science - Automotive Collision Technology

Degree

Revised Cores 03-22-2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                   In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 course2
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
      students planning to transfer to another
      institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered

(CC)   These courses are available through
           participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Automotive Collision Technology
(Major Code: AS - AP) CIP 47.0603

Sem/Yr			Grade
_____	ACT 1030	Safety with Automotive Collision (CC)..........3	_____
_____	ACT 1130	Blueprinting for Auto Repair (CC) 3	_____
_____	ACT 1210	Detailing, Buffing and Sanding (CC) 3	_____
_____	ACT 1220	Non-Structural Damage Repair (CC) 3	_____
_____	ACT 1300	Refinish – Undercoats (CC)........................3	_____
_____	ACT 1410	New Technology and Auto Materials (CC)...3	_____
_____	ACT 1430	Intro to Collision Repair I (CC)....................3	_____
_____	ACT 1450	Intro to Collision Repair II (CC) 3	_____
_____	ACT 1500	Refinishing and Painting I (CC)....................3	_____
_____	ACT 1520	Refinishing and Painting II (CC)..................3	_____
_____	ACT 1600	Plastics and Adhesives (CC) 3	_____
_____	PAW 1060	Preparation for Employment (CC)................1	_____

Required Internship Courses:

_____	ACT 1700	Auto Collision Tech Internship I 3	_____
_____	ACT 1720	Auto Collision Tech Internship II 3	_____

Communications: (2 courses – 1 written & 1 oral)

_____ _____...................3 _____
_____ _____...................3 _____

Human Development: (1 course)

_____ _____...................3 _____

History/Political Science: (1 course)

_____ _____...................3 _____

Mathematics: (2 courses)

_____ _____.................3-5 _____
_____ _____.................3-5 _____

Science: (1 course)

_____ _____.................3-5 _____

Computer Literacy: (1 course)

_____ _____.................2-3 _____

_____ TSA0000 Technical Skills Assessment   ....0 _____

Total Credit Hours   63-69

GPA: _____

Advisor: _____

Associate of Applied Science - Automotive Collision Technology

Revised Cores 03-22-2018 clm
Effective Fall 2018

Associate of Applied Science
Automotive Collision Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Automotive Collision Technology

CATALOG

Associate of Applied Science - Automotive Technology

Degree

Revised Core 03-22-2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
     students planning to transfer to another
     institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
          participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Automotive Technology
(Major Code: AO - AP) CIP 47.0604

Sem/Yr			Grade
_____	AUT 1080	Introduction to Auto Tech (CC) 3	_____
_____	AUT 1200	Auto Electrical Systems I (CC).....................3	_____
_____	AUT 1210	Auto Braking Systems Drum (CC) 3	_____
_____	AUT 1220	Auto Electrical Systems II (CC).....................3	_____
_____	AUT 1240	Auto Electrical Systems III (CC)....................3	_____
_____	AUT 1320	Auto Braking Systems Disc (CC) 3	_____
_____	AUT 1400	Auto Steering & Suspension (CC) 3	_____
_____	AUT 1500	Emissions & Fuel Control Systems (CC)......3	_____
_____	AUT 1600	Auto Heating & Air Conditioning (CC)...........3	_____
_____	AUT 1700	Auto Tire & Wheel Alignment (CC) 3	_____
_____	AUT 1800	Auto Electronic Test Equipment (CC)...........3	_____
_____	PAW 1060	Preparation for Employment (CC)................1	_____

Required Internship Courses:

_____	AUT 1900	Auto Tech Internship I...................................3	_____
_____	AUT 1920	Auto Tech Internship II.................................3	_____

Communications: (2 courses – 1 written & 1 oral)

_____	_____ 3	_____
_____	_____ 3	_____

Human Development: (1 course)

_____	_____ 3	_____

History/Political Science: (1 course)

_____	_____ 3	_____

Mathematics: (2 courses)

_____	_____ 3-5	_____
_____	_____ 3-5	_____

Science: (1 course)

_____	_____ 3-5	_____

Computer Literacy: (1 course)

_____	_____ 2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours   63 -69

GPA: _____
Advisor:_____

Associate of Applied Science - Automotive Technology

Associate of Applied Science
Automotive Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Business Computer Programming

Degree

ID#: _____   Student: _____

Communications – 1 written & 1 oral
ENG1330 English Composition I +* (3)   (written)
ENG1440 Public Speaking* + (3)   (oral)
ENG1670 Interpersonal Communications I* (3)   (oral)
TEC1040 Techincal Writing (3)   (written)

Human Development – 1 course
PSY1130 General Psychology I* + (3)
PSY1160 Applied Psychology* (3)
PSY1250 Human Growth & Development* (3)
SOC1130 General Sociology *(3)
SOC1230 Social Problems*(3)
SOC1540 Intro to Cultural Anthropology* (3)
SOC1600 Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS1230   American History I *(3)
HIS1240   American History II* (3)
POS1130 American National Government *< (3)
POS1140 American State and Local Government *< (3)
POS1180 American Political Systems *+ (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO1100 Intro to Bio Science *(3)
BIO1150 General Biology* (5)
BIO1350 General Zoology* (5)
BIO1430 Environmental Science* (3)
BIO2112 General Botany* (5)
PHS1130 Physical Science * (5)
PHS1200 Introductory Astronomy *(3)
PHS1230 Oceanography *(3)
PHS1250 Introductory Chemistry * (5)
PHS1350 General Chemistry I * (5)
PHS1400 Earth Science* (5)
PHS1420 College Physics I * (4)
PHS2230 General Physics I * (4)
PHS2420 Earth Science I *(3)
PHS2430 Earth Science II *(3)
TEC1070 Unified Technical Concepts I * (4)
TEC1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
• **Recommended course**
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs 24-30
Major Cr. Hrs... 41
Total Cr. Hrs...61-65

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Business Computer Programming
(Major Code: CP- AP) CIP 11.0201

Sem/Yr			Grade
_____	CIS1610	IT Fundamentals 3	_____
_____	CIS1620	A+ Computer Repair & Maintenance 3	_____
_____	CIS1870	Internetworking I 3	_____
_____	CIS1930	Computer Ethics.......................................3	_____
_____	CIS2080	Fundamentals of Linux*……………………3	_____
_____	CIS2100	Micro Database Management 3	_____
_____	CIS2400	Web Page Development 3	_____
_____	CSC1100	Programming Logic*.................................3	_____
_____	CSC1600	C# 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	_____
_____	CSC2600	Advanced C#* 3	_____
_____	CSC2980	Capstone – Bus. Computer Prog*.............1	_____

Communications (1 written & 1 oral):

____ _____.........3 _____
____ _____.........3 _____

Human Development:

____ _____.........3 _____

History/Political Science:

____ _____.........3 _____

Mathematics:

____ _____..........3 _____

Science:

____ _____......3-5 _____

____ TSA0000 Technical Skills Assessment   ....0 _____

Total Credit Hours   61-65 _____

GPA_____

Advisor_____

NOTE: See graduation policies on back.

Associate of Applied Science
Business Computer Programming
Page -2-

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Business Management

Degree

Revised Core 03-22-2018 clm
Effective Fall 2018

ID#: _____ Student: _____

Management Elective– 1 course
CIS 1650 Accounting on Microcomputer * (3)
MGT1300 Organization Analysis/MGT (3)
MGT 1320 Entrepreneurship (3)
MGT 1840 Finance * (3)
MGT 2030 Advertising and Sales Promotion (3)
MGT 2062 Managerial Accounting * (3)
MGT 2064 Cost Accounting (3)
MGT 2540 Principles of Banking (3)
MGT 2610 Marketing Research * (3)
MGT 2650 Small Business Mgt (3)
MGT 2900 E-Commerce * (3)
OST 2300 Business Communications II * (3)

Communications – 1 written & 1 oral
ENG 1330 English Composition I +* (3) (written)
ENG 1440 Public Speaking + (3) (oral)
ENG 1670 Interpersonal Communications I (3) (oral)

Human Development – 1 course
PSY 1130 General Psychology I + (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth & Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Intro to Cultural Anthropology (3)
SOC 1600 Ethnicity & Cultural Differences (3)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1180 American Political Systems + (3)

Science – 1 course
BIO 1100 Intro to Bio Science (3)
BIO 1150 General Biology (5)
BIO 1330 Local Flora (3)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
BIO 2112 General Botany (5)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I * (5)
PHS 1400 Earth Science (5)
PHS 1420 College Physics I * (4)
PHS 2230 General Physics I * (4)
PHS 2410 Physical Geology (5)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I * (4)
TEC 1080 Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Business Management
(Major Code: MG - AP) CIP 52.0101

Sem/Yr			Grade
_____	CIS1030	Information Technology for Business 3	_____
_____	CIS1730	Office Applications 2	_____
_____	CIS1930	Computer Ethics..3	_____
_____	CIS 2200	Micro Spreadsheet Applications 3	_____
_____	MGT1160	Customer Relations...................................3	_____
_____	MGT1590	Personal Finance*.....................................3	_____
_____	MGT1710	Human Resource Management...............3	_____
_____	MGT2200	Business Internship* 3	_____
_____	MGT2210	Salesmanship...3	_____
_____	MGT2660	Supervision/Mid-Mgt.*..............................3	_____
_____	MGT2980	Capstone – Business Management* 1	_____
_____	OST1400	Business Communications I 3	_____
_____	OST1500	Applied Accounting I 3	_____
_____	OST1520	Applied Accounting II*..............................3	_____
_____	OST2200	Intro to Business*.....................................3	_____
_____	_____	Management Elective...............................3	_____

Communications (1 written & 1 oral):
_____	ENG1330 English Composition I * 3	_____
_____	_____.........3	_____

Human Development:
_____	_____.........3	_____

History/Political Science:
_____	_____.........3	_____

Mathematics:
_____	MGT1800 Business Math..3	_____

Science:
_____	_____......3-5	_____

_____	TSA0000 Technical Skills Assessment 0	_____
	Total Credit Hours **63-65**	_____

GPA:_____ Advisor:_____

Gen Ed Cr. Hrs…………………………….....18-22
Major Cr. Hrs……………………………………53
Total Cr. Hrs…………………………… 63-65

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Business Management
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Business Management - Accounting

Degree

Revised Core 03-22-2018 clm
Effective Fall 2018

ID#: _____   Student: _____

Communications – 1 written & 1 oral
ENG1330   English Composition I +* (3)   (written)
ENG1440   Public Speaking* + (3)   (oral)
ENG1670   Interpersonal Communications I* (3)   (oral)

Human Development – 1 course
PSY1130   General Psychology I *+ (3)
PSY1160   Applied Psychology* (3)
PSY1250   Human Growth & Development* (3)
SOC1130   General Sociology* (3)
SOC1230   Social Problems* (3)
SOC1540   Intro to Cultural Anthropology* (3)
SOC1600   Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS1230   American History I* (3)
HIS1240   American History II* (3)
POS1130   American National Government* < (3)
POS1140   American State and Local Government* < (3)
POS1180   American Political Systems *+ (3)

Science – 1 course
BIO1100   Intro to Bio Science* (3)
BIO1150   General Biology* (5)
BIO1330   Local Flora* (3)
BIO1350   General Zoology* (5)
BIO1430   Environmental Science* (3)
BIO2112   General Botany* (5)
PHS1130   Physical Science * (5)
PHS1200   Introductory Astronomy* (3)
PHS1230   Oceanography* (3)
PHS1250   Introductory Chemistry * (5)
PHS1350   General Chemistry I * (5)
PHS1420   College Physics I * (4)
PHS2230   General Physics I * (4)
PHS2400   Earth Science* (5)
PHS2420   Earth Science I* (3)
PHS2430   Earth Science II*(3)
TEC1070   Unified Technical Concepts I * (4)
TEC1080   Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
*   Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.
√ Offered thru CMU at MAC.

Gen Ed Cr. Hrs……………………………...18-22
Major Cr. Hrs...53
Total Cr. Hrs...63-65

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Business Management – Accounting
(Major Code: MN - AP) CIP 52.0101

Sem/Yr			Grade
_____	CIS1030	Information Technology for Business 3	_____
_____	CIS1650	Accounting on Microcomputers* 3	_____
_____	CIS1730	Office Applications 2	_____
_____	CIS2200	Microsoft Spreadsheet Applications..........3	_____
_____	MGT1160	Customer Relations...................................3	_____
_____	MGT1590	Personal Finance*.....................................3	_____
_____	MGT1710	Human Resources Management 3	_____
_____	MGT2062	Managerial Accounting* 3	_____
_____	MGT2064	Cost Accounting*......................................3	_____
_____	MGT2200	Business Internship * 3	_____
_____	MGT2660	Supervision/Mid-Mgt.* +...........................3	_____
_____	MGT2980	Capstone – Business Management* 1	_____
_____	OST1400	Business Communications I 3	_____
_____	OST1500	Applied Accounting I 3	_____
_____	OST1520	Applied Accounting II*..............................3	_____
_____	OST2200	Intro to Business*.....................................3	_____

Communications (1 written & 1 oral):
_____	ENG1330 English Composition I * 3		_____
_____	_____.............3		_____

Human Development:
_____	_____.......3	_____

History/Political Science:
_____	_____.......3	_____

Mathematics:
MGT1800 Business Math……………………………...3
_____		_____

Science:
_____	_____.....3-5	_____

_____	TSA00000	Technical Skills Assessment………........0	_____

Total Credit Hours   63-65   _____

GPA:_____   Advisor:_____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Business Management – Accounting
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Business Management - Microcomputers

Degree

ID #: _____ Student: _____

Communications – 1 written & 1 oral
ENG 1330 English Composition I +* (3)   (written)
ENG 1440 Public Speaking* + (3)   (oral)
ENG 1670 Interpersonal Communications I* (3)   (oral)

Human Development – 1 course
PSY 1130   General Psychology I* + (3)
PSY 1160   Applied Psychology* (3)
PSY 1250   Human Growth & Development* (3)
SOC 1130   General Sociology* (3)
SOC 1230   Social Problems* (3)
SOC 1540   Intro to Cultural Anthropology* (3)
SOC 1600   Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS 1230   American History I* (3)
HIS 1240   American History II* (3)
POS 1130   American National Government* < (3)
POS 1140   American State and Local Government* < (3)
POS 1180   American Political Systems* + (3)

Science – 1 course
BIO 1100   Intro to Bio Science* (3)
BIO 1150   General Biology* (5)
BIO 1330   Local Flora *(3)
BIO 1350   General Zoology* (5)
BIO 1430   Environmental Science* (3)
BIO 2112   General Botany *(5)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy* (3)
PHS 1230   Oceanography *(3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1400   Earth Science* (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2420   Earth Science I *(3)
PHS 2430   Earth Science II* (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs 18-22
Major Cr. Hrs... 53
Total Cr. Hrs…………………………………66-68

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Business Management – Microcomputers
(Major Code: MM - AP) CIP 52.0101

