

MINERAL AREA COLLEGE CATALOG

2020-2022

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Welcome to Mineral Area College's 2020-22 Catalog. This publication is an important part of your educational career-- it's your map, guidebook and passport to the college, all in one. Use it to help:

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

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

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

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, 2020, for the 2020-21 and 2021-22 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 hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

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

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

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

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

ACCREDITATION

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

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

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



Trustees



Scott Sikes
Subdistrict 1



Lisa Umfleet
Subdistrict 2



Stuart "Mit" Landrum
Subdistrict 3



Harvey Faircloth
Subdistrict 4



Camille Nations
Subdistrict 5



Alan Wells
At-Large

Administration

Dr. Joe Gilgour	President
Roger McMillian	Provost
Julie Sheets	Dean of Students
Lori Crump	Chief Financial Officer
Kevin Thurman	Director of Development
Kathryn Neff	Director of Human Resources
Danielle Basler	Director of College Communications

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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

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

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

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

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

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

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.....	518-2388
Enrollment Verification.....	518-2204
EXCEL.....	518-2131
Financial Aid	518-2133
Fine Arts Theatre	518-2125
Learning Center.....	518-2140
Library (C.H. Cozean Library).....	518-2141
Mineral Area College Foundation	518-2114
Mineral Area Council on the Arts	518-2125
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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Fall 2020

Mon., Aug. 24 Semester Begins
 Sat., Sept. 5 Labor Day Holiday-No classes, campus closed
 Mon., Sept. 7 Labor Day-No classes, campus closed
 Tue., Sept. 8 Prof. Dev. Day-campus closed
 Wed., Nov. 11 Veterans Day-No classes, campus closed
 Wed., Nov. 25 Thanksgiving Break begins-No evening classes, campus closed after 4 pm
 Thurs.-Sat., Nov. 26 -28 Thanksgiving Break-No classes, campus closed
 Thurs., Dec. 10 Last T/R class
 Fri., Dec. 11 Last MWF class
 Mon., Dec. 14- Fri., Dec. 18 Final Exams-Day classes
 Mon., Dec. 14 Mon. Evening-Final Exams
 Tue., Dec. 15 Tue. Evening-Final Exams
 Wed., Dec. 16 Wed. Evening-Final Exams
 Thurs., Dec. 17 Thurs. Evening-Final Exams
 Fri., Dec. 18 Fri. Evening-Final Exams
 Sat., Dec. 19 Sat.-Final Exams
 Sat., Dec. 20 Semester Ends
 Mon., Dec. 21 Grades Due

Spring 2021

Mon., Jan. 18 MLK, Jr. Holiday-No classes, campus closed
 Tues., Jan. 19 Semester Begins
 Mon., Feb. 15 President's Day-No classes, campus closed
 Mon., Mar. 15-Sat., Mar. 20 Spring Break-No classes, campus closed
 Thurs., Apr. 1 Prof. Dev. Day-No classes, campus closed
 Fri.-Sat., Apr. 2-3 Spring Holiday-No classes, campus closed
 Tue., May 11 Last TR Class
 Thurs., May 13 Review Day
 Fri., May 14 Last MWF Class
 Sat., May 15 Commencement
 Mon., May 17-Fri., May 21 Final Exams-Day Classes
 Mon., May 17 Mon. Evening-Final Exams
 Tue., May 18 Tue. Evening-Final Exams
 Wed., May 19 Wed. Evening-Final Exams
 Thurs., May 20 Thurs. Evening-Final Exams
 Fri., May 21 Fri. Evening-Final Exams
 Sat., May 22 Sat.-Final Exams
 Sat., May 22 Semester Ends
 Mon., May 24 Grades Due

Summer 2021

Mon., June 7 Semester Begins
 Mon., July 5 Independence Day-No classes, campus closed
 Mon., July 26 Mon. Evening-Final Exams
 Tue., July 27 Tue. Evening-Final Exams
 Wed., July 28 Wed. Evening-Final Exams
 Thurs., July 29 Thurs. Evening-Final Exams
 Fri., July 30 Fri. Evening-Final Exams
 Sat. July 31 Sat.-Final Exams
 Mon., Aug. 2 Final Exam Day-Day Classes
 Tue., Aug. 3 Grades Due

Fall 2021

Mon., Aug. 23 Semester Begins
 Sat., Sept. 4 Labor Day Holiday-No Classes, campus closed
 Mon., Sept. 6 Labor Day-No classes, campus closed
 Thurs., Nov. 11 Veterans Day-No classes, campus closed
 Fri., Nov. 12 Prof. Dev. Day-No classes, campus closed
 Wed., Nov. 24 Thanksgiving Break begins-No evening classes, campus closed after 4 pm
 Thurs.-Sat., Nov. 25-28 Thanksgiving Break-No classes, campus closed
 Thurs., Dec. 9 Last T/R class
 Fri., Dec. 10 Last MWF class
 Mon., Dec. 13- Fri., Dec. 17 Final Exams-Day Classes
 Mon., Dec. 13 Mon. Evening-Final Exams
 Tue., Dec. 14 Tue. Evening-Final Exams
 Wed., Dec. 15 Wed. Evening-Final Exams
 Thurs., Dec. 16 Thurs. Evening-Final Exams
 Fri., Dec. 17 Fri. Evening-Final Exams
 Sat., Dec. 18 Sat.-Final Exams
 Sat., Dec. 18 Semester Ends
 Mon., Dec. 20 Grades Due

Spring 2022

Mon., Jan. 17 MLK, Jr. Holiday-No classes, campus closed
 Tues., Jan. 18 Semester Begins
 Mon., Feb. 21 President's Day-No classes, campus closed
 Mon., Mar. 14 -Sat., Mar. 19 Spring Break-No classes, campus closed
 Thurs., April 14 Prof. Dev. Day-No classes, campus closed
 Fri.-Sat., Apr. 15-16 Spring Holiday-No classes, campus closed
 Tue., May 10 Last TR Class
 Thurs., May 12 Review Day
 Fri., May 13 MWF Class
 Sat., May 14 Commencement
 Mon., May 16-Fri., May 20 Final Exams-Day Classes
 Mon., May 16 Mon. Evening-Final Exams
 Tue., May 17 Tue. Evening-Final Exams
 Wed., May 18 Wed. Evening-Final Exams
 Thurs., May 19 Thurs. Evening-Final Exams
 Fri., May 20 Fri. Evening-Final Exams
 Sat., May 21 Sat.-Final Exams
 Sat., May 21 Semester Ends
 Mon., May 23 Grades Due

Summer 2022

Mon., June 6 Semester Begins
 Mon., July 4 Independence Day, No classes, campus closed
 Mon., July 25 Mon. Evening-Final Exams
 Tue., July 26 Tue. Evening-Final Exams
 Wed., July 27 Wed. Evening-Final Exams
 Thurs., July 28 Thurs. Evening-Final Exams
 Fri., July 29 Fri. Evening-Final Exams
 Sat., July 30 Sat.-Final Exams
 Mon., Aug. 1 Final Exam Day-Day Classes
 Tue., Aug. 2 Grades Due

About Mineral Area College

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- [▶ Goals for the Future](#)
- [▶ History of MAC and Flat River Junior College](#)
- [▶ Vision Statement](#)
- [▶ Value Statements](#)
- [▶ Organizational Priorities](#)

Mission Statement

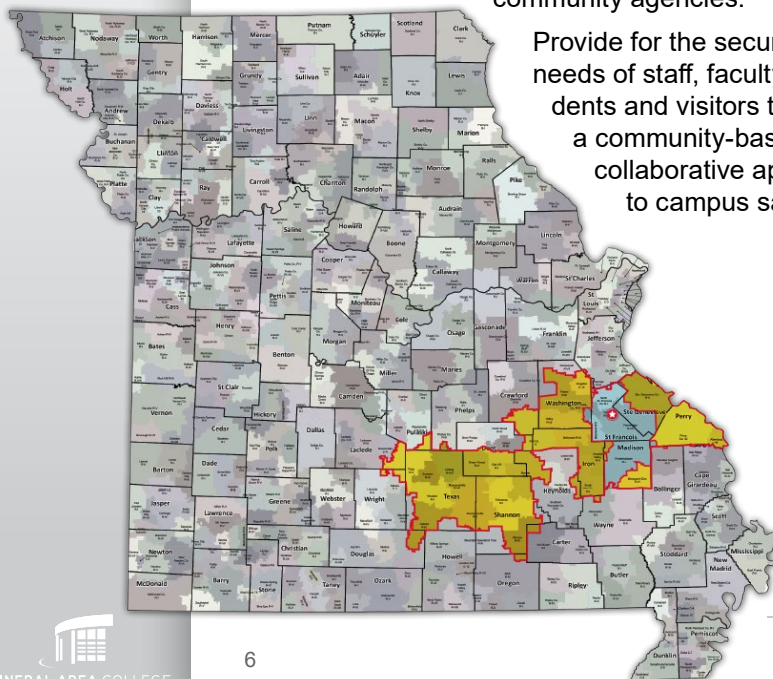
Mineral Area College serves the community by providing students a quality, affordable education and offers opportunities for personal growth and career development in a safe, professional environment.

Vision Statement

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

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

Provide for the security needs of staff, faculty, students and visitors through a community-based, collaborative approach to campus safety.



Philosophy of Purpose

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

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

Value Statements

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

Goals for the Future

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

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

- **College/University Transfer:** Provides courses in general education as well as prerequisite work for students who plan to transfer to four-year institutions.
- **Career and Technical Education:** Provides courses which 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.

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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 2,600 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.

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

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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.

Policy of Non-Discrimination

As per Board of Trustees policy updated August 15, 2019, applications for admission and employment, students, parents, employees, sources of referral of applications for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, 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 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.

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. Individuals should report harassment to the Human Resources Director at 573-518-2378 or at hr@mineralarea.edu.

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

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adhering to and respectfully enforcing the tobacco-free policy.

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

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

Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2020, for the 2020-21 and 2021-22 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
Medical Lab Technician	5	May 15
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.

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Admissions & Records

Admissions Checklist

1. Application for Admission

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

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

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

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

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

2. Financial Aid Application

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

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

3. Transcripts

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

First-time freshmen who have earned dual credit in high school from another college must have an official college transcript sent to the Admissions

Office. High school seniors will be admitted as a provisional student based on a seventh semester transcript. A final high school (eighth semester) transcript will be required after graduation. Once the Admissions Office receives a final transcript, the student will be accepted as a regularly-admitted student. Under provisional status, students with A+ benefits will not be processed until a final high school transcript is received.

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

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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 court, Wi-Fi, on-premise laundry facilities and computer lab. All housing students are required to purchase the 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification

Students are classified as follows:

Full-Time

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

Part-Time

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

Freshman

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

Sophomore

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

First-Time Student

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

Transfer Student

A student who has attended another institution

of higher education since high school graduation before applying to MAC.

Continuing Student

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

Returning Student

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

Non-Degree Seeking Student

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

Non-High School Graduate

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

Provisional Student

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

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

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

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

Dual Credit

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

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

Dual Enrollment

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

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

Students participating in dual enrollment must

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

Collaborative Career Center Programs

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

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

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

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

Concurrently Enrolled Student

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

Visiting Student

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

International Students

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

International students requesting an I-20 for an F-1

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visa must meet the following requirements:

1. Complete (in English) an Application for Admission
2. Provide proof of English proficiency. First-time students must send an official TOEFL (Test of English as a Foreign Language) score report to the Admissions Office. Results are considered official only when sent directly from the testing agency. The test should have been taken within the last two years.

Students who meet or exceed a minimum score of:

- 500 paper-based
- 173 computer-based
- 61 internet-based

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

Students who score a 46-60 on the TOEFL will be **Conditionally Admitted**. These students will be allowed to enroll under the condition that they will take a prescribed set of courses their first semester:

- ESL (3 hrs)
- Intro to Writing (3 hrs)
- Reading and Study Skills (3 hrs)
- Office Applications (2 hrs)
- First Year Experience (1 hr)
- Math Course (per placement) (3-4 hrs)

The students would only repeat individual courses should they not receive a passing grade.

3. Official secondary education documents translated into English sent officially from translation service.
4. Notarized certification of finances.
5. Finance documentation from a banking institution or sponsor.
6. Proof of medical insurance. The plan must include repatriation and medical evacuation.

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

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

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

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

Satisfactory Academic Progress

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

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

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

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

Finances and Work

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

Resident Alien Admissions

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

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

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

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

Records & Registration

Advanced Placement

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

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

Changing a Field of Study, Major and/or Advisor

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

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) evaluates knowledge gained through reading, job experience, non-college training programs, etc. CLEP exams, designed by the College Entrance Exam Board, are administered by subject. The purpose of CLEP is to provide an opportunity for

students to earn college credit by taking an approved exam. A maximum of 30 semester hours of combined credit through CLEP and any other non-traditional credit may apply towards a MAC degree. For more information on CLEP, contact the College Board at (609) 771-7865 or visit www.CollegeBoard.com/clep.

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

1. Complete the admissions process at MAC.
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	
PreCalculus:Algebraic Reasoning	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

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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 an acceptable score on the MoGEA or ACT exam. Students are encouraged to contact the Education Department chair at (573) 518-2339 for more information.

The **Associate of General Studies Degree (AGS)** is designed for students interested in acquiring a broad education, rather than pursuing a specific field of study or professional/technical program. The AGS can also provide an opportunity to design a program that meets a student's individual needs. College work may include courses selected from a variety of career and technical, as well as arts and

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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.

Core 42 Block

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, MAC offers the Core 42 block of general education classes that is part of the Associate of Arts and Associate of Arts in Teaching degrees. If the student graduates with those associate degrees and then transfers to another participating school in the state, the receiving institution should accept the MAC Core 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to MAC with certification of a completed Core 42-hour general education block from another participating institution, the student will not be required to take any additional general education courses at MAC unless they are needed to fulfill a requirement of the student's major or degree. Students who transfer before completing the requirements of an associate degree but who have completed the 42-hour general education block will have a notation on their transcript as having completed the General Education Core 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 their form DD-214. In addition, veterans can request an official military transcript be sent to MAC through the joint services transcript service at www.jst.doded.mil or The Air University (Air Force only) at www.au.af.mil. A maximum of 30 semester hours of combined non-traditional (CLEP, CBE, military, etc.) credit may be applied towards a MAC degree. Contact the Registrar's Office for more information.

Records on Hold/ Release of Transcripts and Diplomas

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

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

Registration

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

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

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

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Right to Privacy and Review of Records

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

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

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

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

Student Portal — MyMAC

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

Through MyMAC, students can search the course catalog and semester course offerings, register and pay for classes, run a degree audit, access their student schedule, grades, unofficial

MAC transcript, financial aid, student account information and multiple documents and forms.

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

Transcript Services

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

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

Transfer Library/Crosswalk

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

Transferring to Other Colleges

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at MAC will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate

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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.



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Support Services

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| ▶ Advisement System | ▶ Career Planning | ▶ Health Services | |
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| ▶ 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

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

Assessment

Placement Tests

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

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

HiSET (High School Equivalency Test)

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

period after paying an additional \$7 per sub-test fee. You can create an account and register for testing at <https://dese.mo.gov/adult-learning-rehabilitation-services/high-school-equivalency>.

MoGEA

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

Exit Exam

The Proficiency Profile Exit Exam is administered to all Arts & Sciences degree-seeking graduates of MAC. The Career & Technical Degree and Certificate graduates are given the WorkKeys Career Readiness Assessment as their Exit Exam. C&T students must also complete a technical skills assessment unless their program requires a licensure examination in their career program. This is a requirement that must be completed before graduation. There are no fees for these tests. More information is available on MyMAC at <https://my.mineralarea.edu/ICS/Testing/>.

Certification Testing

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

Proctoring Distance Education Course Tests

MAC provides proctoring for course examinations through Distance Education courses for various universities by arrangement for a fee of \$15 per hour.

Bookstore

Textbooks, supplemental reference books, technology 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.

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Cardinals Nest

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

Career Services

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

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

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

Counseling

Confidential personal counseling is available 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 5:30 p.m. (5:00 p.m. during summer semester); Tuesday and Thursday evenings are by appointment only.

C.H. Cozean Library

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

The library has more than 25,000 volumes in its collection, including books, selected popular

fiction and nonfiction books, subscriptions to several magazines and journals, and DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 to search for library materials and view library accounts.

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

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

A student I.D. card is required for the current semester when checking out material. Books and MOBIUS items may be checked out for four weeks. Magazines, journals, DVDs, and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills 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

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and documentation of the disability will be needed to determine eligibility.

Learning Center

Academic Resource Center (ARC)

The Academic Resource Center provides tutorial support for a variety of courses, primarily within the areas of English, math and reading, while also assisting students in their transition to college. Developing goals, balancing school with other obligations, and preparing for exams are among the many necessary skills the staff can help students cultivate.

EXCEL/Student Support Services (SSS)

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

Parking

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

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

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

TRIO Programs

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

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

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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.

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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**
\$116 per semester credit hour
- **Student from Outside Taxing District**
\$161 per semester credit hour
- **Out of State Tuition**
\$213 per semester credit hour
- **International Tuition**
\$225 per semester credit hour

Fees

- **Safety & Security Fee**
\$25 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

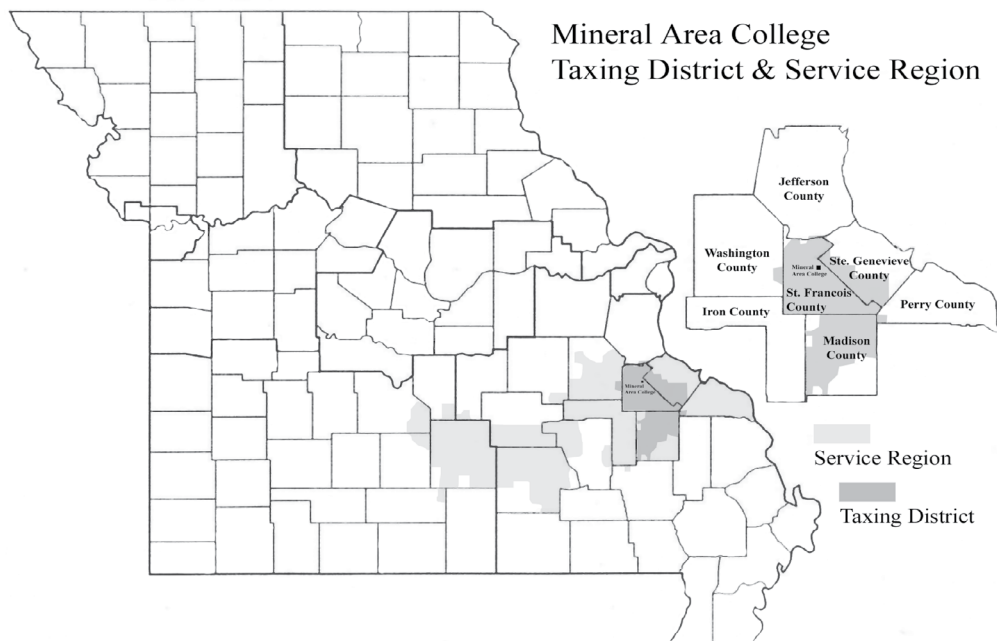
The college uses the student's residence to determine tuition (taxing district and out-of-taxing district of the Community College District of the Mineral Area). Students may contact Admissions or the Business Office with questions concerning residency classification. Proof of eligibility for taxing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



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

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

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

Students from Outside the Taxing District

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

Out-of-State Student

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

International Student

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

65 Years of Age or Older (Senior Scholar Program)

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

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

Penalty for False Information

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

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

Tuition and Course Fees Set by the Board of Trustees

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

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

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

Books and Materials

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

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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.

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Financial Assistance

General Information

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

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

Return of Title IV Funds Policy

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

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

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

- will have a recalculation of their Federal Student Aid eligibility based upon the date of withdrawal for official withdrawals and their last date of attendance/active participation for unofficial withdrawals;

- may owe a refund to MAC and/or Federal Student Aid Programs based upon this recalculation.

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

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

Minimum Academic Standards for Financial Aid Eligibility

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

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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.

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%

Veterans Benefits and Transition Act of 2018

Mineral Area College will ensure that in the event of a delay in disbursement of a payment by the U.S. Department of Veterans Affairs no penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities or

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a veteran of Chapter 31 (Vocational Rehabilitation and Employment) or 33 (Post 9/11 GI Bill) will be required to borrow any additional funds to cover the individual's inability to meet his or her financial obligations to this institution.

Servicemembers Opportunity Colleges

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

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

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, asset amounts, number in household, and number in postsecondary institutions.

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

Selective Service Requirement

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

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

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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.

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 - ▶ Men's & Women's Cross Country
 - ▶ Men's & Women's Track
 - ▶ Men's & Women's Soccer

Clubs & Organizations

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

Archery Club

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

Art Club

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

Cardinal Congregation

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

Chi Alpha

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

Membership is open to people of all religious backgrounds and nationalities.

Community Connections Club

Students who are considering a career in some type of helping field career should consider this club. Students will do activities in which they will be able to help with real world issues in our local community while at the same time learning about and making connections to people in our community who work in the helping field. The goal is to help students make connections between what they learn at MAC and the community. Students will learn leadership skills and hone their leadership abilities by participating in club activities. Students will learn communication and people skills as they create and participate in club activities. All students are welcome to participate.

Cultural Awareness Club

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

Delta Psi Omega

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

Gay-Straight Alliance

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

Little Theatre Guild

The theatre guild produces 6 shows a year, with six main stage shows (two per semester). Three of the shows are musicals. 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.

Mineral Area Collegiate Ministry

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

MoSALPN

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

National Association for Music Education

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

Omega Leo

As the collegiate level of the International Lions Club, Omega Leo is open to all MAC students, with the focus on service learning and giving back to local communities through leadership and projects. The club also participates in fundraising activities, annual

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eyeglasses collection drive and occasional field trips. There are no dues or minimum GPA requirements.

Phi Beta Lambda

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

Phi Theta Kappa

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

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, 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, 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

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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, provide support, guidance, and a resource for those who have served our country. The organization serves as a network of social support and is open to all students, regardless of military status.

Art Department

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

Music Department

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

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-

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

Studio Music

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

Theatre Department

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

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

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school children and trips for college students to attend plays outside the area.

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

Athletics Department

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

Cheerleaders

Men and women are recruited during spring to cheer for all men's and women's home basketball games. Cheerleaders practice during the summer and attend collegiate cheer camp. They participate in

cheer clinics, local parades, pep rallies, raffles, and various fund-raisers. Cheerleaders may receive the following: shoes, one-hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum GPA of 2.0

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

Men's Golf

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

Women's Basketball

With eight Conference Championships and five Sub-Regional Championships, the women's basketball program has been highly successful. The

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

Women's Softball

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

Women's Volleyball

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

Men's and Women's Cross Country

The cross country program started at the college in 2018 and competes at the NJCAA Division 3 level. In 2019, the men's and women's teams were the Region 16 Champions. The men's team went on to win the National Championship in their first year of competition at the event as a team. The win also

marked the first time a Mineral Area College team earned a National Championship. No scholarships are awarded for this sport.