Sem/Yr			Grade
_____	CIS1030	Information Technology for Business ..... …3	_____
_____	CIS1620	A+ Computer Repair 3	_____
_____	CIS1670	Fundamentals of Networking 3	_____
_____	CIS1730	Office Applications 2	_____
_____	CIS1930	Computer Ethics 3	_____
_____	CIS2200	Micro Spreadsheet Applications 3	_____
_____	CIS2400	Web Page Development.............................3	_____
_____	MGT1160	Customer Relations 3	_____
_____	MGT1590	Personal Finance*.....................................3	_____
_____	MGT1710	Human Resource Management…………..3	_____
_____	MGT2200	Business Internship* 3	_____
_____	MGT2660	Supervisor/Mid-Mgt* 3	_____
_____	MGT2980	Capstone – Business Management*…….. 1	_____
_____	OST1400	Business Communications I 3	_____
_____	OST1500	Applied Accounting I 3	_____
_____	OST1520	Applied accounting II* 3	_____
_____	OST 2200	Intro to Business*......................................3	_____

Communications (1 written & 1 oral):
_____ ENG1330 English Composition I *..................................3 _____
_____ _____..........3 _____

Human Development:
_____ _____..........3 _____

History/Political Science:
_____ _____..........3 _____

Mathematics:
_____ MGT1800 Business Math…………………………… 3 _____

Science:
_____ _____........3-5 _____

_____ TSA0000 Technical Skills Assessment ....0 _____

Total Credit Hours   66-68 _____

GPA:_____

Advisor:_____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Business Management – Microcomputers
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Child Development

Degree

Revised Core 03-22- 2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Program – 2 courses
ECE 1200   Working with School Age Children (3)
ECE 1220   Home Visits (3)
ECE 1060   CDA Credential Prep (3)
EDU 2020   Children's Literature * (3)
MFL 1370   Elementary Spanish I (3)
MFL 1700   American Sign Language I (3)
SOC 1600   Ethnicity and Cultural Differences in America (3)
HLT 2084   Pediatric First Aid (3)

Communications – 2 courses   (1 written, 1 oral)
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)

Human Development – 2 courses
PSY 1130   General Psychology I + (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth & Development (3)
SOC 1130   General Sociology + (3)
SOC 1230   Social Problems (3)
SOC 1620   Human Diversity (3)

History/Political Science – 1 course
HIS   1230   American History I + (3)
HIS   1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 1 course
MAT1180 - Fundamentals of College Math (5)
MAT1205 - Applications of College Math (3)
MAT1225 - Math for Elementary Teachers (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT 1370- PreCalc: Trig & Geom Reasoning* (3)
MGT1800 - Business Math (3)

Phys/Bio Science – 1 course
BIO 1150   General Biology w/Lab (5)
BIO 1250   General Botany w/Lab (5)
PHS 2400   Earth Science * + (5)

+   [Note: Transfer students will need 2 courses, one
      BIO course & one PHS course (minimum of 8 cr. hrs.)
      PHS 2420 Earth Science I (3) will also be accepted].

Computer – 1 course
CIS 1050   Intro to Computers (3)
CIS 1700   Desktop Publishing * (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)
CIS 2100   Micro Database Management * (3)
CIS 2200   Micro Spreadsheets * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.
√ Course available on-line.

Gen Ed Cr. Hrs...26
Major Cr. Hrs..39
Total Cr. Hrs...65
.
NOTE: See graduation policies on back
NOTE: ECE 2300 Professional Portfolio
Assessment (1) hour required for graduation
Beginning Spring 2012.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Child Development
(Major Code: CD-AP) CIP19.0708

Sem/Yr		Grade
_____	ECE 1000√ Intro to Early Childhood Educ 3	_____
_____	ECE 1020√ Guiding Altern/Young Children 3	_____
_____	ECE 1040√ Early Child Hlth/Safety/Nutrition 3	_____
_____	ECE 2002√ Practicum Classroom Experiences *.......4	_____
_____	ECE 2020√ Emerging Language & Literacy 3	_____
_____	ECE 2040√ Home, School & Family 3	_____
_____	ECE 2300 Professional Portfolio Assess* 1	_____
_____	EDU 1300√ Child Development 3	_____
_____	EDU 2400 Infant/Toddler Curr Methods & Mtls *......3	_____
_____	EDU 2420√ Org & Mgt of Early Childhood Prog * 3	_____
_____	MGT 1710 Human Resource Management..............3	_____
_____	PAW 1060 Prep for Employment.............................1	_____
_____	Program Elective...3	_____
_____	Program Elective...3	_____

Communications: (1 written & 1 oral)

Sem/Yr		Grade
_____	ENG 1330 English Composition I * 3	_____
_____	_____.......3	_____

Human Development:

_____	_____.......3	_____
_____	_____.......3	_____

History/Political Science:

_____	_____.......3	_____

Math:

_____	_____.......3	_____

Physical/Biological Science:

_____	_____.......5	_____

Computer:

_____	_____....2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours   **64-65**

GPA: _____

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Child Development
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Computer Networking

Degree

Revised 03-22-2018 Core clm
Effective Fall 2018

ID #: _____   Student: _____

Program Elective– 1 courses
OST 1400   Business Communications I (3)
OST 2200   Introduction to Business * (3)
OST 2300   Business Communications II* (3)
Any BUS, CIS, CSC, EEE, MGT or TEC course

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
TEC 1040   Technical Writing * (3)   (written)
ENG 1440   Public Speaking* + (3)   (oral)
ENG 1670   Interpersonal Communications I* (3) (oral)

Human Development – 1 course
PSY 1130   General Psychology I* + (3)
PSY 1160   Applied Psychology* (3)
PSY 1250   Human Growth & Development* (3)
SOC 1130   General Sociology* (3)
SOC 1230   Social Problems* (3)
SOC 1540   Intro to Cultural Anthropology* (3)
SOC 1600   Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS 1230   American History I* (3)
HIS 1240   American History II (3)
POS 1130   American National Government * < (3)
POS 1140   American State and Local Government * < (3)
POS 1180   American Political Systems * + (3)

Mathematics – 1 course
MAT 1180   Fundamentals of Algebra * (5)
MAT 1205   Applications of College Math* (3)
MAT 1270   PreCalc: Algebraic Reasoning* (3)
MAT 1240   Quantitative Reasoning* (3)
MAT 1260   Elementary Statistics* (3)
MAT 1370   PreCalc: Trig & Geom Reasoning* (3)
MAT 1600   Calculus for Business/Soc. Sciences * (3)
MAT 1650   Analytical Geometry & Calculus I +* (5)
MAT 2150   Analytical Geometry & Calculus II +* (5)
TEC 1900   Technical Mathematics I * (3)

Science – 1 course
BIO 1100   Intro to Bio Science* (3)
BIO 1150   General Biology* (5)
BIO 1330   Local Flora* (3)
BIO 1350   General Zoology* (5)
BIO 1430   Environmental Science* (3)
BIO 2112   General Botany* (5)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy* (3)
PHS 1230   Oceanography* (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1400   Earth Science* (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2420   Earth Science I* (3)
PHS 2430   Earth Science II* (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

+   Recommended course for transfer students.
*   Course has prerequisite. See MAC Catalog.
•   Recommended course
<   No longer offered-will count if previously completed.

Gen Ed Cr. Hrs…................................ 21-27
Major Cr. Hrs……………………………….44
Total Cr. Hrs.. 61-65

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Computer Networking
(Major Code: CN - AP) CIP 11.0901

Sem/Yr			Grade
_____	CIS 1610	IT Fundamentals 3	_____
_____	CIS 1620	A+ Computer Repair 3	_____
_____	CIS 1670	Fundamentals of Networking 3	_____
_____	CIS 1680	Fundamentals of Net Security* 3	_____
_____	CIS 1840	Microsoft Networking Admin * 3	_____
_____	CIS 1870	Internetworking I 3	_____
_____	CIS 1890	Internetworking II *................................. 3	_____
_____	CIS 1930	Computer Ethics 3	_____
_____	CIS 2080	Fundamentals of Linux* 3	_____
_____	CIS 2670	Internetworking III *............................... 3	_____
_____	CIS 2680	Management of Info Security*................ 3	_____
_____	CIS 2690	Internetworking IV *................................ 3	_____
_____	CIS 2980	Capstone – Computer Networking* 1	_____
_____	CSC 1100	Programming Logic* 3	_____
_____	Program Elective 3		_____

Communications (1 written & 1 oral):

_____	_____ 3	_____
_____	_____ 3	_____

Human Development:

_____	_____ 3	_____

History/Political Science:

_____	_____ 3	_____

Mathematics:

_____	_____ 3-5	_____

Science:

_____	_____ 3-5	_____

_____	**TSA0000 Technical Skills Assessment** 0	_____
	Total Credit Hours 61-65	_____

GPA:_____   Advisor: _____

Revised 03-22-2018 Core clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Computer Networking
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Construction/Building Technology

Degree

ID #: _____ Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                   In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
      students planning to transfer to another
      institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
            participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Construction/Building Technology
(Major Code: CU - AP) CIP 46.0201

Sem/Yr			Grade
_____	CBT 1020	Construction Carpentry Skills I (CC).............3	_____
_____	CBT 1100	Blueprint Reading & Layout (CC)..................3	_____
_____	CBT 1160	Materials & Cost Estimation (CC) 3	_____
_____	CBT 1200	Construction Carpentry Skills II (CC)............3	_____
_____	CBT 1300	Concrete and Forms (CC)............................3	_____
_____	CBT 1400	Floor/Wall Layout & Framing (CC)................3	_____
_____	CBT 1500	Roofing Skills (CC)..3	_____
_____	CBT 1600	Exterior Finishes (CC)..................................3	_____
_____	CBT 1700	Interior Finishes (CC)...................................3	_____
_____	CBT 1800	Plumbing (CC)..3	_____
_____	CBT 1900	Fundamental Aspects of Industry (CC).........3	_____
_____	PAW 1060	Preparation for Employment (CC)................1	_____

Required Internship Courses:

_____	CBT 2000	Const/Build Tech Internship I.........................3	_____
_____	CBT 2020	Const/Build Tech Internship II.......................3	_____

Communications: (2 courses – 1 written & 1 oral)

_____ _____ ....3 _____
_____ _____ ....3 _____

Human Development: (1 course)

_____ _____ ....3 _____

History/Political Science: (1 course)

_____ _____ ....3 _____

Mathematics: (2 courses)

_____ _____ .... 3-5 _____
_____ _____ .... 3-5 _____

Science: (1 course)

_____ _____ .... 3-5 _____

Computer Literacy: (1 course)

_____ _____ .... 2-3 _____

_____ TSA0000 Technical Skills Assessment ....0 _____

Total Credit Hours   63 - 69

GPA: _____

Advisor: _____

Revised Core 03-22-2018 clm
Effective Fall 2018

Associate of Applied Science
Construction Building Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Criminal Justice - Correctional Administration

Degree

Revised Core 03-22-2018clm
Effective Fall 2018

ID#: _____   Student: _____

Program – 2 courses
Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC
HLT1750   Emergency Medical Technician * (12)
HLT2350   Medical Terminology/Intro Pathology (3)

Communications – 2 courses
ENG1330   English Composition I +* (3)   (written)
ENG1340   English Composition II * (3)   (written)
ENG1440   Public Speaking (3)   (oral)
ENG1670   Interpersonal Communications I (3)   (oral)

Human Development – 1 course
PSY1130   General Psychology I + (3)
PSY1160   Applied Psychology (3)
PSY1250   Human Growth & Development (3)
SOC1130   General Sociology (3)
SOC1230   Social Problems (3)

History/Political Science – 2 courses
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1130   American National Government < (3)
POS1140   American State and Local Government < (3)
POS1180   American Political Systems + (3)

Mathematics – 1 course
MGT1800   Business Math (3)
TEC 1900   Technical Math I (3)
TEC 1910   Technical Math II (3)
MAT 1180   Fundamentals of Algebra[3] (5)
MAT 1205   Applications of College Math[2] (3)
MAT 1240   Quantitative Reasoning[2] (3)
MAT 1260   Elemtary Statistics[2] (3)
MAT 1270   Pre-Calc: Algebraic Reasoning[2]   (3)
MAT 1370   PreCalc: Trig & Geom Reasoning* (3)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offer-will count if previously completed.

Gen Ed Cr. Hrs.. 27-33
Major Cr. Hrs..37
Total Cr. Hrs.. 60-61

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration
(Major Code: CM-AP) CIP 43.0107
(On-Line Program Major Code: OZ-AP)

Sem/Yr			Grade
_____	CRJ1010	Criminal Justice Internship 3	_____
_____	CRJ1100	Intro to Criminal Justice 3	_____
_____	CRJ1400	Criminal Law *.. 3	_____
_____	CRJ1500	Criminal Evidence 3	_____
_____	CRJ1520	Criminology... 3	_____
_____	CRJ1600	Juvenile Justice System........................... 3	_____
_____	CRJ1800	Intro to Corrections 3	_____
_____	CRJ2300	Criminal Justice Career Prep **OR** 1	_____
	PAW1060	Prep for Employment	
_____	CRJ2320	Administration of Correctional Services .. 3	_____
_____	CRJ2340	Concepts of Community Corrections 3	_____
_____	CRJ2380	Probation and Parole in America 3	_____
_____	Program…….	 3	_____
_____	Program………	 3	_____

Communications:

_____	_____ 3	_____
_____	_____ 3	_____

Human Development:

_____	_____ 3	_____

History/Political Science:

_____	_____ 3	_____
_____	_____ 3	_____

Math:

_____	_____ 3	_____

Science:
CRJ1130 Intro to Forensic Science……………………3

_____		_____

Computer Literacy:

_____	_____ 2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours   **60-61**

NOTE: See graduation policies on back.

GPA: _____

ADVISOR:_____

Revised Core 03-22-2018clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Criminal Justice - Judicial Administration

Degree

Revised Core 03-26-2018clm
Effective Fall 2018

ID#: _____   Student: _____

Communications – 2 courses
CRJ2000   Criminal Justice Report Writing *   (written)
ENG1330   English Comp I +* (3)   (written)
ENG1340   English Composition II * (3)   (written)
ENG1440   Public Speaking (3)   (oral)
ENG1670   Interpersonal Communications I (3)   (oral)

Human Development – 1 course
PSY1130   General Psychology I + (3)
PSY1160   Applied Psychology (3)
PSY1250   Human Growth & Development (3)
SOC1130   General Sociology (3)
SOC1230   Social Problems (3)

History/Political Science – 2 courses
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1130   American National Government < (3)
POS1140   American State and Local Government < (3)
POS1180   American Political Systems + (3)

Mathematics – 1 course
MGT 1800   Business Math (3)
TEC 1900   Technical Math I (3)
TEC 1910   Technical Math II (3)
MAT 1180   Fundamentals of Algebra[3] (5)
MAT 1205   Applications of College Math[2] (3)
MAT 1240   Quantitative Reasoning[2] (3)
MAT 1260   Elemtary Statistics[2] (3)
MAT 1270   Pre-Calc: Algebraic Reasoning[2]   (3)
MAT 1370   PreCalc: Trig & Geom Reasoning* (3)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Recommended for transfer students.
*   Course has prerequisite. See MAC Catalog.
<   No longer offered-will count if completed previously.