Men's and Women's Track

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

Men's and Women's Soccer

Men's and women's soccer begins competition at the NJCAA Division 2 level in the fall of 2020. Up to 30 students athletes are expected to be on the roster for each team.

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

Academic Integrity

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

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

Level I Violation

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

Consequences

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

Level II Violation

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

Consequences

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

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

Student Conduct and Due Process

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

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

College Email

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

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

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

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

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

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

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

Classroom Electronic Use Policy

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

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

- Cell phones;
- Tablets;
- Laptop computers;
- Any other electronic device deemed unnecessary by the instructor.

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

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

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- 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 handbook or the college website.

Complete policy information can be found at MineralArea.edu on the consumer information page.

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 are not allowed to sit in classes they have not registered and paid for. Students who attend class without officially registering or following prescribed procedures for adding a class will not receive credit for the class.

Dropping a Class

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

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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 to offer courses and programs online. However, some courses and programs are not fully available. Consult the course schedule and catalog for availability.

Dual Credit

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

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

English as a Second Language

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

Final Examinations

Final exams may be given at the end of a

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

Prerequisites and Corequisites

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

If a student enrolls in a course requiring a corequisite and is dropped from either course, both courses must be dropped. If a student fails the primary course and passes the corequisite course with a “C” or above, the student will be allowed to repeat the primary course without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until 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 MAT1185 and

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subsequently completes MAT1270 in a following term with a grade of “C,” the student is not allowed to repeat MAT1185 in a future semester.

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

Unit of Credit and Courseload

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

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

Sixteen semester hours constitute a normal courseload for a full-time student in one semester. Students who wish to register for more than 19 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), 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.

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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", "W", and "WC" are excluded from the GPA.

Grading System

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

- **A - Superior.** The student has demonstrated outstanding proficiency in mastering course objectives.
- **B - Above average.** The student has demonstrated

above-average proficiency in mastering course objectives.

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

College credit is valued in grade points as follows:

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

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

Honors Program

An Honors Program is offered for students wishing to further enhance in their education and gain an increased understanding of the subject

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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 18 or above;
- Minimum Accuplacer Next Generation reading score of 250 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

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.

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

Reverse Transfer

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

Video and Photography

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

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

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

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

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Arts & Sciences Division

Degrees & Certificates

Associate of Arts

Fields of Study

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

Associate of Arts in Teaching

Areas of Concentration

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

Associate of General Studies

General Studies

Certificate

Global Studies

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

Program Career and Salary Information

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

Associate of Arts Degree (62 hours)

A Transferable Degree

▶ [See Appendix A for Degree Plans](#)

Associate of Arts in Teaching (62 hours)

A Transferable Degree

▶ [See Appendix A for Degree Plans](#)

Associate of General Studies Degree (62 hours)

A Course-by-Course Transferable Degree

▶ [See Appendix A for Degree Plans](#)

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

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

General Education Philosophy

MAC believes that all college students should participate in a core group of learning experiences commonly called general education (Core 42). 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 Core 42-hour, state-wide, general education curriculum outlined in the General Catalog is designed to help students become competent in these areas. When the student achieves all of these competencies, the college believes graduates will have a great likelihood of being 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 other 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

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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 and 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 and complete the state-required Civics exam.)
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

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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 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.

AAT Graduation Requirements

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring semesters, and by the end of the first week of the summer semester. Contact advisor for assistance.
2. Complete all program applications, maintain a minimum institutional and cumulative career GPA of 2.75 or higher with no grade less than a "B" in all education coursework and content area and no grade less than a "C" in all other courses, undergo a background screening, and have a clear record prior to being admitted to the program and participating in field experience (See detailed background check policy).
3. All 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.
4. 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.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
6. All degree-applicable courses, including elective must be 1000 level or higher.
7. Take no more than six elective credits by participating in ensembles.
8. Pass the mandatory state proficiency exam or have an equivalent passing ACT score in order for the AAT Degree to be 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 an advisor for assistance.
2. All degree applicants are required to complete the Exit Exam. A student who has earned a

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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.

Global Studies Certificate Requirements

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring semesters or by the end of the first week of the summer semester. Contact an advisor for assistance.
2. All degree applicants are required to complete an Exit Exam.
3. A cumulative 2.0 grade point average is required for graduation.
4. At least 15 hours must be taken from MAC.

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- ▶ **Allied Health Related**
 - ▶ Practical Nursing Certificate
 - ▶ Associate Degree-Nursing Advanced Placement (LPN to RN) Program
 - ▶ Bridge Students (LPNs from another school or MAC LPNs prior to 1991)
 - ▶ Associate Degree-Nursing
 - ▶ Emergency Medical Technician (EMT) Certificate
 - ▶ Medical Laboratory Technician
 - ▶ Paramedic Technology
 - ▶ Physical Therapist Assistant
 - ▶ Radiologic Technology
 - ▶ Respiratory Therapy
- ▶ **Associate of Applied Science**
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 - ▶ Agriculture (AAS)
 - ▶ Controlled Environment Agriculture (CER)
- ▶ **Business Related**
 - ▶ Business Computer Programming
 - ▶ Business Management
 - ▶ Business Management—Accounting
 - ▶ Business Management—IT Specialist
 - ▶ Computer Networking
 - ▶ Computer Networking—Cybersecurity
 - ▶ Office Systems Technology—Admin. Assistant
- ▶ **Child Development**
- ▶ **Criminal Justice**
 - ▶ Criminal Justice
 - ▶ Criminal Justice—Correctional Administration
 - ▶ Criminal Justice—Judicial Administration
 - ▶ Criminal Justice—Law Enforcement
- ▶ **Electrical/Electronics Technology**
- ▶ **Engineering Technology**
 - ▶ Engineering Technology—Design Drafting
 - ▶ Engineering Technology—Manufacturing
- ▶ **Fire Science Technology**
- ▶ **Industrial Maintenance**
- ▶ **Skilled Trades**

Degrees & Certificates

Program Career and Salary Information

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

Associate of Applied Science

Associate of Science

Certificates

(one year and less than one year)

Degree program offerings are outlined on the following pages.

General Requirements

Degrees and Certificates

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All 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 75-88 semester hours of required curriculum with an institutional and cumulative career GPA of 2.0 (C) or higher.
 - a. 30 Academic credit hours.
 - b. 45 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a "C" or above.
3. Fifteen (15) semester credit hours must be earned through Mineral Area College.
4. Application for Graduation must be submitted during first two weeks of the spring term (sophomore year).
5. Students are required to complete the Technical Skills Assessment Exam and a Graduation Interview in their final semester.

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Program Titles	Associate of Applied Science (AAS)	Associate of Science (AS)	Certificate 1 Year	Certificate Less Than 1 Year
Agriculture	X		X	
Basic Law Enforcement Academy 1,000 hours			X	
Business Computer Programming	X			
Business Management	X		X	
Business Management – Accounting	X			
Business Management – IT Specialist	X			
Child Development	X		X	
Child Development Associate				X
Computer Networking	X		X	
Computer Networking – Cybersecurity	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	
Medical Laboratory Technician	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			

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.

Career & Technical Education Division

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

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

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

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

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

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

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

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Practical Nursing Certificate

C See Certificate Plan (In Appendix)

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

OPTION A - Generic Track

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

OPTION B - Fast Track

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

Graduates of both Practical Nursing program options are prepared to: assess the health status of individuals with common health problems and predictable outcomes; participate in the development and modification of client care; implement appropriate aspects of client care under the direction of a registered nurse or licensed physician; and participate in the evaluation of client care. The practical nurse can provide care in acute and chronic care settings, rehabilitation facilities, and health care settings promoting preventive care. LPNs are practicing in a changing environment of expanding roles within the health care setting and practice

extends into specialized nursing services. LPNs are well prepared to provide direct client bedside care and serve as client advocates. The Allied Health Department of MAC believes that Practical Nursing composes the common core of nursing and is a valid entry level into the nursing profession.

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. A high school or college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of "C" or above:
 - a. Applications of College Math or Quantitative Reasoning
 - b. English Composition I
 - c. Introductory Chemistry
4. Accuplacer Test: Applicants must be scheduled to take the Accuplacer Next Generation test on or before the December test date and have the following minimum scores:
 - a. Accuplacer Next Generation (must be taken by application deadline):
 - 1) English Writing — 250
 - 2) Math Quantitative Reasoning, Algebra, and Statistics — 250
 - 3) Math Advanced Algebra and Functions — 237
 - 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/HiSET scores.
 - c. Accuplacer scores.
 - d. Official college or university transcripts.
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

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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 is 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/HiSET.
4. If requested, provide copies of final record, performance evaluations and course outlines from program in Practical Nursing from which the student graduated.

5. Complete a personal interview as requested.
6. Entrance requirements must be met by the end of spring semester with a grade of "C" or above.
7. Pass the dosage calculation and practicum exams.
8. Accuplacer
 - a. Accuplacer Next Generation - must be taken by application deadline:
 - 1) English Writing — 250
 - 2) Math Quantitative Reasoning, Algebra, and Statistics — 250
 - 3) Math Advanced Algebra and Functions — 237
 - 4) Reading — 250
9. Have a GPA of 2.5 or above.
10. Complete a high school or college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student's grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
 - a. Students articulating from the PN Program must have a grade of "B" or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular fee rate. 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 May 1 until Dec. 15 of each school year. Application deadline may be extended.
14. It is the student's responsibility to assure the following documents are on file in the Allied Health Department before selection.
 - a. Application form with \$20 fee.
 - b. High School transcripts or GED/HiSET scores
 - c. ACT or Compass scores
 - d. College or university transcripts
 - e. A complete list of names & addresses for references on application. A college form letter will be sent to those listed.
15. All applicants accepted into the program are

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

16. Persons who do not meet the above requirements should contact the director or an advisor.
17. No classes may be added after the first three days of fall and spring classes without permission of the dean.
18. No alternates will be admitted to the nursing program after the first day of the practicum and calculation testing.
19. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).
20. A personal interview is required.

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites*	Credit Hours
MAT1240 Quantative Reasoning	3
PHS1250 Introductory Chemistry	5
ENG1330 English Composition I	3
General Education Courses	
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. Quantative Reasoning with a grade of "C" or above.
 - b. Introductory Chemistry (5 credit hours) with a grade of "C" or above.
 - c. English Composition I with a grade of "C" or above.

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4. Accuplacer
 - a. Accuplacer Next Generation - must be taken by application deadline:
 - 1) English Writing — 250
 - 2) Math Quantitative Reasoning, Algebra, and Statistics — 250
 - 3) Math Advanced Algebra and Functions — 237
 - 4) Reading — 250
5. Have a GPA of 3.0 or above.
6. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
7. Applications will be accepted from May 1 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so interviews may be scheduled.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED/HiSET scores (official, not hand carried).
 - c. Accuplacer scores.
 - d. College or university transcripts (official, not hand carried).
 - e. A personal interview is required.
9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a qualified physician, stating they are free of emotional, physical, infectious and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Persons who do not meet the above requirements should contact the Allied Health Department or an advisor.
11. No classes may be added after the first three days of fall & spring classes without permission of the dean. No alternates may be added after the first day of the practicum and calculation testing.
12. Students are required to pass a dosage calculation and medication practicum exam with a 95% prior to taking Medical-Surgical Nursing I (ADN1490).
13. Selection is based on GPA from English Composition I, Intermediate Algebra, and Introductory Chemistry (weighted 50%), ACT or Accuplacer scores (weighted 25%), and personal interview (weighted 25%).

Emergency Medical Technician (EMT) Certificate - 12 credit hours

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

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

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

6356, Fax: 573-751-6348, Email: EMSINFO@health.mo.gov.

Medical Lab Technician

D See Degree Plan (In Appendix)

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

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

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

Paramedic Technology

MAC offers a Certificate in Paramedic Technology and an Associate of Applied Science Degree in Paramedic Technology. The certificate program is an extended three semester curriculum consisting of 54 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. Accuplacer.
 - a. Accuplacer Next Generation (must be taken by application deadline):
 - 1) English Writing — 250
 - 2) Math Quantitative Reasoning, Algebra, and Statistics — 250
 - 3) Math Advanced Algebra and Functions — 237
 - 4) Reading — 250
5. Have a GPA of 3.0 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted until May 31 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
 - a. Application form with \$20 fee.
 - b. High school transcript or GED/HiSET scores (official copies, not hand-carried).
 - c. Accuplacer scores.
 - d. College or university transcripts (official copies, not hand-carried).

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- 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) 518-2123 or Allied Health at (573) 518-2172.

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 Certificate 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.

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.

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3. Official high school transcript or GED/HiSET 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 or Accuplacer 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 – 18
 - 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 Quantitative Reasoning, Algebra, and Statistics — 250
 - 3) Reading — 250
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) 518-3805.

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. MAC Agriculture offers multiple degree programs; Associates of Arts (AA) in Agriculture for students interested in transferring to a university, an AAS (Associates of Applied Science) agriculture for students interested in entering the job market after graduation and a certificate in Controlled Environment Agriculture for students looking to enter the hydroponics and/or the cannabis/hemp industry. Typical positions include sales, management in seed, feed, chemical, fertilizer, greenhouse, turfgrass, landscape, livestock, production economics, and financing.

One-Year Certificate in Controlled Environment Agriculture

C See Certificate Plan (In Appendix)

Controlled environment agriculture is the ability to grow and produce vegetables, leafy greens and hemp & cannabis indoors. This certificate highlights the different skills necessary to sustain a career in this emerging field. Classes such as plant science, plant propagation and greenhouse management focus on the overarching skills of production. Cannabis: History, legality and medicinal uses and

Controlled Agriculture Cultivation are centered on the specific crop needs and techniques during production.

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 Certificate 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 — IT Specialist

D See Degree Plan (In Appendix)

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

Computer Networking

D See Degree Plan (In Appendix)

C See Certificate 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.

Computer Networking - Cyber Security

D See Degree Plan (In Appendix)

C See Certificate Plan (In Appendix)

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

Office Systems Technology — Administrative Assistant

D See Degree Plan (In Appendix)

C See Certificate 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, accounting and related business subjects.

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 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.

Child Development

D See Degree Plan (In Appendix)

C See Certificate Plan (In Appendix)

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

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

Child Development Associate

C See Certificate Plan (In Appendix)

Criminal Justice

C See Certificate 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 plan to complete an Associate of Applied Science degree in Judicial Administration and work in a Court Administration, Court Clerk, or related services field.

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

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

Criminal Justice — Law Enforcement

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 Certificate Plan (In Appendix)

One of the reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition electrical

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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)

See Certificate Plan (In Appendix)

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

Engineering Technology —Manufacturing

D See Degree Plan (In Appendix)

See Certificate Plan (In Appendix)

The AAS in Manufacturing was developed to prepare students for entry level positions in the growing field of manufacturing. In this program,

students will have the opportunity to earn the following additional credentials.

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

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

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 Certificate Plan (In Appendix)

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

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

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

Machine Tool Technology

D See Degree Plan (In Appendix)

C See Certificate Plan (In Appendix)

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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.

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 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 outreach centers. Please contact the Dual Credit office at (573) 518-3805 for more information.

Career & Technical Dual Credit

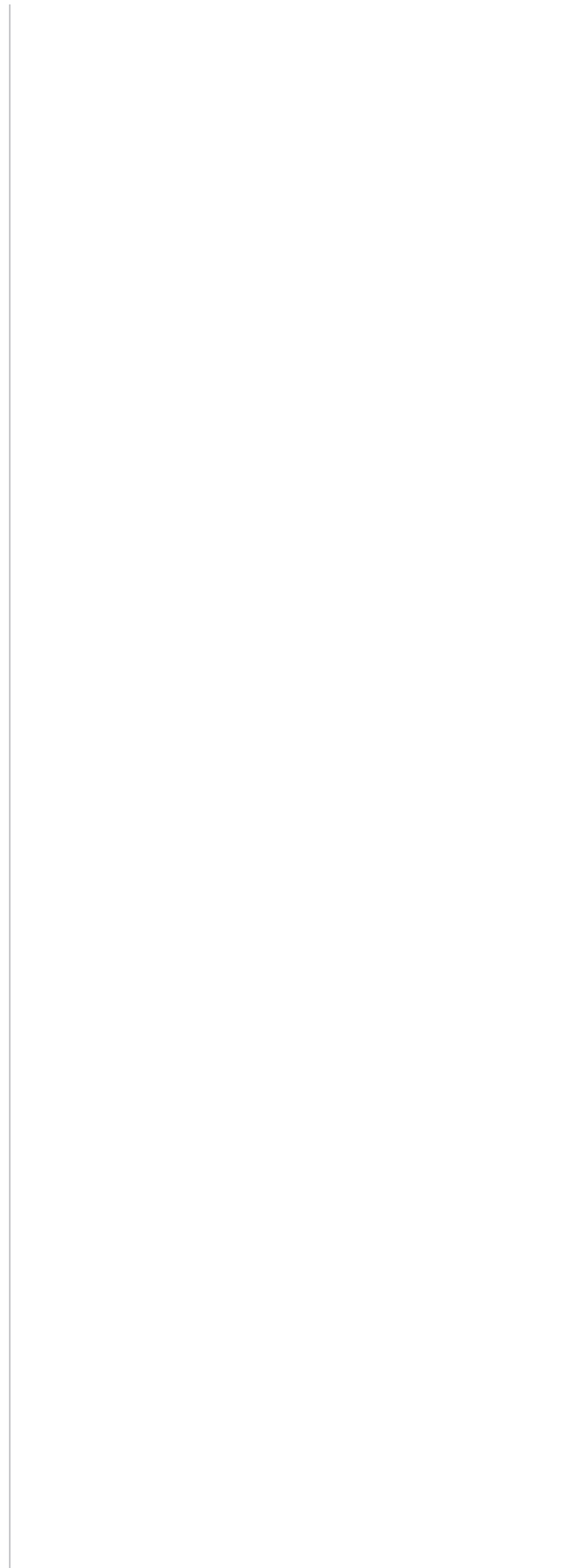
Participation in Career & Technical dual credit is open to qualifying students. More information can be found by contacting high school or career and technology center counselors.

Students planning to pursue a baccalaureate degree upon completion of a MAC AAS degree

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should contact the appropriate college/university official upon high school graduation to outline a course of study. Please contact the Dual Credit office at (573) 518-3805 for more information.

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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.

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 adaptation of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians' offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

ADN1480 _____ (1-0) 1 cr. 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 (Spring)**

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

**AGR1150 _____ (3-0) 3 cr. hrs.
Intro to Agricultural Mechanics**

A survey course designed to provide primary skills and knowledge required for successful operation of technical and mechanical systems in an agricultural setting.

**AGR1220 _____ (4-0) 4 cr. hrs.
Plant Science (Fall)**

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

**AGR1240 _____ (1-0) 1 cr. hrs.
Cannabis:History, Legal & Medicinal (Fall)**

History and medicinal uses of cannabis production in the U.S. and Missouri. Legal and ethical components will also be covered so students fully understand the impact and changes society has held about one of the most cultivated plants in the world.

**AGR1260 _____ (2-0) 2 cr. hrs.
Controlled Environment Agr Cultivat
(Spring)**

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

**AGR1320 _____ (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 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or 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 agribusiness 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 (Spring)**

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

**AGR2420 _____ (3-0) 3 cr. hrs.
Soil Science & Management (Fall)**

Designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. 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 (Fall)**

Basic principles of inheritance in plants and animals of agricultural significance. Transmission genetics and its effects on the usefulness of plants and animals. Basic principles of plant and animal improvement.

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

ART**ART1130** _____ (1-3) 3 cr. hrs.
Drawing I (Spring, Fall)
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)
MOTR PERF105P - 2019

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


ART1230 _____ (1-3) 3 cr. hrs.
Ceramics I (Spring, Summer)
MOTR PERF105C - 2019

 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 _____ (1-3) 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: ART1130 and ART1740 with a minimum grade of C

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

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

Prerequisite: ART1740 and ART1750 with a minimum grade of C

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


ART1830 _____ (1-3) 3 cr. hrs.
Two-Dimensional Design (Fall)

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

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

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

ART1930 _____ (1-3) 3 cr. hrs.
Sculpture I (Spring)
MOTR PERF105S - 2019

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

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

Prerequisite: ART1160 with a minimum grade of C or instructor consent.

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: 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: ART1640 and ART2174 with a minimum grade of C.

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

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 250 on the Accuplacer Next Generation reading, or a minimum grade of C in ENG0990, or ENG0090, or concurrent enrollment 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 BIOL150L



Prerequisite: MAT0930, MAT0935 or higher with a grade of C or above, or

concurrent enrollment, or a minimum score of 14 on the ACT math, or minimum score of 200 on the Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics, or a minimum score of 200 on the Advanced Algebra and Functions, AND one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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: MAT0930, MAT0935 or higher with a minimum grade of C, or minimum score of 14 on the ACT math, or minimum score of 200 on the Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics, or a minimum score of 200 on the Advanced Algebra and functions, AND BIO1150, or BIO1250, or BIO1350, or BIO2112 or BIO2122 or BIO2540, or BIO2600, or BIO2620 with a minimum grade of C or instructor consent.

Introductory genetics course, covering the principles of Mendelian genetics, DNA structure and function, gene expression, and genetic regulation in organisms. Includes the discussion of genetics as a therapeutic tool, hereditary mechanisms for disease, population genetics, epigenetics, 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 for students applying to the MAC 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)

MOTR LIFS150LA - 2020



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

The study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620).

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.

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

Prerequisites: BIO2600, BIO2620 and PHS1250 or PHS1350 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.

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.

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, phenylalanine, 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.

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

MOTR PHIL102P - 2020



A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of

ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas they will face in their business careers.

BUS1330 _____ (3-0) 3 cr. hrs.
Survey of Economics

MOTR ECON100



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

BUS2000 _____ (3-0) 3 cr. hrs.
Principles of Accounting I

An introductory course in accounting principles. Covers the accounting process for a sole proprietorship (service and merchandising organizations) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets and payroll. OST1500 recommended.

BUS2050 _____ (3-0) 3 cr. hrs.
Principles of Accounting II

Prerequisite: BUS2000 with a minimum grade of C.

A continuation of BUS2000. Topics include partnership accounting, accounting for corporations, cost accounting, financial statement analysis, and managerial accounting.

BUS2100 _____ (3-0) 3 cr. hrs.
Fundamentals of Management

A basic course in the principles and practices of business management as it concerns planning, organization, staffing, leading, and controlling.

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

A study of the decision areas involved in providing 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

Covers both descriptive statistics and statistical inference, teaches the basic knowledge and skills required to organize and analyze data, and how to best 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



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



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 CIS1730 or CIS 1750 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 Certipoint 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: creating documents, tables, workbooks and presentations. Including formatting text, using formulas and functions, creating charts, and presentation design.