Gen Ed Cr. Hrs 24-28
Major Cr. Hrs. 40
Total Cr. Hrs 63-64

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Judicial Administration
(Major Code: JA-AP) CIP 43.0107
(On-Line Program Major Code: OU-AP)

Sem/Yr				Grade	
_____	CRJ1010	Criminal Justice Internship	3	_____
_____	CRJ1100	Intro to Criminal Justice	3	_____
_____	CRJ1170	Intro to Courts	3	_____
_____	CRJ1400	Criminal Law	3	_____
_____	CRJ1440	Criminal Court Processes & Issues *	3	_____
_____	CRJ1500	Criminal Evidence	3	_____
_____	CRJ1540	Criminal Procedures	3	_____
_____	CRJ1600	Juvenile Justice	3	_____
_____	CRJ2200	Ethics for Legal Professionals	3	_____
_____	CRJ2300	Criminal Justice Career Prep OR	1	_____
	PAW1060	Prep for Employment		
_____	MGT1710	Human Resource Mgt	3	_____
_____	MGT2660	Supervision: Mid-Mgt	3	_____
_____	OST1500	Applied Accounting I	3	_____
_____	OST1520	Applied Accounting II *	3	_____

Communications:

_____ _____ _____ .... 3 _____
_____   _____ .... 3 _____

Human Development:

_____   _____ .... 3 _____

History/Political Science:

_____   _____ .... 3 _____
_____   _____ .... 3 _____

Math:

_____   _____ .... 3 _____

Science:
_____ CRJ1130 Intro to Forensic Science……………………3 _____

Computer Literacy:
_____   _____ ..... 2-3 _____

_____ TSA0000 Technical Skills Assessment………………...0 _____

Total Credit Hours   63-64

GPA: _____

NOTE: See graduation policies on back.

Advisor:_____

Revised Core 03-26-2018clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Judicial Administration
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Criminal Justice - Law Enforcement

CATALOG

Degree

Revised Core 08-20-2018clm
Effective Fall 2018

ID#: _____ Student: _____

Program – 2 courses
Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC
HLT1750   Emergency Medical Technician * (12)
HLT2350   Medical Terminology/Intro Pathology (3)

Communications – 2 courses
ENG1330   English Composition I +* (3)   (written)
ENG1340   English Composition II * (3)   (written)
ENG1440   Public Speaking (3)   (oral)
ENG1670   Interpersonal Communications I (3)   (oral)
CRJ2000   Criminal Justice Report Writing   (3) (written)

Human Development – 1 course
PSY1130   General Psychology I + (3)
PSY1160   Applied Psychology (3)
PSY1250   Human Growth & Development (3)
SOC1130   General Sociology (3)
SOC1230   Social Problems (3)

History/Political Science – 1 course
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1130   American National Government < (3)
POS1140   American State and Local Government < (3)
POS1180   American Political Systems + (3)

Mathematics – 1 course
MGT 1800   Business Math (3)
TEC 1900   Technical Math I (3)
TEC 1910   Technical Math II (3)
MAT 1180   Fundamentals of Algebra[3] (5)
MAT 1205   Applications of College Math[2] (3)
MAT 1240   Quantitative Reasoning[2] (3)
MAT 1260   Elemtary Statistics[2] (3)
MAT 1270   Pre-Calc: Algebraic Reasoning[2] (3)
MAT 1370   PreCalc: Trig & Geom Reasoning* (3)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offer-will count if previously completed.
LEA Students only

Gen Ed Cr. Hrs.. 20-21
Major Cr. Hrs...40
Total Cr. Hrs.. 60-61

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Law Enforcement
(Major Code: LE-AP) CIP 43.0107

Sem/Yr			Grade
_____	CRJ1010	Criminal Justice Internship…**OR** 3	_____
	CRJ1250	Basic Police Science IV[#]	
_____	CRJ1100	Intro to Criminal Justice 3	_____
_____	CRJ1200	Criminal Investigations I 3	_____
_____	CRJ1400	Criminal Law *... 3	_____
_____	CRJ1500	Criminal Evidence 3	_____
_____	CRJ1520	Criminology…**OR**.................................... 3	_____
	CRJ1300	Criminal Investigations II[#]	
_____	CRJ1540	Criminal Justice Procedures…**OR** 3	_____
	CRJ1750	Advanced Patrol/Traffic Law[#]	
_____	CRJ1600	Juvenile Justice System........................... 3	_____
_____	CRJ1710	Community Policing…**OR** 3	_____
	CRJ1700	Patrol and Traffic Law[#]	
_____	CRJ1800	Intro to Corrections 3	_____
_____	CRJ1900	Police Administration * 3	_____
_____	CRJ2300	Criminal Justice Career Prep…**OR** 1	_____
	PAW1060	Prep for Employment…**OR**	
	PED2000	Basic Physical Fitness[#]	
_____	Program Elective…**OR** 3		_____
	CRJ1000	Basic Police Science I[#]	
_____	Program Elective...**OR**............................... 3		_____
	CRJ1050	Basic Police Science II[#]	

Communications:

_____	_____ 3	_____
_____	_____ 3	_____

Human Development:

_____	_____ 3	_____

History/Political Science:

_____	_____ 3	_____

Math:

_____	_____ 3	_____

Science:
CRJ1130 Intro to Forensic Science…**OR**……………..3
CRJ1150 Basic Police Science III[#]

_____		_____

Computer Literacy:

_____	_____ 2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours   60-61

NOTE: See graduation policies on back.

GPA: _____

Advisor:_____

Revised Core 08-20-2018clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Law Enforcement
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Digital Media Technology

Degree

ID #: _____ Student: _____

Communications – 2 courses
ENG 1330 English Composition I +* (3)   (written)
ENG 1440 Public Speaking + (3)   (oral)
ENG 1670 Interpersonal Communications I (3)   (oral)
TEC 1040 Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130 General Psychology I+ (3)
PSY 1160 Applied Psychology (3)
PSY 1250 Human Growth and Development (3)
SOC 1130 General Sociology (3)
SOC 1230 Social Problems (3)
SOC 1540 Introduction to Cultural Anthropology (3)
SOC 1600 Ethnicity and Cultural Differences
              In America (3)

History/Political Science – 1 course
HIS 1230 American History I (3)
HIS 1240 American History II (3)
POS 1130 American National Government < (3)
POS 1140 American State and Local Government < (3)
POS 1180 American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100 Introduction to Biological Science (3)
BIO 1150 General Biology (5)
BIO 1250 General Botany (5)
BIO 1350 General Zoology (5)
BIO 1430 Environmental Science (3)
PHS 1130 Physical Science * (5)
PHS 1200 Introductory Astronomy (3)
PHS 1230 Oceanography (3)
PHS 1250 Introductory Chemistry * (5)
PHS 1350 General Chemistry I * (5)
PHS 1420 College Physics I * (4)
PHS 2230 General Physics I * (4)
PHS 2400 Earth Science (5)
PHS 2420 Earth Science I (3)
PHS 2430 Earth Science II (3)
TEC 1070 Unified Technical Concepts I * (4)
TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050 Introduction to Computers (3)
CIS 1730 Computer Applications (2)
CIS 1750 Microcomputer Applications * (3)

+   Designates recommended courses for
    students planning to transfer to another
    institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC) These courses are available through
       participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Digital Media Technology
(Major Code: DM - AP) CIP 10.0202

Sem/Yr			Grade
_____	RTV 1000	Introduction to Video Systems (CC)..............3	_____
_____	RTV 1020	Field Production I (CC) 3	_____
_____	RTV 1040	Studio Production I (CC) 3	_____
_____	RTV 1060	Scripting/Storyboarding (CC) 3	_____
_____	RTV 1080	Audio Systems (CC).....................................3	_____
_____	RTV 1100	Lighting (CC) 3	_____
_____	RTV 1120	Post Production I (CC) 3	_____
_____	RTV 1140	Directing (CC) 3	_____
_____	RTV 2000	Field Production II * (CC) 3	_____
_____	RTV 2020	Studio Production II * (CC)............................3	_____
_____	RTV 2040	Post Production II * (CC)...............................3	_____
_____	PAW 1060	Preparation for Employment (CC)................1	_____

Required Internship Courses:

_____	RTV 2100	Radio/TV Broadcasting Production Tech Internship I *...3	_____
_____	RTV 2120	Radio/TV Broadcasting Production Tech Internship II *..3	_____

Communications: (2 courses – 1 written & 1 oral)

_____	_____ 3	_____
_____	_____ 3	_____

Human Development: (1 course)

_____	_____ 3	_____

History/Political Science: (1 course)

_____	_____ 3	_____

Mathematics: (2 courses)

_____	_____ 3-5	_____
_____	_____ 3-5	_____

Science: (1 course)

_____	_____ 3-5	_____

Computer Literacy: (1 course)

_____	_____ 2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours   63 - 69

GPA: _____

Advisor:_____

Associate of Applied Science
Digital Media Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
6. No more than 50% of the course work for this degree may be completed on line.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Electrical Technology

Degree

ID #: _____ Student: _____

Communications – 2 courses
ENG 1330　English Composition I +* (3)　　(written)
ENG 1440　Public Speaking + (3)　　　(oral)
ENG 1670　Interpersonal Communications I (3)　(oral)
TEC 1040　Technical Writing * (3)　　　(written)

Human Development – 1 course
PSY 1130　General Psychology I+ (3)
PSY 1160　Applied Psychology (3)
PSY 1250　Human Growth and Development (3)
SOC 1130　General Sociology (3)
SOC 1230　Social Problems (3)
SOC 1540　Introduction to Cultural Anthropology (3)
SOC 1600　Ethnicity and Cultural Differences
　　　　　In America (3)

History/Political Science – 1 course
HIS 1230　American History I (3)
HIS 1240　American History II (3)
POS 1130　American National Government < (3)
POS 1140　American State and Local Government < (3)
POS 1180　American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100　Introduction to Biological Science (3)
BIO 1150　General Biology (5)
BIO 1250　General Botany (5)
BIO 1350　General Zoology (5)
BIO 1430　Environmental Science (3)
PHS 1130　Physical Science * (5)
PHS 1200　Introductory Astronomy (3)
PHS 1230　Oceanography (3)
PHS 1250　Introductory Chemistry * (5)
PHS 1350　General Chemistry I * (5)
PHS 1420　College Physics I * (4)
PHS 2230　General Physics I * (4)
PHS 2400　Earth Science (5)
PHS 2420　Earth Science I (3)
PHS 2430　Earth Science II (3)
TEC 1070　Unified Technical Concepts I * (4)
TEC 1080　Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1730　Computer Applications (2)
CIS 1750　Microcomputer Applications * (3)

+　Designates recommended courses for
　students planning to transfer to another
　institution or another program in the future.
*　Designates courses with prerequisites.
<　No longer offered.

(CC)　These courses are available through
　　　participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Electrical Technology
(Major Code: EW - AP) CIP 46.0302

Sem/Yr			Grade
_____	ETT 1030	Intro to Elec Tech, Materials & Supplies (CC) ..3	_____
_____	ETT 1200	Residential Circuits (CC)..............................3	_____
_____	ETT 1300	Commercial Circuits (CC) 3	_____
_____	ETT 1400	Industrial Circuits (CC).................................3	_____
_____	ETT 1420	Electrical Construction (CC)..........................3	_____
_____	EEE 1550	Electrical Systems (CC) 3	_____
_____	EEE 1580	Practical Electronics I (CC) 3	_____
_____	EEE 1710	National Electrical Code (CC)......................3	_____
_____	EEE 1970	Programmable Logic Controls (CC)..............3	_____
_____	TEC 1780	Blueprint Reading (CC)................................3	_____
_____	PAW 1060	Preparation for Employment (CC)................1	_____

Required Internship Courses:

_____	ETT 1700	Electrical Tech Internship I............................3	_____
_____	ETT 1720	Electrical Tech Internship II..........................3	_____

Communications: (2 courses – 1 written & 1 oral)

_____	_____ 3	_____
_____	_____ 3	_____

Human Development: (1 course)

_____	_____ 3	_____

History/Political Science: (1 course)

_____	_____ 3	_____

Mathematics: (2 courses)

_____	_____ 3-5	_____
_____	_____ 3-5	_____

Science: (1 course)

_____	_____ 3-5	_____

Computer Literacy: (1 course)

_____	_____ 2-3	_____

_____	TSA0000 Technical Skills Assessment 0	_____

Total Credit Hours　　**60-67**　**63 - 69**

GPA: _____

Advisor: _____

Associate of Applied Science
Electrical Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Electrical/Electronics Technology

Degree

ID #: _____   Student: _____

Communications – 1 course
ENG1440   Public Speaking +(3)
ENG1670   Interpersonal Communications I (3)

Computer Literacy – 1 Course
Any CIS course (1-3)

History/Political Science – 1 course
HIS1230   American History I ^ (3)
HIS1240   American History II ^ * (3)
POS1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra*(5)
MAT1205 - Applications of College Math* (3)
MAT1240 - Quantitative Reasoning* (3)
MAT1260 - Elementary Statistics* (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geometric Reasoning* (3)
MAT1600 - Calculus for Business/Soc Sciences* (3)
MAT1650 - Analytical Geometry & Calculus I (5)

Physical Science – 1 course
TEC1070 Unified Technical Concepts I ^+* (4)
Or any PHS course

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs 16-24
Major Cr. Hrs. 44
Total Cr. Hrs. 60-68

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
(Major Code: AL AP) CIP15.0303

Sem/Yr			Grade
_____		TEC/EEE/MFG Elective 3	_____
_____		TEC/EEE/MFG Elective 3	_____
_____	EEE 1550	Electrical Systems*.................................3	_____
_____	EEE 1580	Practical Electronics I*............................3	_____
_____	EEE 1600	Practical Electronics II*...........................3	_____
_____	EEE 1710	National Electric Code* 3	_____
_____	EEE 1970	Programmable Logic Controllers* 3	_____
_____	PAW 1060	Prep for Employment 1	_____
_____	TEC 1040	Technical Writing or	
	ENG 1330	English Composition I* 3	_____
_____	TEC 1300	Computer Aided Design 3	_____
_____	TEC 1350	Intro to Robotics 3	_____
_____	TEC 1630	Principles of Engineering* 3	_____
_____	TEC 1780	Blueprint Reading 3	_____
_____	TEC 1920	Teamwork Workplace Communication ..3	_____
_____	TEC 1931	Construction Safety OR	
	TEC 1930	General Industry Safety 3	
_____	TEC 1730	Problem Analysis.....................................1	_____

Communications: (1 Course)
_____   _____ 3   _____

Computer Literacy: (1 Course)
_____   _____ 1-3   _____

History/Political Science: (1 Course)
_____   _____ 3   _____

Mathematics: (2 Courses)
_____   _____ 3-5   _____
_____   _____ 3-5   _____

Physical Science: (1 Course)
_____   _____ 3-5   _____

_____   **TSA0000 Technical Skills Assessment** 0   _____

Total Credit Hours   60-68   _____

GPA: _____

Advisor: _____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours must be earned at Mineral Area College.
6. No more than 50% of the course work for this degree may be completed on line.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Engineering Technology - Design Drafting

Degree

Revised 03-26-18 Core Change clm
Effective Fall 2018

ID#: _____   Student: _____

Communications – 1 course
ENG1440 Public Speaking+ (3)
ENG1670 Interpersonal Communications I (3)

Computer Literacy – 1 Course
Any CIS course (1-3)

History/Political Science – 1 course
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900   Technical Mathmatics I ^ (3)
TEC1910   Technical Mathmatics II * ^ (3)
MAT1180   Fundamentals of Algebra*(3)
MAT1205   Applications of College Math* (3)
MAT1240   Quantitative Reasoning* (3)
MAT1260   Elementary Statistics* (3)
MAT1270   PreCalc: Algebraic Reasoning* (3)
MAT1370   PreCalc: Trig and Geometric Reasonings* (3)
MAT1600   Calculus for Bus/Soc Sci * (3)
MAT1650   Analytical Geometry & Calculus I +* (5)

Physical Science – 1 course
TEC1070 Unified Technical Concepts I ^+* (4)
Or any PHS Course

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs 16-24
Major Cr. Hrs. 44
Total Cr. Hrs. 60-68

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design Drafting
(Major Code: DB-AP) CIP15.0101

Sem/Yr		Grade
	PAW1060 Prep for Employment............................ 1	
	TEC1040 Technical Writing*^ OR	
	ENG1330 English Composition I*+ 3	
	TEC1300 Computer Aided Design/Drafting.......... 3	
	TEC1320 Advanced CADD*................................. 3	
	TEC1340 CAD/D Special Application Programs* 3	
	TEC1530 3-D Modeling * 3	
	TEC1580 Quality Control & Testing 3	
	TEC1610 Introduction to Engineering Design 3	
	TEC1630 Principles of Engineering..................... 3	
	TEC1710 Computer Integrated Mfg. 3	
	TEC1730 Problem Analysis................................. 1	
	TEC1780 Blueprint Reading................................ 3	
	TEC1920 Teamwork/Workplace Communication. 3	
	TEC1930 General Industry Safety OR	
	TEC1931 Construction Safety 3	
	TEC2050 Engineering Design & Development* ... 3	
	TEC/EEE/MFG Elective.. 3	

Communications: (1 Courses)

_____ .... 3 _____

Computer Literacy: (1 Course)

_____ ..... 1-3 _____

History/Political Science: (1 Course)

_____ .... 3 _____

Mathematics: (2 Courses)

_____ .... 3-5 _____

_____ ..... 3-5 _____

Physical Science: 1 Course

_____ . 3-5 _____

TSA0000   **Technical Skills Assessment** .... 0 _____

Total Credit Hours   60-68

GPA: _____

NOTE: See graduation policies on back.

Advisor: _____

Associate of Applied Science - Engineering Technology - Design Drafting

Revised 03-26-18 Core Change clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design and Drafting
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Revised 03-26-18 Core Change clm
Effective Fall 2018

ID#: _____   Student: _____

Communications – 1 course
ENG1440   Public Speaking + (3)
ENG1670   Interpersonal Communications I (3)

Computer Literacy – 1 Course
Any CIS course (1-3)

History/Political Science – 1 course
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900   Technical Math I ^ (3)
TEC1910   Technical Math II ^ * (3)
MAT1180   Fundamentals of Algebra* (5)
MAT1205   Applications of College Math* (3)
MAT1240   Quantitative Reasoning* (3)
MAT1260   Elementary Statistics* (3)
MAT1270   Pre-Calc: Algebraic Reasoning* (3)
MAT1370   Pre-Calc: Trig & Geometric Reasoning* (3)
MAT1600   Calculus for Business/Soc Sciences (3)
MAT1650   Analytical Geometry & Calculus I (5)

Physical Science – 1 course
TEC1070   Unified Technical Concepts I ^+* (4)
Or any PHY course

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs. 16-24
Major Cr. Hrs. 44
Total Cr. Hrs. 60-68

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Manufacturing
(Major Code: EG AP) CIP15.0101

Sem/Yr			Grade
_____	EEE1550	Electrical Systems.................................3	_____
_____	MFG1060	Mfg. Equipment & Operations...............3	_____
_____	PAW1060	Prep for Employment 1	_____
_____	TEC1040	Technical Writing*^ OR	
_____	ENG1330	English Composition I + ...3	_____
_____	TEC1300	Computer Aided Design/Drafting 3	_____
_____	TEC1350	Introduction to Robotics 3	_____
_____	TEC1560	Mfg. Process & Estimating....................3	_____
_____	TEC1580	Quality Control & Testing 3	_____
_____	TEC1630	Principles of Engineering*....................3	_____
_____	TEC1710	Computer Integrated Mfg 3	_____
_____	TEC1730	Problem Analysis 1	_____
_____	TEC1780	Blueprint Reading 3	_____
_____	TEC1920	Teamwork Workplace Communications 3	_____
_____	TEC1930	General Industry Safety OR	
	TEC1931	Construction Safety 3	_____
_____	TEC2030	Basic Fluid Power 3	_____
_____	TEC2050	Engineering Design & Devel.* 3	_____

Communications: (1 Course)

_____   _____ 3   _____

Computer Literacy: (1 Course)

_____   _____ 1-3   _____

History/Political Science: (1 Course)

_____   _____ 3   _____

Mathematics: (2 Courses)

_____   _____ 3-5   _____
_____   _____ 3-5   _____

Physical Science: (1 Course)

_____   _____ 3-5   _____

_____   **TSA0000   Technical Skills Assessment** 0   _____

Total Credit Hours   60-68

GPA: _____

Advisor: _____ _____

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Manufacturing
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Graphic Arts/Printing Technology

Degree

Revised Core 03-22-2018clm
Effective Fall 2018

ID #: _____   Student:_____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                    In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
      students planning to transfer to another
      institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
          participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Graphic Arts/Printing Technology
(Major Code: GR - AP) CIP 10.0305

Sem/Yr   Grade

_____   GRA 1100   Introduction to Graphic Arts/Print (CC)..............3   _____
_____   GRA 1160   Graphic Design I (CC).....................................3   _____
_____   GRA 1180   Graphic Design II (CC)....................................3   _____
_____   GRA 1230   Creative Suite I (CC) 3   _____
_____   GRA 1240   Creative Suite II (CC) 3   _____
_____   GRA 1310   Digital Photography & Studio (CC)...................3   _____
_____   GRA 1320   Image Assembly (CC) 3   _____
_____   GRA 1350   Digital Platemaking (CC).................................3   _____
_____   GRA 1410   Screen Printing (CC) 3   _____
_____   GRA 1430   Screen Printing II (CC) 3   _____
_____   GRA 1500   Bindery and Finishing (CC) 3   _____
_____   PAW 1060   Preparation for Employment (CC)...................1   _____

Optional Elective @ AVCTC & CapeCTC
_____   GRA 1510   Embroidering Techniques (CC).......................3   _____

Required Internship Courses:
_____   GRA 1600   Graphic Arts/Print Tech Internship I 3   _____
_____   GRA 1620   Graphic Arts/Print Tech Internship II 3   _____

Communications: (2 courses – 1 written & 1 oral)
_____   _____......................3   _____
_____   _____......................3   _____

Human Development: (1 course)
_____   _____......................3   _____

History/Political Science: (1 course)
_____   _____......................3   _____

Mathematics: (2 courses)
_____   _____.................. 3-5   _____
_____   _____.................. 3-5   _____

Science: (1 course)
_____   _____.................. 3-5   _____

Computer Literacy: (1 course)
_____   _____.................. 2-3   _____

_____   TSA0000 Technical Skills Assessment 0   _____

Total Credit Hours   63 - 72

GPA: _____

Advisor: _____

Associate of Applied Science
Graphic Arts/Printing Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Heating, Air Conditioning, and Refrigeration Technology Degree

ID #: _____   Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                 In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
    students planning to transfer to another
    institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
        participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Heating, Air Conditioning,
and Refrigeration Technology
(Major Code: HE - AP) CIP 47.0201

Sem/Yr			Grade
_____	AHR 1000	Safety for Heat/AC Ref. Prof. (CC) 3	_____
_____	AHR 1010	Air Condition & Refrigeration I (CC).............. 3	_____
_____	AHR 1030	Air Condition & Refrigeration II (CC)............. 3	_____
_____	AHR 1100	Basic Braising Heat/Ref/AC (CC) 3	_____
_____	AHR 1130	Basic Electricity Heat/Ref/AC (CC) 3	_____
_____	AHR 1200	Refrigeration Motors (CC)............................ 3	_____
_____	AHR 1300	Refrigeration Controls (CC) 3	_____
_____	AHR 1400	Residential Cooling/Heating (CC)................. 3	_____
_____	AHR 1500	Commercial Cooling/Heating (CC) 3	_____
_____	AHR 1520	Commercial Refrigeration (CC) 3	_____
_____	AHR 1600	Troubleshoot Heat/Cool Systems (CC) 3	_____
_____	PAW 1060	Preparation for Employment (CC) 1	_____

Required Internship Courses:

_____	AHR 1700	H, A/C, R Tech Internship I........................... 3	_____
_____	AHR 1720	H, A/C, R Tech Internship II.......................... 3	_____

Communications: (2 courses – 1 written & 1 oral)

_____   _____ 3   _____
_____   _____ 3   _____

Human Development: (1 course)

_____   _____ 3   _____

History/Political Science: (1 course)

_____   _____ 3   _____

Mathematics: (2 courses)

_____   _____ 3-5   _____
_____   _____ 3-5   _____

Science: (1 course)

_____   _____ 3-5   _____

Computer Literacy: (1 course)

_____   _____ 2-3   _____

_____ TSA0000 Technical Skills Assessment   0   _____

Total Credit Hours   63 - 69

GPA: _____

Advisor: _____

Revised Core 03-22-2018clm
Effective Fall 2018

Associate of Applied Science
HVAC
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Industrial Maintenance

Degree

Revised 03-26-18 Core Change clm
Effective Fall 2018

ID#: _____   Student: _____

Additional Electives – 3 Courses
EEE1710   National Electric Code (3)
TEC1100   Technical Internship I * (3)
TEC1300   Computer Aided Design/Drafting (3)
TEC2130   Hydraulic Systems* (3)
TEC2140   Pneumatic Systems* (3)
TEC2060   Fluid Power Math (3)
TEC2070   Mobile Hydraulics (3)
WLD1020   Orientation to Welding (3)
WLD1160   Sheet Metal Arc Welding* (3)
WLD1180   Advanced Sheet Metal Arc Welding* (3)

Communications -1 Course
ENG1440   Public Speaking + (3)
ENG1670   Interpersonal Communications I (3)

Human Dev/History/Political Science – 1 course
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1180   American Political Systems + (3)

Computer Literacy – 1 Course
Any CIS Course (1-3)

Mathematics Electives – 2 Courses
TEC1900   Technical Math I ^ (3)
TEC1910   Technical Math II ^ * (3)
MAT1180   Fundamentals of Algebra*(3)
MAT1205   Applications of College Math* (3)
MAT1240   Quantitative Reasoning* (3)
MAT1260   Elementary Statistics* (3)
MAT1270   PreCalc: Algebraic Reasoning* (3)
MAT1370   PreCalc: Trig and Geometric Reasonings* (3)
MAT1600   Calculus for Bus/Soc Sci * (3)
MAT1650   Analytical Geometry & Calculus I +* (5)

Physical Science Electives – 1 course
TEC1070 Unified Technical Concepts I ^+* (4)
Or any PHS course

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Major Cr Hrs...44
Gen Ed Cr Hrs. 16-24
Total Cr Hrs..60-68

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Industrial Maintenance
(Major Code: IM AP) CIP470303

Sem/Yr   Grade

Mechanical: (6 Cr Hrs)
_____ TEC1720 Mechanisms .... 3 _____
_____ TEC1780 Blueprint Reading .... 3 _____

Electrical: (3 Cr Hrs)
_____ EEE1550 Electrical Systems .... 3 _____

Automation: (6 Cr Hrs)
_____ TEC1350 Introduction to Robotics................................... 3 _____
_____ EEE1970 Programmable Logic Controllers *.................... 3 _____

Power: (3 Cr Hrs)
_____ TEC 2030 Basic Fluid Power... 3 _____

Manufacturing: (6 Cr Hrs)
_____ MFG1060 Equipment and Operations .... 3 _____
_____ TEC1580 Quality Control .... 3 _____

Additional: (20 Cr Hrs)
_____ TEC1930 General Industry Safety OR
         TEC1931 Construction Safety .... 3 _____
_____ PAW1060 Prep for Employment...................................... 1 _____
_____ TEC1730 Problem Analysis... 1 _____
_____ TEC1040 Technical Writing OR
         ENG1330 English Composition I*.................................... 3 _____
_____ TEC1920 Teamwork Workplace Communications........... 3 _____
_____ Additional Elective .... 3 _____
_____ Additional Elective .... 3 _____
_____ Additional Elective .... 3 _____

History/Political Science: (1 Course)
_____ _____........................ 3 _____

Communication: (1 course)
_____ _____.............. 3 _____

Computer Literacy: (1 course)
_____ _____........... 1-3 _____

Mathematics: (2 Courses)
_____ _____............... 3-5 _____
_____ _____............... 3-5 _____

Physical Science: (1 Course)
_____ _____.............. 3-5 _____

_____ **TSA0000 Technical Skills Assessment** .... 0 _____

Total Credits Hours   60-68

GPA: _____

Advisor: _____

Revised 03-26-18 Core Change clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Industrial Maintenance
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Machine Tool Technology

Degree

ID #: _____ Student: _____ _____

Communications – 2 courses
ENG 1330   English Composition I * + (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I + (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                 In America (3)

History/Political Science – 1 course
HIS 1230   American History I+ (3)
HIS 1240   American History II+ (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
     students planning to transfer to another
      institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
          participating Area Career Centers.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Machine Tool Technology
(Major Code: MO- AP) CIP 48.0501

Sem/Yr			Grade
_____	TEC 1000	Machine Shop I (CC) 6	_____
_____	TEC 1160	Machine Shop II * (CC)....................... 6	_____
_____	TEC 1390	Machine Shop III * (CC)...................... 6	_____
_____	TEC 1430	Machine Shop IV * (CC)……………….6	_____
_____	PAW 1060	Preparation for Employment (CC) 1	_____

Required Technical Courses:

_____	TEC 1100	Technical Internship* 3	_____
_____	TEC 1300	Computer Aided Design/Drafting 3	_____
_____	TEC 1530	Three-Dimensional Modeling-CAD/D * . 3	_____
_____	TEC 1770	Computer Numerical Control *.............. 3	_____
_____	TEC 1790	Basic Numerical Control Program 3	_____
_____	TEC 1800	Adv Computer Numerical Control *....... 3	_____
_____	TEC 1810	Numerical Control Plan/Tooling *.......... 2	_____

Communications: (2 courses – 1 written & 1 oral)

_____	_____ 3	_____
_____	_____ 3	_____

Human Development: (1 course)

_____	_____ 3	_____

History/Political Science: (1 course)

_____	_____ 3	_____

Mathematics: (2 courses)

_____	_____ 3-5	_____
_____	_____ 3-5	_____

Science: (1 course)

_____	_____ 3-5	_____

Computer Literacy: (1 course)

_____	_____ ..2-3	_____

| _____ | TSA0000 Technical Skills Assessment   ....0 | _____ |

Total Credit Hours   68-74

NOTE: See graduation policies on back.