CIS1750 _____ (3-0) 3 cr. hrs.
Microcomputer Applications

Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Concurrent enrollment in CIS1750 and CIS1050 or CIS1730 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, CIS1870, 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 Network 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.

CIS1875 _____ (4-0) 4 cr. hrs.
CCNA 1: Introduction to Networks

Covers the architecture, structure, functions, and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build local area networks (LAN), perform basic configuration for routers and switches, and implement Internet Protocol (IP). This is the first of three courses in the CISCO Networking Academy.

CIS1885 _____ (4-0) 4 cr. hrs.
CCNA 2: Switching/Routing/Wireless

Prerequisite: CIS1875 with a minimum grade of C.

Covers the architecture, structure, functions, and components of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. This is the second of three courses in the CISCO Networking Academy.

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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation 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.

CIS2120 _____ (4-0) 4 cr. hrs.
CCNA 3: Enterprise Network/Sec/Autom

Prerequisite: CIS1885 with a minimum grade of C.

Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot,



and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. This is the third of three courses in the CISCO Networking Academy.

CIS2200 _____(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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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

Prerequisite: CIS1750 or higher with a minimum grade of C.
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

MOTR FILM100 - 2019



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
MOTR CRJS101 - 2020

 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

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.

CRJ1300 _____ (3-0) 3 cr. hrs.
Criminal Investigation II

Prerequisite: Instructor consent for 1000 HR LEA students.

Law Enforcement Academy students only. The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ1400 _____ (3-0) 3 cr. hrs.
Criminal Law

The study of constitutional, criminal common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ1440 _____ (3-0) 3 cr. hrs.
Criminal Courts-Process & Issues

Provides a comprehensive examination of the criminal court system, from the basic pretrial procedures to the trial process, to the sentencing and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state court systems, and examines the key courtroom personnel.

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: Instructor consent for Department of Corrections students only.

Reviews various theories of criminal causation and will provide a comparative study

of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900 _____ (3-0) 3 cr. hrs.
Police Administration

A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments. The most popular and prevalent ideas, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman's functioning.

CRJ2000 _____ (3-0) 3 cr. hrs.
Criminal Justice Report Writing

Prerequisites: Instructor consent for Law Enforcement Academy students only.

The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with 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

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

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

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

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 250 on the Accuplacer Next Generation reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours.

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: CSC1100 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: 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: CIS2100 or higher with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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.

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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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. Five 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. Five 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. Five hours of required observations are assigned throughout the semester. CPR First Aid certification is mandatory for class completion. 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. Five 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. Five hours of required practicum classroom experience is assigned each week for a total of forty hours. NOTE: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

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. Five 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. Five 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 250 on the Accuplacer Next Generation 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

Corequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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. 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990,

or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Emphasizes the operation and management of early childhood programs. Program goals, objectives and outcomes are evaluated in order to provide a quality program to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program's goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also addressed as a part of the planning process. Students must earn a minimum grade of B in all education courses with an EDU prefix.

EDU2500 _____ (3-0) 3 cr. hrs.
Education of Exceptional Learner

Corequisite: EDU2320.

An introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education.

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/combo 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.

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 500 (paper-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.

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ENG0820 _____ (3-0) 3 cr. hrs.
English as a Second Language II

Prerequisite: TOEFL score above 500 (paper-based), or 61 (internet-based) or ENG0800 with a minimum grade of C.

Offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing.

ENG0920 _____ (3-0) 3 cr. hrs.**Introduction to College Writing**

Prerequisites: ACT English score 0-14, Accuplacer Next Generation writing score of 200-236, AND one of the following: (1) a minimum score of 18 on the ACT reading, or Accuplacer Next Generation reading score of 250, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or 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 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


 Prerequisite: One of the following: (1) a minimum ACT English score of 18, or minimum Accuplacer Next Generation writing score of 250, or minimum Accuplacer Writeplacer score of 5, or (2) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, AND a 3.5 cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.

A purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's

education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction includes basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 _____ (3-0) 3 cr. hrs.**English Composition II**


MOTR ENGL200

 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**


MOTR PERF106 - 2019

 Prerequisite: ENG1330 with a minimum grade of C.

An introduction to writing short fiction, creative nonfiction and poetry. Students will study anthologized/representative writers while developing their own style and voice. Special focus will be placed on providing criticism in a workshop setting and revising writing multiple times to produce polished work.

ENG1440 _____ (3-0) 3 cr. hrs.**Public Speaking**

MOTR COMM110


 Prerequisite: Must have met one of the following: (1)

minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, (3) or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0090, or (4) have earned 24 college-level semester credit hours.

Emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1570 _____ (3-0) 3 cr. hrs.**Intro Lit/Prose/Poetry**


MOTR LITR100

 Prerequisite: ENG1330 with a minimum grade of C.

An introductory survey of the prose forms of literature, primarily short story, and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. A strong emphasis will be placed on reading and discussion.

ENG1670 _____ (3-0) 3 cr. hrs.**Interpersonal Communications I**

MOTR COMM120

 Prerequisite: Must have met one of the following: (1) a

minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accupacer 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.

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences.

Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.


ENG2150 _____ (3-0) 3 cr. hrs.**Leadership Development**

Prerequisite: ENG1330 with a minimum grade of C.

Focuses on leadership development and provides opportunities for developing a personal leadership philosophy, analyzing one's leadership abilities, and learning about different elements of successful leadership. Students will learn through reading, observation, and application of leadership skill sets.

ENG2330 _____ (3-0) 3 cr. hrs.**English Literature I**


MOTR LITR102A

 Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. A strong emphasis will be placed on reading and discussion.

ENG2340 _____ (3-0) 3 cr. hrs.**English Literature II**


MOTR LITR102B

 Prerequisite: ENG1330 with a minimum grade of C.

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell. A strong emphasis will be placed on reading and discussion.

ENG2430 _____ (3-0) 3 cr. hrs.**American Literature I**


MOTR LITR101A

 Prerequisite: ENG1330 with a minimum grade of C.

The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2440 _____ (3-0) 3 cr. hrs.**American Literature II**

MOTR LITR101B

 Prerequisite: ENG1330 with a minimum grade of C.

The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information facts about the authors, and terminology peculiar to particular periods and genres. A strong emphasis will be placed on reading and discussion.

ENG2492 _____ (3-0) 3 cr. hrs.

Women's Literature

MOTR LITR106



Prerequisite: ENG1330 with a minimum grade of C.

Focuses on the ideas, experiences, and perceptions of women in various literary genres and 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



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: EDU2030 or EDU2040 or ECE1000 with a minimum grade of C and acceptance into the AAT or AAS in Child Development Program.

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 EDU2030 or EDU2040 with a minimum grade of C, AND acceptance into AAT program or AAS in Child Development.

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 Technology Internship II

Prerequisite: ETT1700 with a minimum grade of C.

A supervised occupational experience with a local electrician. Students shall perform approximately 90 hours of on-the-job training under the direction of a qualified supervisor in a location approved by the instructor.

FIRE SCIENCE TECHNOLOGY

FST1000 _____ Arranged 3 cr. hrs.

Introduction to Firefighting

Designed to prepare the FST student in the first phase of classroom instruction for fire 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.

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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 Intervention Teams

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

FST2400 _____ Arranged 2 cr. hrs.
Hazardous Materials Operations

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

FST2420 _____ Arranged 1 cr. hrs.
Hazardous Materials Awareness

Prerequisite: FST2400 with a minimum grade of C.

A continuation of FST2400 with the exception of applied classroom instruction with a practical course of instruction. The student will participate under expected requirements

for proper wearing of equipment and safety issues.

FST2500 _____ (3-0) 3 cr. hrs.
Fire Instructor I

Prerequisite: FST1050 with a minimum grade of C and a computer technology course. Introduces and develops knowledge and skills used to teach essential skills to fire fighters. Instructional planning, psychology, presentations and evaluating results are supplemented with safety, legal considerations and training aids.

FST2520 _____ Arranged 3 cr. hrs.
Fire Officer I

Prerequisite: FST1050 with a minimum grade of C or instructor consent. Introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included.

FST2540 _____ Arranged 2 cr. hrs.
Fire Service Instructor 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

GE01130 _____ (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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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: The Americas, Asia, Europe, North Africa and Southwest Asia and Sub-Saharan 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 opportunity research.

HISTORY

HIS0000 _____ (0-0) 0 cr. hrs.
MO Higher Education Civics Exam


State requirement for all Missouri college students. Covers federal and state governments. Students must successfully complete the exam with a minimum score of 70%.

HIS1100 _____ (3-0) 3 cr. hrs.
World Civilization I
MOTR HIST201 - 2020

 Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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 II
MOTR WCIV101

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

 Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 through the Reformation and beyond.

HIS1230 _____ (3-0) 3 cr. hrs.
American History I
MOTR HIST101

 Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

HIS1240 _____ (3-0) 3 cr. hrs.
American History II
MOTR HIST102

 Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 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. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

**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
MOTR HIST202 - 2020**

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

**HEALTH RELATED
TECHNOLOGY****HLT1040 _____ Arranged 4 cr. hrs.
Basic Electrocardiography**

Prerequisites: CIS1050 or CIS1750 with a minimum grade of C or instructor consent, and minimum ACT math score of 15, AND one of the following: a minimum score of 18 on the ACT reading or, 250 on the Accuplacer Next Generation reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or have earned 24 college-level semester credit hours. Must have a declared major of: EMT, Paramedic Technology, Radiology, or Nursing.

Provides the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. Fulfills the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

**HLT1710 _____ Arranged 3 cr. hrs.
Emergency Med Tech Refresh**

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

Refresher/re-licensure course to enhance the knowledge and experience of the relicensing EMT. Designed to assure maintenance of a uniformity high level of proficiency in skills and training among EMTs and keep their training 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading

score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. Must be 18 year of age by completion of the program and have basic computer and internet skills. Must attend orientation on first class day.

Provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A & P, medical terminology, assessment, 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 be 18 before taking the national registry exam. Student must meet selection criteria and attend required orientation.

Provides basic instruction for the delivery of emergency medical services. Upon successful completion, the student will be eligible to license as a Nationally Registered EMR.

**HLT2080 _____ (3-0) 3 cr. hrs.
First Aid**

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

Students will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma

emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds and soft tissue injuries, extremity injuries and splinting, burns, and cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course.

**HLT2082 _____ (3-0) 3 cr. hrs.
Wilderness First Aid**

Prerequisite: CIS1050 or CIS1750 is recommended. Must have basic computer and internet skills.

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

**HLT2084 _____ (3-0) 3 cr. hrs.
Pediatric First Aid**

Prerequisite: Access to high-speed internet is required. CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

A hybrid course that teaches the unique approach to first aid for the pediatric patient.

**HLT2350 _____ (3-0) 3 cr. hrs.
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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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**

Prerequisites: Current Missouri-issued LPN license or be admitted to the practical nursing program.

Prepares students to perform I.V. therapy. Designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.



HLT2502 _____ (4-0) 4 cr. hrs.
Introduction to Paramedic Science

Prerequisite: HLT1762 with a minimum grade of C or current Missouri or NREMT EMT license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content.

HLT2504 _____ (2-2) 2 cr. hrs.
EMT Internship

Prerequisite: Must have current Missouri Emergency Medical Technician (EMT) license.

An introduction and preview of advanced Paramedic practice for basic EMT level students. Introduces initial advanced level practice theory, psychomotor skills and content through 100 hours of field internship.