GPA: _____

Advisor:_____

Associate of Applied Science - Machine Tool Technology

Associate of Applied Science
Machine Tool Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Office Systems Technology - Administrative Assistant   Degree

Revised Core 03-22-2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Communications – 1 written & 1 oral
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking* + (3)   (oral)
ENG 1670   Interpersonal Communications I* (3) (oral)

Human Development – 1 course
PSY 1130   General Psychology I*+ (3)
PSY 1160   Applied Psychology *(3)
PSY 1250   Human Growth & Development* (3)
SOC 1130   General Sociology* (3)
SOC 1230   Social Problems* (3)
SOC 1540   Intro to Cultural Anthropology* (3)
SOC 1600   Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS 1230   American History I* (3)
HIS 1240   American History II* (3)
POS 1130   American National Government* < (3)
POS 1140   American State and Local Government* < (3)
POS 1180   American Political Systems* + (3)

Science – 1 course
BIO 1100   Intro to Bio Science* (3)
BIO 1150   General Biology* (5)
BIO 1250   General Botany* (5)
BIO 1330   Local Flora* (3)
BIO 1350   General Zoology* (5)
BIO 1430   Environmental Science* (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy* (3)
PHS 1230   Oceanography* (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science* (5)
PHS 2420   Earth Science I* (3)
PHS 2430   Earth Science II* (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

+   Recommended course for transfer students.
*   Course has prerequisite. See MAC Catalog.
<   No longer offered-will count if previously completed.

Gen Ed Cr. Hrs 18-22
Major Cr. Hrs.. 53
Total Cr. Hrs…………………………………63-65

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant
(Major Code: OA - AP) CIP 52.0401

Sem/Yr			Grade
_____	CIS 1650	Accounting on Microcomputers* 3	_____
_____	CIS 1730	Office Applications 2	_____
_____	CIS 2200	Micro Spreadsheet Applications 3	_____
_____	CIS 2350	Microsoft Word 3	_____
_____	MGT 1160	Customer Relations...............................3	_____
_____	MGT 1710	Human Resource Management 3	_____
_____	OST 1020	Keyboarding II *.....................................3	_____
_____	OST 1080	Ten Key Numeric Skills 1	_____
_____	OST 1100	Filing Systems/Records Mgt. 2	_____
_____	OST 1350	Administrative Office Procedures..........3	_____
_____	OST 1400	Business Communications I..................3	_____
_____	OST 1500	Applied Accounting I 3	_____
_____	OST 1520	Applied Accounting II * 3	_____
_____	OST 2000	Transcription Skills *..............................3	_____
_____	OST 2200	Intro to Business* 3	_____
_____	OST 2400	Business Internship * 3	_____
_____	OST 2980	Capstone – Office Sys. Technology* ...1	_____

Communications: (1 written and 1 oral)
_____ ENG 1330 English Composition I * 3   _____
_____ _____.........3   _____

Human Development:
_____ _____.........3   _____

History/Political Science:
_____ _____.........3   _____

Mathematics:
_____ MGT 1800 Business Math…………………………. 3   _____

Science:
_____ _____......3-5   _____

_____ TSA000 Technical Skills Assessment …………………0   _____

Total Credit Hours   63-65   _____

GPA:_____ Advisor:_____

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Administrative Assistant
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Office Systems Technology - Medical Coding

Degree

ID#: _____   Student: _____

Communications – 1 written & 1 oral
ENG1330   English Composition I +* (3)   (written)
ENG1440   Public Speaking *+ (3)   (oral)
ENG1670   Interpersonal Communications I* (3) (oral)

Human Development – 1 course
PSY1130   General Psychology I* + (3)
PSY1160   Applied Psychology *(3)
PSY1250   Human Growth & Development* (3)
SOC1130   General Sociology *(3)
SOC1230   Social Problems *(3)
SOC1540   Intro to Cultural Anthropology* (3)
SOC1600   Ethnicity & Cultural Differences* (3)

History/Political Science – 1 course
HIS1230   American History I* (3)
HIS1240   American History II* (3)
POS1130   American National Government *< (3)
POS1140   American State and Local Government* < (3)
POS1180   American Political Systems* + (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs.. 21-23
Major Cr. Hrs...50
Total Cr. Hrs... 66

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding
(Major Code: OD –AP) CIP 52.0401

Sem/Yr			Grade
_____	HLT2350	Med Terminology/Intro Pathology*........... 3	_____
_____	HLT2360	Med Terminology II *................................ 3	_____
_____	OST1000	Keyboarding I.. 3	_____
_____	OST1020	Keyboarding II * 3	_____
_____	OST1080	Ten Key Numeric Skills............................ 1	_____
_____	OST1100	Filing Systems/Records Mgt 2	_____
_____	OST1350	Administrative Office Procedures I 3	_____
_____	OST1400	Business Communications I 3	_____
_____	OST1500	Applied Accounting I 3	_____
_____	OST1602	Intro to Coding & Reimb Systems*........... 3	_____
_____	OST1608	Diagnosis & Procedural Coding *............. 3	_____
_____	OST1620	Medical Office Procedures...................... 1	_____
_____	OST1640	Medical Software/Elec Billing.................. 2	_____
_____	OST2400	Business Internship * 3	_____
_____	OST2602	Diagnosis & Procedural Coding II*........... 3	_____
_____	OST2604	Diagnosis & Procedural Coding III*.......... 3	_____
_____	OST2610	Medical Transcription* 3	_____
_____	OST2980	Capstone – Office Sys. Technology* 1	_____

Communications: (1 written & 1 oral)

_____	ENG1330 English Composition I *............................ 3		_____
_____	_____ 3		_____

Computer Literacy:

_____	CIS1730 Office Applications……………………………..2	_____

History/Political Science:

_____	_____ 3	_____

Human Development:

_____	_____ 3	_____

Mathematics:

_____	MGT1800 Business Math………………………………3	_____

Science:

_____	OST1622 Essential of A&P for Coders*…………........ 3	_____

_____	TSA0000 Technical Skills Assessment........................ 0	_____

	Total Credit Hours **66**	_____

NOTE: See graduation policies on back.

GPA: _____ Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Office Systems Technology - Medical Coding
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Paramedic Technology

Degree

Revised Core 03-22-2018 clm
Effective Fall 2018

Mineral Area College
Associate of Applied Science
PARAMEDIC TECHNOLOGY
(Major Code: PD -AP) CIP 51.0904

Student Name:_____   ID#:_____

Program Pre-Requisites

Must hold EMT Certification: #_____

_____	HLT2350	Medical Terminology............. 3	_____
_____	PAR2100	Paramedic Anatomy & Phys.. 4	_____
		7	

Semester 1

Sem/Yr			Grade
_____	PAR2010	Princ of Paramedic Tech I...... 5	_____
_____	PAR2082	Pharmacology for Paramed.... 5	_____
_____	PAR2152	Paramedic Laboratory I.......... 6	_____
_____	PAR2200	Paramedic Clinical I.............. 1	_____
_____	PAR2400	Paramedic Field Exp. I........... 1	_____
		Total Sem Cr Hrs. **18**	

Semester 2

_____	PAR2022	Princ of Paramedic Tech II 5	_____
_____	PAR2042	Princ of Paramedic Tech III... 5	_____
_____	PAR2172	Paramedic Laboratory II 5	_____
_____	PAR2220	Paramedic Clinical II 2	_____
_____	PAR2420	Paramedic Field Exp.II 2	_____
		Total Sem Cr Hrs. **18**	

Semester 3

_____	PAR2072	Princ of Paramedic Tech IV... 2	_____
_____	PAR2350	Paramedic Laboratory III....... 3	_____
_____	PAR2260	Paramedic Clinical III 2	_____
_____	PAR2440	Paramedic Field Exp.III 1	_____
		Total Sem Cr Hrs. **8**	

Semester 4

_____	PAR2092	Princ of Paramedic Tech IV... 4	_____
_____	PAR2372	Paramedic Intern. Capstone .. 5	_____
_____	TSA0000	Technical Skills Assessment .. 0	_____
		Total Sem Cr Hrs. **9**	

Required General Education Courses

Sem/Yr			Grade
_____	ENG1330	English Composition I* 3	_____
_____	ENG1340	English Composition II* 3	_____
_____	MAT1205	Applications of Coll. Math... 3	_____
_____	PHS1250	Introductory Chemistry* 5	_____
_____	BIO2600	Human Anatomy*+ 5	
_____	BIO2620	Human Physiology*+........... 5	
_____	BIO2720	Microbiology Lecture*+ 3	
_____	BIO2722	Microbiology Lab*+ 1	
_____	POS1180	American Political Sys OR .. 3	_____
	POS1130	American National Govt. <	
	HIS1230	American History I	
	HIS1240	American History II	
_____	PSY1130	General Psychology 3	_____

34

Total Gen Ed Cr Hrs.. **34**
Paramedic Tech Core Cr Hrs.■ **53**
TOTAL AAS CR HRS 87

* Course has pre-requisite(s).
+ Course has restricted enrollment.
■ Credit purchase may be required for non-Mac graduates.
< Crs no longer offered-will count if previously completed.
NOTE: See graduation policies on back.

Revised Core 03-22-2018 clm
Effective Fall 2018

ASSOCIATE OF APPLIED SCIENCE
Paramedic Technology
Page -2

_____
Advisor Signature

GPA: _____

_____/_____/_____
Date

NREMT Registration completed:
_____/_____/_____

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies
1. Program admission is based on a selection process.
2. All courses must be completed with a grade of "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
6. Applicant must make NREMT account.

_____
Signature Required
Acknowledgement of Graduation Policies

_____/_____/_____
Date

Associate of Applied Science - Physical Therapist Assistant

Degree

Revised Core 03-22-2018clm
Effective Fall 2018

ID #: _____ Student: _____

Biology – 1 course
BIO 1150   General Biology ♦ (5)
Other Biology courses may be accepted with department approval.

Communications – 2 courses
ENG 1330   English Composition I * (3)   (written)
ENG 1440   Public Speaking (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                   In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1180   American Political Systems (3)

Mathematics – 1 course
TEC 1900 -Technical Math I * (3)
MAT1180 - Fundamentals of College Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1225 - Math for Elementary Teachers (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

* Designates courses with prerequisites
♦ BIO1150 through MAC will count towards AA and allied health degrees and serves as a pre-req for Anatomy and Physiology through MAC

Note: Biology – SEMO reflects course at Southeast Missouri University and TRCC relates to course at Three Rivers Community College

(CC) This course is part of the Physical Therapist Assistant program core and available through the Cape Girardeau Career and Technology Center

▲ Course must be completed with a grade of "C" or above prior to acceptance into the PTA technical program component

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Physical Therapist Assistant
(Major Code: PT-AP) CIP 51.0806

Sem/Yr			Grade
		Trimester I:	
_____	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	_____
		19 Cr. Hrs.	
		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	_____
		17 Cr. Hrs.	
		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	_____
		14 Cr. Hrs.	

Biology: (General Biology Course with Laboratory)

_____   _____ ▲ 4-5   _____

Health:
HLT 2350   Med Terminology/Intro to Pathology ▲ 3   _____

_____   Communications: (2 courses – 1 written ▲, and 1 oral)

_____   _____..........................3   _____
_____   _____..........................3   _____

Human Development: (1 course)

_____   _____..................................3   _____

History/Political Science: (1 course)

_____   _____..................................3   _____

Mathematics: ▲ (1 course)

_____   _____............................ 3-5   _____

Computer Literacy: (1 course)

_____   _____............................ 2-3   _____

_____   TSA0000 Technical Skills Assessment 0   _____

Total Credit Hours   74 – 78

GPA: _____

Advisor: _____

Associate of Applied Science - Physical Therapist Assistant

Associate of Applied Science
Physical Therapist Assistant
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. Eligibility for Associate of Applied Science Degree is limited to the completion of all degree and graduation requirements prior to the end of the fifth academic year after successful completion of the PTA technical program component.
2. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
3. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
4. All applicants are required to complete a graduation interview with the Career Services Director.
5. A cumulative 2.0 grade point average is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
7. No more than 50% of total hours required for this degree may be completed on line.

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

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Associate of Applied Science - Skilled Trades Technology

Degree

ID #: _____   Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3) (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
            In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
     students planning to transfer to another
     institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered

(CC)   These courses are available through
       participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Skilled Trades Technology
(Major Code: SK- AP) CIP 48.9999

United States Department of Labor and Bureau of Apprenticeship

Program – Technical Course Block .... 37 hours

_____
CTE Dean's Approval (signature)   Date

A total of thirty-seven technical credit hours may be awarded through completion of United States Department of Labor and Apprenticeship Programs. The apprenticeship program may consist of both classroom instruction and on-the-job training activities. A minimum of 750 minutes of classroom instruction or 1500 minutes of on-the-job/laboratory training is required for each technical credit hour earned. Technical course credit will be awarded only after the student has secured a journeyman's license, completed all general education requirements, and has made application for graduation.

Sem/Yr   Grade

Communications: (2 courses – 1 written & 1 oral)
_____   _____ 3   _____
_____   _____ 3   _____

Human Development: (1 course)
_____   _____ 3   _____

History/Political Science: (1 course)
_____   _____ 3   _____

Mathematics: (2 courses)
_____   _____ 3-5   _____
_____   _____ 3-5   _____

Science: (1 course)
_____   _____ 3-5   _____

Computer Literacy: (1 course)
_____   _____ 2-3   _____

_____   TSA0000 Technical Skills Assessment   0   _____

Total Credit Hours   60 - 67

GPA: _____

Advisor: _____

Associate of Applied Science
Skilled Trades Technology
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GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Associate of Applied Science - Welding Technology

Degree

Revised Core 03-22-2018clm
Effective Fall 2018

ID #: _____ Student: _____

Communications – 2 courses
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                     In America (3)

History/Political Science – 1 course
HIS 1230   American History I (3)
HIS 1240   American History II (3)
POS 1130   American National Government < (3)
POS 1140   American State and Local Government < (3)
POS 1180   American Political Systems + (3)

Mathematics – 2 courses
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

+   Designates recommended courses for
     students planning to transfer to another
     institution or another program in the future.
*   Designates courses with prerequisites.
<   No longer offered.