HORTICULTURE**HRT1010 _____ (5-0) 5 cr. hrs.**
Introduction to Horticulture (Fall)

Designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

HRT1050 _____ (3-0) 3 cr. hrs.
Herbaceous Landscape Plants (Spring)

A study of major plants 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 & Cloning (Spring)

An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. Makes use of the greenhouse propagation facilities.

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 (Spring)

Pursues the increasingly popular interior landscaping where interior design skills are developed along with cultural management of

tropical plants. Focuses on identification, scientific name, culture, and functional use of indoor and florist plants.

HRT2092 _____ (3-0) 3 cr. hrs.
Landscape Design (Fall)

Prerequisites: HRT1050 and HRT1092 with a minimum grade of C.

A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering and computer-aided design. The principles and elements of design are stressed to create pleasing, functional designs.

HRT2170 _____ (3-0) 3 cr. hrs.
Horticulture Maintenance (Spring)

Designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices. Attention will be given to the business side of horticulture maintenance.

HRT2172 _____ (3-0) 3 cr. hrs.
Crop Science (Spring)

Prerequisites: 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 Management Cultivation (Spring)

A greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

HRT2310 _____ (3-0) 3 cr. hrs.
Golf Course Management (Spring)

Basic turfgrass principles and practices will be used to explore turf management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subjects of fairways, tee and green management, baseball, football and soccer fields while 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 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1205 or (2) MAT0930 or MAT0935 with a minimum grade of C.

Provides students with "just in time" instruction to assist with completing the college-level math requirement. P (Pass)/NP (No Pass) grading scale.

MAT0930 _____ (5-0) 5 cr. hrs.
Fundamentals of Mathematics

Prerequisite: ACT math score of 0-16, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-236, or Accuplacer Advanced Algebra and Functions of 200-229, or MAT0900 or MAT0920 with a minimum grade of C.

Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0935 _____ (3-0) 3 cr. hrs.
Fundamentals of Mathematics

Prerequisite: ACT math score of 0-14, or Accuplacer Quantitative Reasoning, Algebra, and Statistics of 200-225, or Accuplacer Advanced Algebra and Functions of 200-223, or MAT0900 or MAT0920 with a minimum grade of C.

Study college preparatory topics such as operations of fractions; ratio, proportion and percent; integers, sets, basic probability, basic algebra and properties of geometric shapes. Does not meet college-level math requirement or apply toward an associate degree.

MAT0940 _____ (0-2) 1 cr. hrs.
CoReq: Quantitative Reasoning

Prerequisite: One of the following: (1) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1240 or (2) MAT0930 or MAT0935 with a minimum grade of C.

Provides "just in time" instruction to assist with completing the college-level math requirement. P (pass)/NP (no pass) grading scale.



MAT0960 _____ (0-2) 1 cr. hrs.

CoReq: Elementary Statistics

Prerequisite: One of the following: (1) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1260, or (2) MAT0930 or MAT0935 with a minimum grade of C.

Provides "just in time" instruction to assist with completing the college-level math requirement. P (pass)/NP (no pass) grading scale.

MAT0970 _____ (0-2) 1 cr. hrs.

CoReq: PreCalc: Algebraic Reasoning

Prerequisite: One of the following: (1) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-275, or Accuplacer Advanced Algebra and Functions score of 237-249 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 Accuplacer Quantitative 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 scale.

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.

MAT1185 _____ (4-0) 4 cr. hrs.

Fundamentals of Algebra

Prerequisite: One of the following: (1) an ACT math score of 15-18, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 237-249, or Accuplacer Advanced Algebra and Functions score of 200-236 or (2) MAT0930, MAT0935 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



Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced

Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0905 or (4) MAT0930, MAT0935, MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

Provides a comprehensive overview of the skills required to navigate the mathematical demands found in science fields and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors. Recommended for Allied Health and technical 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 15, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224 or (2) or MAT0930, MAT0935, MAT0950, MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Provides a deeper understanding of the real number system and its subsystems, along with topics in algebra and logic. Explore, conjecture and reason logically using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1225 _____ (3-0) 3 cr. hrs.

Math for Elementary Teachers 2

Prerequisite: One of the following: (1) a minimum ACT math score of 22, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250, or minimum Accuplacer Advanced Algebra and Functions score of 237 or (2) a minimum final high school grade point average of 3.5 AND a minimum ACT math score of 20, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 240, or minimum Accuplacer Advanced Algebra and Functions score of 230, or (3) MAT1215, MAT1230, or MAT1270 with a minimum grade of C.

Provides a deeper understanding of algebraic concepts, statistics, probability and various geometric topics. Explore, conjecture and reason logically, using a variety of mathematical methods effectively to solve non-routine problems and communicate mathematically.

MAT1240 _____ (3-0) 3 cr. hrs.

Quantitative Reasoning

MOTR MATH120



Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced

Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (4) MAT0930, MAT0935, MAT1130, MAT1180, MAT1185, MAT1215, MAT1225, MAT1230, MAT1260, or MAT1270 with a minimum grade of C.

Provides a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepares students for a deeper understanding of information presented in mathematical terms. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations that depend upon multiple factors.

MAT1260 _____ (3-0) 3 cr. hrs.

Elementary Statistics

MOTR MATH110



Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (4) MAT0930, MAT0935, MAT1130, MAT1180, MAT1185, MAT1215, MAT1225, MAT1230, MAT1240, or MAT1270 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 Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 276, or Accuplacer Advanced Algebra and Functions score of 250, or (2) a minimum high school grade point average of 3.5 and a minimum ACT math score of 18, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 270-275, or Accuplacer Advanced Algebra and Functions score of 240-249, or (3) an ACT math score of 19-21, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 250-275, 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 Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (5) MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

Covers the comprehensive and rigorous concepts and techniques of algebra including: linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; solving systems of equations of three variables.

MAT1370 _____ (3-0) 3 cr. hrs.
Pre-Calculus: Trig & Geom Reasoning

Prerequisite: MAT1230 or MAT1270 with a minimum grade of C.

Study triangles and trigonometric and circular functions and their graphs, angle measure (degree and 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.

MAT1550 _____ (3-0) 3 cr. hrs.
Applied Calculus

Prerequisite: A minimum ACT math score of 27, or Accuplacer Next Gen Quantitative Reasoning, Algebra & Statistics of 276, or a minimum grade of C in MAT1270.

Designed for students majoring in business, social or life sciences. Topics include limits, finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions, utilizing derivatives to sketch graphs of functions and integrations. Applications will be emphasized.

MAT1650 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (Fall)

Prerequisite: A minimum grade of C in MAT1230 and MAT1330 or MAT1270 and MAT1370.

Provides a study of algebraic applications to geometry and the basic concepts of the calculus. Includes limits and their properties; differentiation of algebraic and transcendental functions (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 principals involved in the performance of mechanical equipment. Emphasis is placed on various types of equipment maintenance, troubleshooting, equipment safety, operation and design. Instruction may be a combination of hands-on learning systems, lecture and e-learning components.

MODERN FOREIGN LANGUAGE

MFL1000 _____ (1-1) 1 cr. hrs.
Global Studies Seminar

Required for students pursuing a Global Studies Certificate. Promotes global citizenship, develops critical thinking and understanding of differing viewpoints, engages students in real-life studies, teaches students to negotiate in a rapidly changing world, and assists with examination of career opportunities in international fields.

MFL1060 _____ (3-0) 3 cr. hrs.
Intro to Spanish for Hlth Care Wrk

Designed for individuals and students in the health care field. Develop medical language skills and cultural competency for health care situations. Involves real-life context with hands-on language to survive in the health care field.

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

MOTR LANG103



Prerequisite: A minimum ACT English score of 18, Accuplacer Next Gen writing score of 250, 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.

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

MOTR LANG105 - 2019



Prerequisite: One of the following: (1) a minimum ACT English score of 18, or Accuplacer Next Gen writing score of 250, or (2) an ACT English score of 15-17, or Accuplacer Next Generation score of 237, and minimum Writeplacer score of 5, AND a 3.5 cumulative high school grade point average (3) or concurrent enrollment in ENG0930, or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. Acquisition of a basic level of communicative competency in American Sign Language.

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

MOTR LANG106 - 2019



Prerequisites: MFL1700 or DCS1000.

A continuation of MFL1700. Develop a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increase knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy.

MFL1740 _____ (3-0) 3 cr. hrs.
Introduction to Deaf Culture

Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Gen reading, or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or concurrent enrollment in RDG0900, or have earned 24 college-level semester credit hours. Prior or concurrent enrollment in DCS1000/MFL1700 is recommended.

Examines the social, political, linguistic and psychological aspects of deafness and introduces the organizations of the deaf and how they impact their lives. Explores the history of deaf education and culture and how deaf think and learn signed languages.

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

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

Review the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation.

MFL2250 _____ (3-0) 3 cr. hrs.
Intermediate Spanish II

Prerequisite: MFL 1370 and MFL1470 with a minimum grade of C or the equivalent (four years of high school study).

A continuation of MFL2230. Develop the ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Learn about Hispanic culture and literature.

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

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

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 Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249,

or Accuplacer Next Generation Advanced Algebra and Functions of 200-236, 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: OST1520 or 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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation reading, (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG0900, or (5) have earned 24 college-level semester credit hours.

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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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Help students learn more about the benefits of small business ownership, as well as the challenges many small business owners face. This course focuses on giving students the tools and knowledge they need to go out and start their small business through practical advice and examples from true small businesses in a variety of industries.

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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation 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
MOTR PERF102B - 2020


 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
MOTR PERF102B - 2020


 Prerequisite: MSC1011 with a minimum grade of C.
A continuation of MSC1011.

MSC1021 _____ (1-1) 1 cr. hrs.
Jazz Combo I
MOTR PERF102B - 2020

 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
MOTR PERF102B - 2020

 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.



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MSC1211 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training I (Fall)

A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.

MSC1212 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training II (Spring)

Prerequisite: MSC1211 with a minimum grade of C.

A continuation of MSC1211, extending studies into the areas of dominant chords, alto and tenor clefs, diatonic leaps in simple and compound meters.

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.

MSC1801 _____ (3-0) 3 cr. hrs.
Appreciation of Music

MOTR MUSIC100



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 MUSIC100RP



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.

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

MOTR PERF102B - 2020



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

MOTR PERF102B - 2020



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.

MSC2083 _____ (1-1) 1 cr. hrs.
Guitar Ensemble III
 Prerequisites: MSC1081 and MSC1082 with a minimum grade of C.
 A continuation of MSC1082.

MSC2084 _____ (1-1) 1 cr. hrs.
Guitar Ensemble IV
 Prerequisites: MSC1081, MSC1082, and MSC2083 with a minimum grade of C.
 A continuation of MSC2083.

MSC2095 _____ (1-0) 1 cr. hrs.
Special Topics: Ensemble I
 Prerequisite: MSC2004, MSC2014, MSC2024, MSC2034, MSC2044, MSC2054, MSC2064, MSC2074, or MSC2084 with a minimum grade of C, respectively, depending on which ensemble.

A continuation in one of the musical ensembles offered through the Mineral Area College music department.

MSC2096 _____ (1-0) 1 cr. hrs.
Special Topics: Ensemble II
 Prerequisite: MSC2095 with a minimum grade of C.
 A continuation in one of the musical ensembles offered through the Mineral Area College music department.