(CC)   These courses are available through
           participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE
Welding Technology
(Major Code: WE - AP) CIP 48.0508

Sem/Yr   Grade

_____   WLD 1020   Orientation to Welding (CC) 3   _____
_____   WLD 1100   Welding Print Read/Layout/Fabr (CC) 3   _____
_____   WLD 1160   Shielded Metal Arc Welding (CC) 3   _____
_____   WLD 1180   Adv. Shielded Metal Arc Welding (CC) 3   _____
_____   WLD 1200   Gas Metal Arc Welding (CC) 3   _____
_____   WLD 1220   Flux Cored Arc Welding (CC) 3   _____
_____   WLD 1240   Gas Tungsten Arc Welding (CC) 3   _____
_____   WLD 1310   Plasma Arc Cut & Carbon Arc Gouging (CC) ...3   _____
_____   WLD 1400   Metallurgy and Heat Treating (CC) 3   _____
_____   WLD 1510   Other Cutting Processes (CC) 3   _____
_____   WLD 1610   AWS Sense Program (CC) 3   _____
_____   PAW 1060   Preparation for Employment (CC) 1   _____

Required Internship Courses:
_____   WLD 1700   Welding Tech Internship I 3   _____
_____   WLD 1720   Welding Tech Internship II 3   _____

Communications: (2 courses – 1 written & 1 oral)

_____   _____ 3   _____
_____   _____ 3   _____

Human Development: (1 course)

_____   _____ 3   _____

History/Political Science: (1 course)

_____   _____ 3   _____

Mathematics: (2 courses)

_____   _____ 3-5   _____
_____   _____ 3-5   _____

Science: (1 course)

_____   _____ 3-5   _____

Computer Literacy: (1 course)

_____   _____ 2-3   _____

_____   TSA0000   Technical Skills Assessment 0   _____

Total Credit Hours   63-70

GPA: _____

Advisor: _____

Associate of Applied Science
Welding Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Career & Technical Certificates

- Automotive Collision Technology*
- Automotive Technology*
- Business Management
- Child Development
- Child Development Associate
- Computer Networking
- Connector and Conductor***
- Construction Building Technology*
- Criminal Justice
- Digital Media Technology*
- Law Enforcement Academy -1000 hours
- Electrical Technology****
- Electrical/Electronics Technology
- Emergency Medical Technician
- Graphic Arts Printing Technology*
- Heating, AC and Refrigeration Technology****
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Logistics Technician
- Machine Tool Technology*
- Mobile Hydraulic Mechanic
- Office Systems Technology-Administrative Assistant
- Office Systems Technology-Medical Coding
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Welding Technology*

* Denotes a degree or certificate offered in collaboration with one of four area career and technical centers.
** Denotes a degree or certificate offered in collaboration with the United States Department of Labor and Bureau of Apprenticeship Program.
*** Denotes Certificate of Completion Only
**** Denotes Cape Articulated Credit only. Electrical Technology (Unitec & Cape Articulated Credit only)

Certificate - Automotive Collision Technology

Certificate

Revised Core 03-22-2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
           In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
       Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Automotive Collision Technology
(Major Code: AS - CE) CIP 47.0603

Choose seven (7) courses from the following Automotive Collision Technology Courses: 21 credit hours

Sem/Yr			Grade
____	ACT 1030	Safety with Automotive Collision (CC) 3	____
____	ACT 1130	Blueprinting for Auto Repair (CC) 3	____
____	ACT 1210	Detailing, Buffing and Sanding (CC) 3	____
____	ACT 1220	Non-Structural Damage Repair (CC) 3	____
____	ACT 1300	Refinish – Undercoats (CC) 3	____
____	ACT 1410	New Technology & Auto Materials (CC) .. 3	____
____	ACT 1430	Intro to Collision Repair I (CC) 3	____
____	ACT 1450	Intro to Collision Repair II (CC) 3	____
____	ACT 1500	Refinishing and Painting I (CC)............... 3	____
____	ACT 1520	Refinishing and Painting II (CC).............. 3	____
____	ACT 1600	Plastics and Adhesives (CC) 3	____
		Total Career Center Credits.......................	____

Communications: (1 course)
____ _____ .... 3 ____

Human Development: (1 course)
____ _____ .... 3 ____

Mathematics: (1 course)
____ _____ .... 3-5 ____

Physical: (1 course)
____ _____ .... 3-5 ____

Computer Literacy: (1 course)
____ _____ .... 2-3 ____

____ TSA0000 Technical Skills Assessment   .... 0 ____

Total Credit Hours   35-40

GPA: _____

Advisor: _____

Certificate
Automotive Collision Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Automotive Technology

Revised Core 03-22-2018 clm
Effective Fall 2018

ID #: _____   Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
         Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Automotive Technology
(Major Code: AO - CE) CIP 47.0604

Choose seven (7) courses from the following Automotive Technology Courses: 21 credit hours

Sem/Year			Grade
_____	AUT 1080	Introduction to Auto Tech (CC) 3	_____
_____	AUT 1200	Auto Electrical Systems I (CC)................. 3	_____
_____	AUT 1210	Auto Braking Systems Drum (CC) 3	_____
_____	AUT 1220	Auto Electrical Systems II (CC)................ 3	_____
_____	AUT 1240	Auto Electrical Systems III (CC)............... 3	_____
_____	AUT 1320	Auto Braking Systems Disc (CC) 3	_____
_____	AUT 1400	Auto Steering & Suspension (CC) 3	_____
_____	AUT 1500	Emissions & Fuel Control Systems (CC) . 3	_____
_____	AUT 1600	Auto Heating & Air Conditioning (CC)...... 3	_____
_____	AUT 1700	Auto Tire & Wheel Alignment (CC) 3	_____
_____	AUT 1800	Auto Electronic Test Equipment (CC) 3	_____
		Total Career Center Credits	_____

Communications: (1 course)
_____   _____ 3   _____

Human Development: (1 course)
_____   _____ 3   _____

Mathematics: (1 course)
_____   _____ 3-5   _____

Physical Science: (1 course)
_____   _____ 3-5   _____

Computer Literacy: (1 course)
_____   _____ 2-3   _____

_____   TSA0000 Technical Skills Assessment   0   _____

Total Credit Hours   35-40

GPA: _____

Advisor: _____

Automotive Technology
Certificate
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
    .

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Business Management

Revised Core 03-22-2018 clm
Effective Fall 2018

ID#: _____ Student: _____

Management Elective– 1 course
CIS1650   Accounting on the Microcomputer * (3)
MGT1300 Organization Analysis/MGT (3)
MGT1320 Entrepreneurship (3)
MGT1840 Finance * (3)
MGT2030 Advertising and Sales Promotion* (3)
MGT2064 Cost Accounting *(3)
MGT2210 Salesmanship * (3)
MGT2540 Principles of Banking* (3)
MGT2610 Marketing Research * (3)
MGT2650 Small Business Mgt *(3)
MGT2900 E-Commerce * (3)
OST2300   Business Communications II* (3)

MINERAL AREA COLLEGE

CERTIFICATE
Business Management
(Major Code: MG - CE) CIP 52.0101

Sem/Yr			Grade
_____	CIS1730	Office Applications 2	_____
_____	CIS2200	Micro Spreadsheet Applications 3	_____
_____	ENG1330	English Composition I*.........................3	_____
_____	MGT1590	Personal Finance* 3	_____
_____	MGT1710	Human Resource Management 3	_____
_____	MGT1800	Business Math 3	_____
_____	MGT2660	Supervision/Mid-Mgt.*...........................3	_____
_____	MGT2980	Capstone – Business Management* 1	_____
_____	OST1400	Business Communications I* 3	_____
_____	OST1500	Applied Accounting I 3	_____
_____	OST1520	Applied Accounting II*..........................3	_____
_____	OST2200	Intro to Business*................................3	_____
_____	_____	Management Elective 3	_____
_____	TSA0000	Technical Skills Assessment................0	_____

Total Credit Hours   ......36 _____

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

GPA: _____Advisor:_____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

ID#: _____ Student: _____

Communications – 1 course
ENG1440 Public Speaking (3)
ENG1670 Interpersonal Communications I (3)

Human Development – 1 course
SOC1130 General Sociology + (3)
SOC1230 Social Problems (3)

Computer – 1 course
CIS1050   Intro to Computers (3)
CIS1700   Desktop Publishing * (3)
CIS1750   Microcomputer Applications * (3)
CIS2100   Micro Database Management * (3)
CIS2200   Micro Spreadsheets * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE

ONE-YEAR CERTIFICATE
Child Development
(Major Code: CD-CE) CIP190708

Sem/Year		Grade
_____	ECE1000 Intro to Early Childhood Educ ...3	_____
_____	ECE1020 Guiding Alternatives/Yng Child..3	_____
_____	ECE1040 Early Child Hlth/Safety/Nutr.......3	_____
_____	ECE2002 Practicum Classroom Exper *....4	_____
_____	EDU1300 Child Development 3	_____
_____	EDU2400 Infant/Toddler Curr Meth/Mtls * .3	_____
_____	EDU2420 Org/Mgt Early Chldhd Prog * 3	_____
_____	MGT1710 Human Resource Mgt................3	_____
_____	PAW1060 Preparation for Employment......1	_____

Communications:

_____ _____ .3 _____

Human Development:

_____ _____ .3 _____

Computer:

_____ _____ .3 _____

_____ TSA0000 Technical Skills Assessment ......0 _____

Total Credit Hours...............35 _____

GPA:_____Advisor:_____

GRADUATION POLICIES: (Diplomas and Certificates)

1.   An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2.   All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3.   All applicants are required to complete a graduation interview with the Career Services Director.
4.   A cumulative 2.0 grade point average is required for graduation.
5.   Last fifteen (15) hours must be earned at Mineral Area College.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

CHILD DEVELOPMENT ASSOCIATE PLAN (CDA)
(Major Code: CD-CR) CIP190708

This plan serves as a record of current and/or completed courses which the student and advisor have mutually agreed upon.

Twelve hours of college courses are required to prepare the child care provider for the CDA. A final review from the CDA Council is needed to successfully complete the Federal CDA credential process.

Required Courses

Sem/Yr		Grade
_____	ECE1000 Intro to Early Childhood Education 3	_____
_____	ECE1020 Guiding Alternatives for Young Children.....3	_____
_____	ECE1040 Early Childhood Health, Safety, Nutrition....3	_____
_____	ECE1060 CDA Credential Prep............………………3	_____
_____	TSA0000 Technical Skills Assessment 0	_____
_____	Total Web Hrs. TOTAL CREDIT HOURS: 12	

NOTES:

GPA: _____   ADVISOR SIGNATURE_____ DATE_____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Computer Networking

ID#: _____   Student: _____

Human Development – 1 course
PSY1130   General Psychology I* + (3)
PSY1160   Applied Psychology* (3)
PSY1250   Human Growth & Development* (3)
SOC1130   General Sociology* (3)
SOC1230   Social Problems* (3)
SOC1540   Intro to Cultural Anthropology* (3)
SOC1600   Ethnicity & Cultural Differences* (3)

Mathematics – 1 course
MAT1180   Fundamentals of Algebra * (5)
MAT1205   Applications of College Math* (3)
MAT1240   Quantitative Reasoning* (3)
MAT1260   Elementary Statistics* (3)
MAT1270   PreCalc: Algebraic Reasoning* (3)
MAT1370   PreCalc: Trig & Geom Reasoning* (3)
MAT1600   Calculus for Business/Soc. Sciences * (3)
MAT1650   Analytical Geometry & Calculus I +* (5)
TEC1900   Technical Mathematics I * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE

CERTIFICATE
Computer Networking
(Major Code: CN-CE) CIP 11.0901

Sem/Yr			Grade
_____	CIS1610	IT Fundamentals 3	_____
_____	CIS1620	A+ Computer Repair & Maintenance.... 3	_____
_____	CIS1670	Fundamentals of Networking............... 3	_____
_____	CIS1680	Fundamentals of Network Security* 3	_____
_____	CIS1840	Microsoft Networking Admin * 3	_____
_____	CIS1870	Internetworking I 3	_____
_____	CIS1890	Internetworking II *............................... 3	_____
_____	CIS1930	Computer Ethics................................... 3	_____
_____	CIS 2980	Capstone – Computer Networking* 1	_____

Communications:

_____	ENG1330 English Composition I * 3	_____

Human Development:

_____	_____........ 3	_____

Mathematics:

_____	_____..... 3-5	_____

_____	TSA0000 Technical Skills Assessment 0	_____

_____	**Total Web Hrs.** **Total Credit Hours** **34-36**	

GPA: _____ Advisor:_____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

MINERAL AREA COLLEGE

NAME:_____ ID#:_____

Connector and Conductor Certificate Program
Certificate of Completion
CIP151103

Three hours of college courses are required to prepare the student for the Certified Connector and Conductor IFPS (International Fluid Power Society) Assessment.

Required Courses

Sem/Yr   Grade

_____   TEC2030 Basic Fluid Power 3   _____

_____   Total Hrs.*   TOTAL CREDIT HOURS: 3

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____ ADVISOR SIGNATURE_____ DATE_____

*A cumulative 2.0 grade point average is required for graduation.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Construction/Building Technology

ID #: _____   Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
            In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
       Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Construction/Building Technology
(Major Code: CU - CE) CIP 46.0201

Choose seven (7) courses from the following
Construction/Building Technology Courses: 21 credit hours

Sem/Yr			Grade
_____	CBT 1020	Construction Carpentry Skills I (CC) 3	_____
_____	CBT 1100	Blueprint Reading & Layout (CC)............. 3	_____
_____	CBT 1160	Materials & Cost Estimation (CC) 3	_____
_____	CBT 1200	Construction Carpentry Skills II (CC) 3	_____
_____	CBT 1300	Concrete and Forms (CC)....................... 3	_____
_____	CBT 1400	Floor/Wall Layout & Framing (CC)........... 3	_____
_____	CBT 1500	Roofing Skills (CC) 3	_____
_____	CBT 1600	Exterior Finishes (CC)............................. 3	_____
_____	CBT 1700	Interior Finishes (CC).............................. 3	_____
_____	CBT 1800	Plumbing (CC) 3	_____
_____	CBT 1900	Fundamental Aspects of Industry (CC).... 3	_____
		Total Career Center Credits	_____

Communications: (1 course)
_____ _____ .... 3 _____

Human Development: (1 course)
_____ _____ .... 3 _____

Mathematics: (1 course)
_____ _____ .... 3-5 _____

Physical Science: (1 course)
_____ _____ .... 3-5 _____

Computer Literacy: (1 course)
_____ _____ .... 2-3 _____

_____ TSA0000 Technical Skills Assessment .... 0 _____

Total Credit Hours   35-40

GPA: _____

Advisor:_____

Certificate
Construction Building Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1.   An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2.   All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3.   All applicants are required to complete a graduation interview with the Career Services Director.
4.   A cumulative 2.0 grade point average is required for graduation.
5.   Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Criminal Justice

ID#: _____   Student: _____

Communications – 1 course
ENG1330   English Composition I * + (3)
ENG1440   Public Speaking + (3)
ENG1670   Interpersonal Communications I (3)

Human Development – 1 course
PSY1130   General Psychology I + (3)
PSY1160   Applied Psychology (3)
PSY1250   Human Growth & Development (3)
SOC1130   General Sociology (3)
SOC1230   Social Problems (3)

History/Political Science – 1 course
HIS1230   American History I (3)
HIS1240   American History II (3)
POS1130   American Nat'l Government < (3)
POS1140   American State & Local Government < (3)
POS1180   American Political Systems + (3)

Program – 1 course
Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC
HLT1762   Emergency Medical Services* (12)
HLT2350   Medical Terminology/Intro Pathology (3)

+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.
< No longer offered-will count if previously completed.