MSC2203 _____ (3-0) 3 cr. hrs.
Music Theory III (Fall)
 Prerequisite: MSC1202 with a minimum grade of C.
 Extension of materials of MSC1202 to include a more complex choral vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

MSC2204 _____ (3-0) 3 cr. hrs.
Music Theory IV (Spring)
 Prerequisite: MSC2203 with a minimum grade of C.
 Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

MSC2213 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training III (Fall)
 Prerequisite: MSC1212 with a minimum grade of C.
 A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

MSC2214 _____ (2-2) 2 cr. hrs.
Sight-Singing/Ear Training IV (Spring)
 Prerequisite: MSC2213 with a minimum grade of C.
 A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

MSC2403 _____ (1-1) 1 cr. hrs.
Applied Voice III
 Prerequisites: MSC1401 and MSC1402 with a minimum grade of C.
 A continuation of MSC1402.

MSC2404 _____ (1-1) 1 cr. hrs.
Applied Voice IV
 Prerequisites: MSC1401, MSC1402 and MSC2403 with a minimum grade of C.
 A continuation of MSC2403.

MSC2413 _____ (1-1) 1 cr. hrs.
Applied Piano III
 Prerequisites: MSC1411 and MSC1412 with a minimum grade of C.
 A continuation of MSC1412.

MSC2414 _____ (1-1) 1 cr. hrs.
Applied Piano IV
 Prerequisites: MSC1411, MSC1412, and MSC2413 with a minimum grade of C.
 A continuation of MSC2413.

MSC2423 _____ (1-1) 1 cr. hrs.
Applied Woodwinds III
 Prerequisites: MSC1421 and MSC1422 with a minimum grade of C.
 A continuation of MSC1422.

MSC2424 _____ (1-1) 1 cr. hrs.
Applied Woodwinds IV
 Prerequisites: MSC1421, MSC1422, and MSC2423 with a minimum grade of C.
 A continuation of MSC2423.

MSC2433 _____ (1-1) 1 cr. hrs.
Applied Brass III
 Prerequisites: MSC1431 and MSC1432 with a minimum grade of C.
 A continuation of MSC1432.

MSC2434 _____ (1-1) 1 cr. hrs.
Applied Brass IV
 Prerequisites: MSC1431, MSC1432, and MSC2433 with a minimum grade of C.
 A continuation of MSC2433.

MSC2443 _____ (1-1) 1 cr. hrs.
Applied Percussion III
 Prerequisites: MSC1441 and MSC1442 with a minimum grade of C.
 A continuation of MSC1442.

MSC2444 _____ (1-1) 1 cr. hrs.
Applied Percussion IV
 Prerequisites: MSC1441, MSC1442, and MSC2443 with a minimum grade of C.
 A continuation of MSC2443.

MSC2453 _____ (1-1) 1 cr. hrs.
Applied Guitar III
 Prerequisite: MSC1452 with a minimum grade of C.
 A continuation of MSC1452.

MSC2454 _____ (1-1) 1 cr. hrs.
Applied Guitar IV
 Prerequisites: MSC1451, MSC1452, and MSC2453 with a minimum grade of C.
 A continuation of MSC2453.

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.

- ▶ 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

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.

Designed to prepare students to re-enter the nursing program after there has been an unsuccessful semester. The student is to attend existing classes, take tests, and successfully complete lab practicum exams, check-offs, and dosage calculation exams. The student does not attend clinical rotations. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/no pass, based on the nursing program grading scale.

NUR1002 _____ 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: Acceptance into the Practical Nursing Program or 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 formatting and keying a variety of business documents, with an emphasis on improvement of accuracy and speed as well as spelling, grammar, and punctuation.

OST1020 _____ (3-0) 3 cr. hrs.
Keyboarding II

Prerequisite: OST1000 or equivalent with a minimum grade of C, or instructor consent.

Designed to improve speed, accuracy, and production of mailable copy. Advanced keyboarding applications are introduced, including various business documents, office forms, itineraries, and cover pages.

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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation 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 250 on the Accuplacer Next Generation 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.

PAR2013 _____ (5-1) 6 cr. hrs.
Principles Paramedic Technology I

Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.
Corequisites: PAR2083 & PAR2213.

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. This course consists of 2/3 lecture and 1/3 lab time.

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).

PAR2023 _____ (5-1) 6 cr. hrs.
Principles Paramedic Technology II

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.

Corequisites: PAR2123 & PAR2223.
Continuation of the Principles of Paramedic Technology series. Integrates the theory

behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injuries. Content includes: pulmonology, immunology, GI/GU and nephrology, endocrine, allergies and anaphylaxis, pediatrics, toxicology, abuse and neglect. PALS and NRP certification courses will be completed. This course consists of 2/3 lecture and 1/3 lab time.

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/cardiopersion, 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.

PAR2043 _____ (4-1) 5 cr. hrs.
Principles Paramedic Technology III

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223 with a minimum grade of C.

Corequisites: PAR2263.
Continuation of the Principles of Paramedic Technology series. Integrates the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injuries. Content includes: Neurology, behavioral emergencies, infection control, communicable diseases, geriatrics, trauma. This course consists of 2/3 lecture and 1/3 lab time.

PAR2072 _____ (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.

PAR2083 _____ (5-1) 6 cr. hrs.
Paramedic Pharmacology

Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.

Corequisites: PAR2013 & PAR2213.
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 routes, 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. Course consists of 2/3 lecture and 1/3 lab time.

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 Educators' (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.



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PAR2123 _____ (5-1) 6 cr. hrs.
Paramedic Cardiology

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.

Corequisites: PAR2023 & PAR2223.

Provides education in the following areas: 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. ACLS certification is completed in this course. This course consists of 2/3 lecture and 1/3 lab time.

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.

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.

PAR2213 _____ Arranged 3 cr. hrs.
Paramedic Clinical I

Prerequisites: All of the following: (1) Acceptance into Paramedic program, and (2) MO EMT license, and (3) instructor consent, and (4) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (5) minimum Accuplacer Next Generation writing of 250, and (6) minimum Accuplacer Next Generation reading of 250.

Corequisites: PAR2013 & PAR2083.

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 will include orientation, introduction, and utilization of patient simulation. Facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. 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. Clinical objectives meet or exceed current National Association of EMS Educators (NAEMSE) EMS Education Standards and NREMT requirements.

PAR2220 _____ Arranged 2 cr. hrs.
Paramedic Clinical II

Prerequisites: Sequential paramedic classes with a minimum grade of C and instructor consent.

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.

PAR2223 _____ Arranged 4 cr. hrs.
Paramedic Clinic II

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2013, PAR2083, and PAR2213 with a minimum grade of C.

Corequisites: PAR2023 & PAR2123.

Facilitates application of advanced care in the hospital and field clinical setting under the supervision of licenses 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.

PAR2263 _____ Arranged 3 cr. hrs.
Paramedic Clinical III

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2023, PAR2123, and PAR2223.

Corequisites: PAR2043.

Facilitates application of advanced care in the hospital and field clinical setting under the supervision of licensed preceptors. This is the final clinical course prior to the field internship phase. The student should be working on transition to the team leader role. 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.

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.

PAR2353 _____ (1-0) 1 cr. hrs.
Paramedic Internship Seminar

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2043, and PAR2263 with a minimum grade of C.

Corequisites: PAR2373.

Classroom aspect of the field internship capstone for paramedic students. Requires each student check in and verify appropriate progress in the field internship capstone. After completion of the field internship capstone, this course will transition to preparing the student for the NREMT-P examination process (practical and written).

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.

PAR2373 _____ Arranged 4 cr. hrs.
Paramedic Field Internship Capstone

Prerequisites: All of the following: (1) Instructor consent, and (2) minimum Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics of 250, and (3) minimum Accuplacer Next Generation writing of 250, and (4) minimum Accuplacer Next Generation reading of 250, and (5) PAR2043, and PAR2263 with a minimum grade of C.

Corequisites: PAR2353.

Facilitates application and evaluation of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Represents the final summative evaluation of student clinical (pre-hospital) performance as team leader. It is the responsibility of the student to seek opportunities to act as team leader and apply assessment, physical exam techniques, invasive procedures, treatments, and effective team communication and dynamics developed in previous field experience. Assigned objectives must be completed by the student as outlined in the course syllabus. Students are responsible for documenting completion of all course objectives and presenting evidence of critical thinking and clinical decision-making based on their experience with patients in the pre-hospital setting. Field internship capstone objectives meet or exceeded 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, 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.

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

Prerequisites: Instructor consent. Current Missouri Paramedic or NREMT Paramedic license from a State-accredited institution or have completed a paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Must have basic computer and internet skills. CIS1050 or CIS1750 recommended.

A hybrid course consisting of online didactic work with an arranged practicum. A content, curriculum and competency update course for students who have received their paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course exceeds paramedic-level NAEMSE and BEMS re-licensure requirements.

PERSONAL AWARENESS

PAW1060 _____ (1-0) 1 cr. 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.

**PED1130 _____ (3-0) 3 cr. hrs.
Intro to Sports Management**

Introduction to the Sport Management profession and its large array of career opportunities, organizational structures, current issues/trends, and interactions with other industries. The sports industry represents the 11th largest industry in the US and is growing every year.

**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.
Var Sport-Men Outdoor Track & Field**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2584 _____ Arranged 1 cr. hrs.
Var Spt-Women Outdoor Track & Field**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2585 _____ Arranged 1 cr. hrs.
Var Sports-Men's Indoor Track/Field**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2586 _____ Arranged 1 cr. hrs.
Var Sports-Women's Indoor Track/Fld**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in short and intermediate running for time. They can also participate in field events such as discus/javelin/shot-put etc. They will compete against other schools.

**PED2587 _____ Arranged 1 cr. hrs.
Varsity Sports - Men's Soccer**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in soccer practices and games. They will compete against other schools.

**PED2588 _____ Arranged 1 cr. hrs.
Varsity Sports - Women's Soccer**

Prerequisite: Instructor consent.

A 1-hour Physical Education credit where student-athletes participate in soccer practices and games. They will compete against other schools.

**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

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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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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, 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

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, 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to 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, 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of

240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C, 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 & Development

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to 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 Technicians

Prerequisites: GED or high school diploma and at least one of the following: (1) minimum score of 18 on the ACT reading, 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average, or (3) ENG1330 with a minimum grade of C. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access.

Designed to introduce pharmacy technician students to the general principles of pharmacology. Drugs are discussed by drug classes, side effects, mechanism of action, disease type and body systems. Provides students with sufficient background information to recognize and avoid errors. Emphasis is given to the top 200 prescribed drugs, though many more drugs will be discussed.

PHR1300 _____ (3-0) 3 cr. hrs.
Pharmacy Technician Internship I

Prerequisites: GED or high school diploma, and PHR1100, PHR1110, and PHR1120 with a minimum grade of C or concurrent enrollment. Must be 18 years of age by the first day of class. Must have basic computer and internet skills and have access to high-speed internet. MAC offers on-campus computer access. Must hold a current Pharmacy Technician registration with the Missouri State Board of Pharmacy, which includes being fingerprinted for a state and federal background check, and are required to

take a 10-panel drug test prior to the start of the semester in which the internship will occur. Results from the State Board of Pharmacy can take up to eight weeks for a response. Proof of necessary 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

PHS1040 _____ (3-0) 3 cr. hrs.
Consumer Chemistry
MOTR CHEM100 - 2020

Prerequisite: MAT0930, MAT0935 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224.

Exploratory chemistry course for non-science majors that introduces the basic principles of chemistry with an emphasis on chemistry in society, the environment, and the human body.

PHS1130 _____ (4-2) 5 cr. hrs.
Physical Science
MOTR PHYS110L

Prerequisite: MAT0930, MAT0935 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, and Algebra, and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224.