Gen Ed Cr. Hrs.. 9
Major Cr. Hrs. 22
Total Cr. Hrs. 31

MINERAL AREA COLLEGE

ONE-YEAR CERTIFICATE
Criminal Justice
(Major Code: LE-CE) CIP43.0107

Sem/Yr			Grade
_____	CRJ1100	Intro to Criminal Justice 3	_____
_____	CRJ1200	Criminal Investigations I.......................3	_____
_____	CRJ1400	Criminal Law 3	_____
_____	CRJ1600	Juvenile Justice System.......................3	_____
_____	CRJ1710	Community Policing 3	_____
_____	CRJ1800	Intro to Corrections 3	_____
_____	CRJ2300	Criminal Justice Career Prep **OR**.........1	_____
	PAW1060	Prep for Employment Program..3	_____

Communications:

_____   _____ 3   _____

Human Development:

_____   _____ 3   _____

History/Political Science:

_____   _____ 3   _____

_____   TSA0000 Technical Skills Assessment 0   _____

Total Credit Hours: 31

GPA: _____

Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Digital Media Technology

ID #: _____   Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                  In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
          Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Digital Media Technology
(Major Code: DM - CE) CIP 10.0202

Choose seven (7) courses from the following Digital Media Technology Courses: 21 credit hours

Sem/Yr			Grade
_____	RTV 1000	Introduction to Video Systems (CC)......... 3	_____
_____	RTV 1020	Field Production I (CC) 3	_____
_____	RTV 1040	Studio Production I (CC)......................... 3	_____
_____	RTV 1060	Scripting/Storyboarding (CC)................... 3	_____
_____	RTV 1080	Audio Systems (CC) 3	_____
_____	RTV 1100	Lighting CC).. 3	_____
_____	RTV 1120	Post Production I (CC)............................ 3	_____
_____	RTV 1140	Directing (CC) 3	_____
_____	RTV 2000	Field Production II * (CC)........................ 3	_____
_____	RTV 2020	Studio Production II * (CC)...................... 3	_____
_____	RTV 2040	Post Production II * (CC).......................... 3	_____
		Total Career Center Credits.......................	_____

Communications: (1 course)

_____ _____ .... 3 _____

Human Development: (1 course)

_____ _____ .... 3 _____

Mathematics: (1 course)

_____ _____ .... 3-5 _____

Physical Science: (1 course)

_____ _____ .... 3-5 _____

Computer Literacy: (1 course)

_____ _____ .... 2-3 _____

_____ TSA0000 Technical Skills Assessment   .... 0 _____

.   Total Credit Hours   35-40

Certificate
Digital Media Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
6. No more than 50% of the course work for this degree may be completed on line.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Electrical Technology

Certificate

Revised Core 03-22-2018clm
Effective Fall 2018

ID #: _____ Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
           In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
       Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Electrical Technology
(Major Code: EW - CE) CIP 46.0302

Choose seven (7) courses from the following
Electrical Technology Courses: 21 credit hours

Sem/Yr			Grade
_____	ETT 1030	Intro to Elec Tech, Materials & Supplies (CC)...3	_____
_____	ETT 1200	Residential Circuits (CC)..........................3	_____
_____	ETT 1300	Commercial Circuits (CC) 3	_____
_____	ETT 1400	Industrial Circuits (CC)............................3	_____
_____	ETT 1420	Electrical Construction (CC).....................3	_____
_____	EEE 1500	Basic Electronics (CC)............................3	_____
_____	EEE 1550	Electrical Systems (CC)...........................3	_____
_____	EEE 1580	Practical Electronics I (CC).....................3	_____
_____	EEE 1710	National Electrical Code (CC)...................3	_____
_____	EEE 1970	Programmable Logic Controls (CC).........3	_____
_____	TEC 1780	Blueprint Reading (CC)...........................3	_____
		Total Career Center Credits.......................	_____

Communications: (1 course)

_____   _____ 3   _____

Human Development: (1 course)

_____   _____ 3   _____

Mathematics: (1 course)

_____   _____ 3-5   _____

Science: (1 course)

_____   _____ 3-5   _____

Computer Literacy: (1 course)

_____   _____ 2-3   _____

_____   TSA0000 Technical Skills Assessment 0   _____

Total Credit Hours   35-40

GPA: _____

Advisor: _____

Certificate
Electrical Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Electrical/Electronics Technology

ID #: _____ Student: _____

MINERAL AREA COLLEGE

Certificate
Electrical/Electronics Technology
(Major Code: AL CE) CIP 15.0303

Sem/Yr		Grade
_____	TEC/EEE/MFG Elective...3	_____
_____	EEE1500 Electrical Systems* 3	_____
_____	EEE1580 Practical Electronics I*................................3	_____
_____	TEC1350 Intro to Robotics 3	_____
_____	EEE1710 National Electric Code*...............................3	_____
_____	EEE1970 Programmable Logic Controllers 3	_____
_____	TEC1300 Computer Aided Design 3	_____
_____	TEC1730 Problem Analysis..1	_____
_____	TEC1780 Blueprint Reading 3	_____
_____	TEC1931 Construction Safety OR	
	TEC1930 General Industry Safety……………….…....3	_____
_____	**TSA0000 Technical Skills Assessment**…………………..0	_____
	Total Credit Hours 28	

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

GPA:_____

Advisor:_____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second
    week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor
    for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in degree.
6. No more than 50% of the course work for this degree may be completed on line.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

MINERAL AREA COLLEGE

NAME: _____   ID#:_____

EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE
(EM-CR) CIP510904

Semester		Grade
⇩		⇩

_____   HLT-1762 Emergency Medical Technician (EMT) (12)_____

_____   TSA0000 Technical Skills Assessment   (0)   _____

NREMT Registration completed: _____
                        Semester/Year

ADVISOR: _____   DATE: _____

Certificate - Graphic Arts/Printing Technology

Certificate

ID #: _____ Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
            In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
         Participating Area Career Centers.

MINERAL AREA COLLEGE

CERTIFICATE
Graphic Arts/Printing Technology
(Major Code: GR - CE) CIP 10.0305

Choose seven (7) courses from the following
Graphic Arts/Printing Technology Courses: 21 credit hours

Sem/Yr			Grade
_____	GRA 1100	Introduction to Graphic Arts/Print (CC) .3	_____
_____	GRA 1160	Graphic Design I (CC)...........................3	_____
_____	GRA 1180	Graphic Design II (CC).........................3	_____
_____	GRA 1230	Creative Suite I (CC)............................3	_____
_____	GRA 1240	Creative Suite II (CC)...........................3	_____
_____	GRA 1310	Digital Photography & Studio (CC) 3	_____
_____	GRA 1320	Image Assembly (CC)..........................3	_____
_____	GRA 1350	Digital Platemaking (CC).......................3	_____
_____	GRA 1410	Screen Printing I (CC)..........................3	_____
_____	GRA 1430	Screen Printing II (CC).........................3	_____
_____	GRA 1500	Bindery and Finishing (CC)...................3	_____
		Total Career Center Credits	_____

Communications: (1 course)
_____   _____ 3   _____

Human Development: (1 course)
_____   _____ 3   _____

Mathematics: (1 course)
_____   _____ 3-5   _____

Physical Science: (1 course)
_____   _____ 3-5   _____

Computer Literacy: (1 course)
_____   _____ 2-3   _____

_____   TSA0000 Technical Skills Assessment 0   _____

Total Credit Hours   35-40

GPA: _____

Advisor: _____

Certificate - Graphic Arts/Printing Technology

Revised Core 03-22-2018clm
Effective Fall 2018

NOTE: See graduation policies on back

Certificate
Graphic Arts/Printing Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Heating, Air Conditioning, and Refrigeration Technology

Certificate

ID #: _____   Student: _____

MINERAL AREA COLLEGE

CERTIFICATE
Heating, Air Conditioning, and Refrigeration Technology
(Major Code: HE - CE) CIP 47.0201

Choose seven (7) courses from the following Heating, AC, and Refrigeration Technology Courses: 21 credit hours

Sem/Yr	Course		Grade
_____	AHR 1000	Safety for Heat/AC Ref. Prof. (CC) 3	_____
_____	AHR 1010	Air Condition & Refrigeration I (CC)......... 3	_____
_____	AHR 1030	Air Condition & Refrigeration II (CC)........ 3	_____
_____	AHR 1100	Basic Braising Heat/Ref/AC (CC) 3	_____
_____	AHR 1130	Basic Electricity Heat/Ref/AC (CC) 3	_____
_____	AHR 1200	Refrigeration Motors (CC)........................ 3	_____
_____	AHR 1300	Refrigeration Controls (CC) 3	_____
_____	AHR 1400	Residential Cooling/Heating (CC) 3	_____
_____	AHR 1500	Commercial Cooling/Heating (CC)........... 3	_____
_____	AHR 1520	Commercial Refrigeration (CC)................ 3	_____
_____	AHR 1600	Troubleshoot Heat/Cool Systems (CC).... 3	_____
		Total Career Center Credits........................	_____

Communications: (1 courses)

_____ _____ .... 3 _____

Human Development: (1 course)

_____ _____ .... 3 _____

Mathematics: (1 course)

_____ _____ .... 3-5 _____

Physical Science: (1 course)

_____ _____ .... 3-5 _____

Computer Literacy: (1 course)

_____ _____ .... 2-3 _____

_____ TSA0000 Technical Skills Assessment .... 0 _____

Total Credit Hours   35-40

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                  In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
          Participating Area Career Centers.

NOTE: See graduation policies on back

GPA: _____

Advisor: _____

Certificate - Heating, Air Conditioning, and Refrigeration Technology

Revised Core 03-22-2018clm
Effective Fall 2018

Certificate
HVAC
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

Industrial Hydraulic Mechanic Certificate Program
Less Than One Year Certificate
(IH-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Industrial Hydraulic Mechanic IFPS (International Fluid Power Society) Assessment.

Required Courses

Sem/Yr		Grade
_____	TEC2030 Basic Fluid Power 3	_____
_____	TEC2060 Fluid Power Math...3	_____
_____	TEC2130 Hydraulic Systems..3	_____
_____	Total Hrs.* TOTAL CREDIT HOURS: 9	

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____   ADVISOR SIGNATURE_____   DATE_____

*A cumulative 2.0 grade point average is required for graduation.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Industrial Maintenance

Certificate

Revised 03-26-18 Core Change clm
Effective Fall 2018

ID#: _____   Student: _____

Total Cr Hrs...33

MINERAL AREA COLLEGE

CERTIFICATE
Industrial Maintenance
(Major Code: IM-CE) CIP 470303

Sem/Yr		Grade
	Mechanical: (9 Cr Hrs)	
_____	TEC1300 Computer Aided Design/Drafting 3	_____
_____	TEC1720 Mechanisms.. 3	_____
_____	TEC1780 Blueprint Reading 3	_____
	Electrical: (6 Cr Hrs)	
_____	EEE1550 Electrical Systems..3	_____
_____	EEE1580 Practical Electronics I...................................3	_____
	Automation: (6 Cr Hrs)	
_____	TEC1350 Introduction to Robotics 3	_____
_____	EEE1970 Programmable Logic Controllers 3	_____
	Power: (3 Cr Hrs)	
_____	TEC2030 Basic Fluid Power 3	_____
	Manufacturing: (6 Cr Hrs)	
_____	MFG1060 Mfg. Equipment & Operations 3	_____
_____	TEC1560 Manufacturing Processes and Estimating 3	_____
	Additional: (3 Cr Hrs)	
_____	TEC1930 General Industry Safety OR	
	TEC1931 Construction Safety.. 3	_____
_____	**TSA0000 Technical Skills Assessment** 0	_____
	Total Credits Hours 33	

GPA: _____

Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

ADVANCED LAW ENFORCEMENT ACADEMY
1000 HOURS

1ST HALF

Sem
Comp   Grade

_____	CRJ1000 Basic Police Science I 3	_____
_____	CRJ1050 Basic Police Science II 3	_____
_____	CRJ1100 Intro to Criminal Justice 3	_____
_____	CRJ1200 Criminal Investigations I 3	_____
_____	CRJ1400 Criminal Law...........................3	_____
_____	CRJ1500 Criminal Evidence 3	_____
_____	CRJ1700 Patrol & Traffic Law 3	_____
_____	PED2000 Basic Physical Fitness..............1	_____
	22	

2ND HALF

Sem
Comp   Grade

_____	CRJ1200 Basic Police Science III............3	_____
_____	CRJ1250 Basic Police Science IV............3	_____
_____	CRJ1300 Criminal Investigation II 3	_____
_____	CRJ1600 Juvenile Justice System 3	_____
_____	CRJ1750 Adv Patrol & Traffic 3	_____
_____	CRJ1800 Intro to Corrections..................3	_____
_____	CRJ1900 Police Administration...............3	_____
_____	CRJ2000 Crim Just Report Writing 3	_____
	24	

TOTAL CR HRS: 46

Advisor:_____   GPA:_____

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

Logistics Technician Certificate Program
Less Than One Year Certificate
(LT-CR) CIP520203

Ten hours of college courses are required to prepare the student for the Certified Logistics Technician MSSC (Manufacturing Skills Standard Council) Assessment.

Required Courses

<u>Sem/Yr</u>   <u>Grade</u>

Sem/Yr	Course	Hrs	Grade
_____	CIS1610 IT Fundamentals	3	_____
_____	TEC1920 Teamwork/Work Communications	3	_____
_____	TEC1930 Manufacturing Safety	3	_____
_____	TEC1950 CLA/CLT Assessment Prep	1	_____
_____	Total Hrs.* TOTAL CREDIT HOURS: 10		

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____   ADVISOR SIGNATURE_____   DATE_____

*A cumulative 2.0 grade point average is required for graduation.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Machine Tool Technology

Revised Core 03-22-2018clm
Effective Fall 2018

ID #: _____   Student: _____   _____

Communications – 1 course
ENG 1330   English Composition I * + (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I + (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                  In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
          Participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

CERTIFICATE
Machine Tool Technology
(Major Code: MO - CE) CIP 48.0501

Sem/Yr		Grade
_____	TEC 1000 Machine Shop I (CC) 6	_____
_____	TEC 1160 Machine Shop II * (CC).........................6	_____
	Required Technical Courses:	
_____	TEC 1300 Computer Aided Design/Drafting. 3	_____
_____	TEC 1320 Adv. Comp Aided Design/Drafting *......3	_____
_____	TEC 1790 Basic Numerical Control Program.........3	_____
	Total Core Credits 21	
	Communications: (1 course)	
_____	_____ 3	_____
	Human Development: (1 course)	
_____	_____ 3	_____
	Mathematics: (1 course)	
_____	_____ 3-5	_____
	Physical Science: (1 course)	
_____	_____ 3-5	_____
	Computer Literacy: (1 course)	
_____	_____ . 2-3	_____
_____	TSA0000 Technical Skills Assessment 0	_____
	Total Credit Hours 35-40	

GPA: _____

Advisor: _____

Certificate
Machine Tool Technology
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Revised 1-31-18 major code clm
Effective Fall 2015

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

Mobile Hydraulic Mechanic Certificate Program
Less Than One Year Certificate
(MH-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Mobile Hydraulic Mechanic IFPS (International Fluid Power Society) Assessment.

Required Courses

Sem/Yr		Grade
_____	TEC2030 Basic Fluid Power 3	_____
_____	TEC2060 Fluid Power Math...3	_____
_____	TEC2070 Mobile Hydraulic Troubleshooting...............3	_____
_____	Total Hrs.* TOTAL CREDIT HOURS: 9	

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____   ADVISOR SIGNATURE_____   DATE_____

*A cumulative 2.0 grade point average is required for graduation.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

CATALOG

Certificate - Office Sytems Technology - Administrative Assistant

Revised Core 03-22-2018 clm
Effective Fall 2018

ID#: _____   Student: _____

Communications – 1 course
ENG1330 English Composition I * (3)
ENG1440 Public Speaking* (3)
ENG1670 Interpersonal Communications I*(3)

* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE

CERTIFICATE
Office Systems Technology - Administrative Assistant
(Major Code: OA - CE) CIP 52.0401

Sem/Year			Grade
_____	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 Office Proc 3	_____
_____	OST1400	Business Communications I*.....3	_____
_____	OST1500	Applied Accounting I.................3	_____
_____	OST2200	Intro to Business*......................3	_____
_____	OST2980	Capstone – Off. Sys. Tech* 1	_____

Communications:

_____ _____ ......3 _____

Computer Literacy:
_____ CIS1730 Office Applications.......................2 _____

_____ TSA0000 Technical Skills Assessment ......0 _____

Total Credit Hours   30 _____

GPA:_____Advisor:_____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Office Systems Technology - Medical Coding

SS#: _____   Student: _____

Communications – 1 course

ENG1330 English Composition I * (3)   (written)
ENG1440 Public Speaking* (3)   (oral)
ENG1670 Interpersonal Communications I* (3)   (oral)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE

CERTIFICATE
Office Systems Technology - Medical Coding
(Major Code: OD-CE) CIP 52.0401

Sem/Year   Grade

	Course		Grade
_____	HLT2350	Med Terminology/Intro Path*............3	_____
_____	HLT2360	Med Terminology II* 3	_____
_____	OST1000	Keyboarding I 3	_____
_____	OST1100	Filing Systems & Records Mgt 2	_____
_____	OST1400	Business Communications I 3	_____
_____	OST1602	Intro to Coding & Reimb Systems* ...3	_____
_____	OST1608	Diagnosis & Proced. Coding I* 3	_____
_____	OST1620	Medical Office Procedures 1	_____
_____	OST1640	Medical Software/Elec Billing 2	_____
_____	OST2602	Diagnosis & Proced. Coding II* 3	_____
_____	OST2604	Diagnosis & Proced. Coding III* 3	_____
_____	OST2980	Capstone – Off. System Tech.* 1	_____

Communications:

_____ _____.............3   _____

Computer Literacy:
 CIS1730 Ofice Applications………………………2   _____

 Science:
OST1622 Esst of Anat.& Phys for Coders* 3   _____

_____ TSA0000 Technical Skills Assessment 0   _____

TOTAL CREDIT HOURS   38 _____

GPA:_____ Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)
1.   An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2.   All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3.   All applicants are required to complete a graduation interview with the Career Services Director.
4.   A cumulative 2.0 grade point average is required for graduation.
5.   Fifteen (15) hours of Mineral Area College credit must be included in the degree.

_____ _____
Signature Required
Acknowledgement of Graudation Plicies

_____
Date

Revised CIP Code 2/14/18 clm
Effective Fall 2017

MINERAL AREA COLLEGE

NAME: _____   ID#:_____

Paramedic Technology Certificate
(Major Code: PD-CE) CIP 51.0904

Required Courses

Program Pre-Requisites

Must hold EMT Certification: #_____

Sem/Yr		Grade
_____	HLT2350 Medical Terminology…………..3	_____
_____	PAR2100 Paramedic Anatomy & Phys…...4	_____
	7	

Semester 1

Sem/Yr		Grade
_____	PAR2010 Princ of Paramedic Tech I……5	_____
_____	PAR2082 Pharmacology for Paramedic...5	_____
_____	PAR2152 Paramedic Laboratory I………6	_____
_____	PAR2200 Paramedic Clinical I………….1	_____
_____	PAR2400 Paramedic Field Exp. I………1	_____
	Total Sem Cr Hrs. **18**	

Semester 2

Sem/Yr		Grade
_____	PAR2022 Princ of Paramedic Tech II…..5	_____
_____	PAR2042 Princ of Paramedic Tech III….5	_____
_____	PAR2172 Paramedic Laboratory II……..5	_____
_____	PAR2220 Paramedic Clinical II……..….2	_____
_____	PAR2420 Paramedic Field Exp.II………1	_____
	Total Sem Cr Hrs. **18**	

Semester 3

Sem/Yr		Grade
_____	PAR2072 Princ of Paramedic Tech IV….2	_____
_____	PAR2350 Paramedic Laboratory III…….3	_____
_____	PAR2260 Paramedic Clinical III………..2	_____
_____	PAR2440 Paramedic Field Exp.III……...1	_____
	Total Sem Cr Hrs…...............…..**8**	

Semester 4

Sem/Yr		Grade
_____	PAR2092 Princ of Paramedic Tech V…..4	_____
_____	PAR2372 Paramedic Fld. Intern. Capst…5	_____
_____	TSA0000 Technical Skills Assessment....0	_____
	Total Sem Cr Hrs....................**9**	

TOTAL CREDIT HOURS: 60

ADVISOR SIGNATURE: _____ DATE_____/_____/_____

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies
1. Program admission is based on a selection process.
2. All courses must be completed with a grade of "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
6. Applicant must make NREMT account.

STUDENT SIGNATURE: _____ DATE_____/_____/_____
Student Signature Required--Acknowledgement of Graduation Policies

MINERAL AREA COLLEGE

NAME:_____   ID#:_____

Pneumatic Technician Certificate Program
Less Than One Year Certificate
(NT-CR) CIP151103

Nine hours of college courses are required to prepare the student for the Certified Pneumatic Technician IFPS (International Fluid Power Society) Assessment.

Required Courses

Sem/Yr		Grade
_____	TEC2030 Basic Fluid Power 3	_____
_____	TEC2060 Fluid Power Math...3	_____
_____	TEC2140 Pneumatic Systems.......................................3	_____
_____	Total Hrs.* TOTAL CREDIT HOURS: 9	

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____   ADVISOR SIGNATURE_____   DATE_____

*A cumulative 2.0 grade point average is required for graduation.

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date

Certificate - Practical Nursing

Revised: Pre-requisites 2-15-18clm
Effective Fall 2018

Student Name: _____   ID#: _____

One-Year Certificate - Practical Nursing
(Major Code: PNA-CE or PNB-CE) CIP51.3901

OPTION A (Major Code: PNA-CE)

Program Pre-requisites

Sem			Grade
_____	MAT1205	Applications of College Math..3	_____
_____	ENG1330	English Comp I*....................3	_____
_____	PHS1250	Intro Chemistry* 5	_____
		11	

1st Trimester

Sem			Grade
_____	NUR1290	Fund of Nursing*..................6	_____
_____	NUR1300	Therapeutic Nutrition*...........3	_____
_____	NUR1310	Personal/Voc Concepts*.......1	_____
_____	NUR1370	Basic Pharmacology*............2	_____
_____	BIO2600	Human Anatomy*.................5	_____
_____	PSY1250	Human Growth & Dev..........3	_____
		20	

2nd Trimester

Sem			Grade
_____	NUR1320	Geriatric Nursing* 2	_____
_____	NUR1350	Maternity Nursing* 4	_____
_____	NUR1420	Pediatric Nursing*.................3	_____
_____	NUR1430	Mental Health Nursing*.........4	_____
_____	PSY1130	General Psychology..............3	_____
		16	

3rd Trimester

Sem			Grade
_____	NUR1270	Body Function* 2	_____
_____	NUR1380	Med-Surg Nursing* 12	_____
_____	NUR1410	Applied Pharmacology* 1	_____
_____	HLT2400	Intravenous Therapy* 3	_____
_____	TSA0000	Technical Skills Assess 0	_____
		18	

Total hrs (not including program pre-req's): 54

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

*Course has pre-requisite. See MAC Catalog.

OPTION B (Major Code: PNB-CE)

Program Pre-Requisites

Sem			Grade
_____	MAT1205	Applications of College Math .3	_____
_____	ENG1330	English Comp I*..................3	_____
_____	PHS1250	Intro Chemistry*..................5	_____
		11	

1st Trimester

Sem			Grade
_____	NUR1290	Fund of Nursing*..................6	_____
_____	NUR1300	Therapeutic Nutrition*...........3	_____
_____	NUR1310	Personal/Voc Concepts*.......1	_____
_____	NUR1370	Basic Pharmacology* 2	_____
_____	BIO2600	Human Anatomy* 5	_____
_____	PSY1250	Human Growth & Dev...........3	_____
		20	

2nd Trimester

Sem			Grade
_____	NUR1320	Geriatric Nursing* 2	_____
_____	NUR1350	Maternity Nursing*................4	_____
_____	NUR1420	Pediatric Nursing*.................3	_____
_____	NUR1430	Mental Health Nursing*.........4	_____
_____	BIO2620	Human Physiology* 5	_____
_____	PSY1130	General Psychology 3	_____
		21	

3rd Trimester

Sem			Grade
_____	NUR1380	Med-Surg Nursing* 12	_____
_____	NUR1410	Applied Pharmacology* 1	_____
_____	ENG1340	English Comp II*+.................3	_____
_____	HLT2400	Intravenous Therapy* 3	_____
_____	TSA0000	Technical Skills Assess 0	_____
		19	

Total hrs (not including program pre-req's): 60

NCLEX-PN Application Submitted: _____
Semester/Year

General requirements and policies for Degree:
1.   Complete required curriculum with a cumulative GPA of 2.0 (C) or higher:
2   Complete all courses included in the nursing curriculum with a "C" or above.
3   Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4   An Application for Graduation must be submitted during the first 2 weeks of the 3rd Trimester.
5   Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

_____   Date_____
Signature Required -Acknowledgement of Graduation Policies

Advisor Signature: _____   Date: _____ GPA_____

MINERAL AREA COLLEGE

NAME: _____   ID#:_____

Production Technician Certificate Program
Less Than One Year Certificate
(PR-CR) CIP150612

Twelve hours of college courses are required to prepare the student for the Certified Production Technician MSSC (Manufacturing Skills Standard Council) Assessment.

Required Courses

Sem/Yr		Grade
_____	MFG1060 Manufacturing Equipment and Operations 3	_____
_____	TEC1560 Manufacturing Process 3	_____
_____	TEC1580 Quality Control Testing....................................... 3	_____
_____	TEC1930 Manufacturing Safety 3	_____
_____	Total Hrs.* TOTAL CREDIT HOURS: 12	

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: _____   ADVISOR SIGNATURE_____ DATE_____

*A cumulative 2.0 grade point average is required for a certificate of completion.

Signature Required

_____
Acknowledgement of Graduation Policies

_____
Date

Certificate - Welding Technology

ID #: _____   Student: _____

Communications – 1 course
ENG 1330   English Composition I +* (3)   (written)
ENG 1440   Public Speaking + (3)   (oral)
ENG 1670   Interpersonal Communications I (3)   (oral)
TEC 1040   Technical Writing * (3)   (written)

Human Development – 1 course
PSY 1130   General Psychology I+ (3)
PSY 1160   Applied Psychology (3)
PSY 1250   Human Growth and Development (3)
SOC 1130   General Sociology (3)
SOC 1230   Social Problems (3)
SOC 1540   Introduction to Cultural Anthropology (3)
SOC 1600   Ethnicity and Cultural Differences
                     In America (3)

Mathematics – 1 course
TEC1900 - Technical Math I (3)
TEC1910 - Technical Math II (3)
MAT1180 - Fundamentals of Algebra (5)
MAT1205 - Applications of College Math (3)
MAT1240 - Quantitative Reasoning (3)
MAT1260 - Elementary Statistics (3)
MAT1270 - Pre-Calc: Algebraic Reasoning (3)
MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
MAT1600 - Calculus for Business/Soc Sciences (3)
MAT1650 - Analytical Geometry & Calculus I (5)
MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course
BIO 1100   Introduction to Biological Science (3)
BIO 1150   General Biology (5)
BIO 1250   General Botany (5)
BIO 1350   General Zoology (5)
BIO 1430   Environmental Science (3)
PHS 1130   Physical Science * (5)
PHS 1200   Introductory Astronomy (3)
PHS 1230   Oceanography (3)
PHS 1250   Introductory Chemistry * (5)
PHS 1350   General Chemistry I * (5)
PHS 1420   College Physics I * (4)
PHS 2230   General Physics I * (4)
PHS 2400   Earth Science (5)
PHS 2420   Earth Science I (3)
PHS 2430   Earth Science II (3)
TEC 1070   Unified Technical Concepts I * (4)
TEC 1080   Unified Technical Concepts II * (4)

Computer Literacy – 1 course
CIS 1050   Introduction to Computers (3)
CIS 1730   Computer Applications (2)
CIS 1750   Microcomputer Applications * (3)

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

(CC)   These courses are available through
             Participating Area Career Centers.

MINERAL AREA COLLEGE

CERTIFICATE
Welding Technology
(Major Code: WE - CE) CIP 48.0508

Choose seven (7) courses from the following Welding Technology Courses: 21 credit hours

Sem/Yr			Grade
_____	WLD 1020	Orientation to Welding (CC).................... 3	_____
_____	WLD 1100	Welding Print Read/Layout/Fabr. (CC) 3	_____
_____	WLD 1160	Shielded Metal Arc Welding (CC) 3	_____
_____	WLD 1180	Adv. Shielded Metal Arc Welding (CC) 3	_____
_____	WLD 1200	Gas Metal Arc Welding (CC).................... 3	_____
_____	WLD 1220	Flux Cored Arc Welding (CC) 3	_____
_____	WLD 1240	Gas Tungsten Arc Welding (CC) 3	_____
_____	WLD 1310	Plasma Arc Cut & Carbon Arc Gouging (CC) .. 3	_____
_____	WLD 1400	Metallurgy and Heat Treating (CC) 3	_____
_____	WLD 1510	Other Cutting Processes (CC) 3	_____
_____	WLD 1610	AWS Sense Program (CC) 3	_____
		Total Career Center Credits.......................	_____

Communications: (1 course)

_____   _____ 3   _____

Human Development: (1 course)

_____   _____ 3   _____

Mathematics: (1 course)

_____   _____ 3-5   _____

Science: (1 course)

_____   _____ 3-5   _____

Computer Literacy: (1 course)

_____   _____ 2-3   _____

_____   TSA0000 Technical Skills Assessment   0   _____

Total Credit Hours   35-40

GPA: _____

Advisor:_____

NOTE: See graduation policies on back

Certificate
Welding Technology
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GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A cumulative 2.0 grade point average is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
    .

_____
Signature Required
Acknowledgement of Graduation Policies

_____
Date