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, MAT0935 or higher-level math course with a minimum grade of C, or a minimum ACT math score of 15, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226, or Accuplacer Advanced Algebra and Functions score of 224.

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

PHS1350 _____ (4-3) 5 cr. hrs.
General Chemistry I (Fall)
MOTR CHEM150L

Prerequisites: One unit of high school chemistry and one of the following: (1) MAT1270 or higher with a minimum grade of C or (2) concurrent enrollment in MAT1270. High school physics is recommended.

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

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 Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249 or Accuplacer Next Generation Advanced Algebra and Functions of 200-236.

An introduction to the earth sciences emphasizing 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, MAT0920, or modules MAT0020, MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT math score of 15-18, or Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249 or Accuplacer Next Generation Advanced Algebra and Functions of 200-236.

An 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, MAT0935 or modules MAT0020,

MAT0030 and MAT0040, or higher-level math course with a minimum grade of C, or ACT

math score of 15-18, or Accuplacer Next Generation Quantitative Reasoning, Algebra and Statistics of 237-249 or Accuplacer Next Generation Advanced Algebra and Functions of 200-236.

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

PHYSIOLOGY & HEALTH**PHY1120** _____ (2-0) 2 cr. hrs.
School Health

Deals with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. Designed to give students a practical knowledge of personal health care. Will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

POLITICAL SCIENCE**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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study local, state, and national government systems. Fulfills Missouri State Law requiring instruction in U.S. and Missouri constitutions.

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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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

Prerequisite: PSY1130 with a minimum grade of C.

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 _____ (3-0) 3 cr. hrs.
Human Growth & Development

MOTR PSYC200



Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 score of 0-11 or Accuplacer Next Generation reading score of 200-222.

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: (1) an ACT reading score 12-17, or 223-249 on the Accuplacer Next Generation reading, or (2) a minimum high school grade point average of 3.5 AND a minimum ACT reading score of 10, or a minimum Accuplacer Next Generation reading score of 217, or (3) 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.

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 basic 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. 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. 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 more complex 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. Understand the mechanics of the x-ray tube and how radiation is produced.

RDL1270 _____ (3-0) 3 cr. hrs.
Imaging Acquisition

Prerequisite: Acceptance into Radiology program.

An understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact acquisition, display, archiving and retrieval are discussed.

RDL1300 _____ Arranged 6 cr. hrs.
Clinical II

Prerequisite: RDL1102 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 advanced radiographic procedures, including 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).

**MED TECH/RESPIRATORY
THERAPY****RST1000** _____ (3-0) 3 cr. hrs.
Introduction to Respiratory Care

Prerequisite: Acceptance into the Respiratory Therapy Program.

Introduces the student to the history of the respiratory therapy profession, as well as, the modern set-up of today's healthcare institutions. Students will be introduced to the tripartite leadership of the RT profession and will learn what their role is in their professional organization. Students will discuss moral, ethical and legal aspects of the profession. Medical terminology and basic review of math skills required for a respiratory therapist will be reviewed.

RST1020 _____ (5-0) 5 cr. hrs.
Respiratory Care Pharmacology

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the Respiratory Care student useful knowledge regarding medications used in treating patients with cardiopulmonary disorders and other medicine used in emergency situations and treating the critically ill. This will include various drugs, their indication, contraindications, dosage, method of delivery and mode of action. Many of the drugs studied are not prepared or administered by Respiratory Therapists but their actions do affect the patients cardiopulmonary status. Because of this, it is



essential for the Respiratory Care student to have an understanding of these drugs.

RST1040 _____ (3-2) 5 cr. hrs.
Respiratory Care Basic Science

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the Respiratory Care student useful knowledge regarding principles of chemistry including atomic theory and molecular structure, ions & solutions, temperature scales, and acid-based theory. Principles of gas physics including units of force and mass, states of matter, kinetic theory, gas pressures and the ideal gas law are covered. Fluid dynamics and humidity calculations are included. Relevant math concepts including metric units are used. The final units of the class will consist of application of chemistry and physics concepts to analyze and interpret arterial blood gases.

RST1060 _____ (3-2) 5 cr. hrs.
Anat & Physio for Resp Therapy

Prerequisite: Acceptance into the Respiratory Therapy Program.

Fundamental knowledge of human anatomy and physiology. Covers the body systems, basic functions of sustaining life, basic anatomical features, directions, and landmarks as well as basic physiological principles. Laboratory opportunities allow students to dissect various animal tissues and organs to further understand those organs.

RST1080 _____ (3-0) 3 cr. hrs.
Cardiopulmonary Anat & Physio

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the student an in-depth understanding of the cardiopulmonary system, its abnormalities and corrective techniques. Proper function of the cardio-pulmonary system is critical to maintenance of normal gas exchange and, therefore to life. Since the structure of this system is intimately related to its function, structural abnormalities are quickly expressed in functional terms. The structures that will be covered include the nose, mouth, pharynx, larynx, trachea, lungs, heart, circulatory vessels, surrounding chest walls, diaphragm, muscles of ventilation and the mechanisms which control pulse and respiration. The interactions of these systems will then be discussed. Methods of monitoring function and evaluation of disease states will also be covered.

RST1100 _____ (3-2) 4 cr. hrs.
Fund of Respiratory Therapy I

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to re-emphasize the competencies learned during the 1st quarter of Lab I and basics of respiratory care that the students will need to fully comprehend for the remainder of their respiratory care career. It will enable the students to put together the concepts learned and the physiology of these practices. It will give a more in depth look at the indications, contraindications, hazards, and complications of the therapies used in respiratory care.

RST1120 _____ (2-2) 2 cr. hrs.
Respiratory Care Laboratory I

Prerequisite: Acceptance into the Respiratory Therapy program.

Gives students the opportunity to practice the competencies that will be expected of a 1st year respiratory therapy student concerning safe patient care. Basic respiratory care procedures will be demonstrated and practiced under direct supervision of the Director of Clinical Education for the RT program or another member of the RT faculty.

RST1140 _____ (1-1) 1 cr. hrs.
Clinical Observation

Prerequisite: Acceptance into the Respiratory Therapy Program.

Course that is strictly clinical observation to the various departments within the hospital that Respiratory Therapists may come into contact with during their professional career. Each student will observe; two Respiratory Therapy Departments, Radiology Department, Cath Lab Department, PFT Lab, Hyper Baric Department, Adult ICU, and Surgery. This course is designed to help further students classroom knowledge base and bridge the clinical setting with the classroom. By bridging the two together, it is my goal to help demonstrate basic therapies and modalities that are used daily in the Respiratory Therapy profession.

RST2000 _____ (2-2) 2 cr. hrs.
Adult Respiratory Disease I

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2020 _____ (2-2) 2 cr. hrs.
Adult Respiratory Disease II

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the student an understanding of various pulmonary disease processes as they occur in adults. This will include both acute and chronic disorders. The etiology of the disease process along with its signs, symptoms, treatment and prognosis will be discussed. It is essential to understand both normal and abnormal lung functions in order to provide proper respiratory care.

RST2040 _____ (1-1) 1 cr. hrs.
Microbiology for Resp Therapy

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the student an introduction of microorganisms, and focuses on terminology, classification, pathogenic organisms causing disease of the respiratory system, and disease transmission throughout the hospital. Disinfection, sterilization, isolation techniques, and infection control procedures will also be covered.

RST2060 _____ (2-2) 2 cr. hrs.
Pediatric Respiratory Disease

Prerequisite: Acceptance into the Respiratory Therapy Program.

Designed to give the student an understanding of various respiratory disease entities which affect newborn, infant, and pediatric patients. Included in this course will be the various stages of fetal development of the respiratory system, differences between adult and pediatric patients and methods for diagnosing, evaluating and treating pediatric patients.

RST2080 _____ (3-0) 3 cr. hrs.
Fund of Respiratory Therapy II

Prerequisite: Acceptance into the Respiratory Therapy Program.

Follows Fundamentals of RT I and continues to prepare the student for basic competencies, troubleshooting and critical thinking needed in the clinical setting. The students are expected to be gaining basic therapeutic experience from their clinical experiences and combine them with classroom

education to develop further understanding of the material and concepts. A more in-depth approach is covered in a four unit schedule covering: bronchial hygiene, hyperinflation therapy, airway management and patient monitoring. This course will start to teach the concept of non-invasive positive pressure ventilation.

RST2100 _____ (1-1) 1 cr. hrs.
Respiratory Care Laboratory II

Prerequisite: Acceptance into the Respiratory Therapy Program.

Laboratory II gives the students time to practice some of the more advanced level respiratory care modalities concentrating primarily on both noninvasive and invasive mechanical ventilation. Special ventilatory techniques, monitoring of those techniques and critical thinking with troubleshooting will be practiced as well.

RST2120 _____ Arranged 9 cr. hrs.
Clinical Practice I

Prerequisite: Acceptance into the Respiratory Therapy Program.

Consists of the first, real and hands on clinical rotations that challenges the student with basic respiratory therapy modality. This course consists of the student performing clinicals on hospital inpatient floor setting, with the student being assigned to 24 clinical hours each week (unless otherwise noted) at a hospital respiratory therapy department affiliate. During this rotation, the student will achieve proficiency in seventeen clinical competencies which were practiced in Lab 1.

RST2140 _____ (3-0) 3 cr. hrs.
Fund of Respiratory Therapy III

Prerequisite: Acceptance into the Respiratory Therapy Program.

Follows Fundamentals of RT I & II. Continues to prepare the student as a competent Respiratory Therapist at the advanced level. This course deals first with indications and need for mechanical ventilation; physiological aspects of ventilator support; in-depth discussion of how ventilators work, output waveforms, displays, and types of ventilators; initiation and adjusting of mechanical ventilation (invasive vs. non-invasive) to fit individual patients; and finally weaning the patient off ventilator support as well as the ever so hard decision of when discontinuing of ventilator support is necessary. If time allows, the course will start to discuss grasp monitoring in the critical care setting.

RST2160 _____ (1-1) 1 cr. hrs.
Respiratory Care Laboratory III

Prerequisite: Acceptance into the Respiratory Therapy Program.

Follows Lab I and Lab II. Continues to prepare the student for work as an advanced level respiratory therapist. Lab III will deal with Pulmonary Function Testing, equipment, and interpretation. The course is divided into 3 units of instruction consisting of indications of spirometry, lung volumes and testing, and basic equipment & interpretation. The main objective of this course is to prepare the student for basic administration and interpretation of both bedside spirometry and pulmonary function testing.

RST2180 _____ Arranged 7 cr. hrs.
Clinical Practice II

Prerequisite: Acceptance into the Respiratory Therapy Program.

Mandates the student develop a higher, more critical thinking ability, for this adult intensive care clinical care rotation. This course consists of the student performing clinicals in various hospital inpatient adult




intensive care unit settings, as well with a long term acute care hospital. The student will be assigned to 24 clinical hours each week (unless otherwise noted) at a hospital's respiratory therapy department or adult intensive care unit. The student will continue to have a respiratory therapy preceptor the entire time during this clinical rotation. During this rotation, the student will achieve proficiency in ten clinical competencies, which were practiced in Lab I and II.

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 SOC1101

 Prerequisite: Must have met one of the following: a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or 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 250 on Accuplacer Next Generation 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 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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

 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 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 3.5 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or 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 250 on the Accuplacer Next Generation 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

Prerequisites: PSY1130 and SOC1130 with a minimum grade of C.

Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.

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) ENG0920 or ENG1330 with a minimum grade of C, or (2) instructor consent.

A modular approach to technical writing. Students will gain skills and confidence researching, reading and writing technical documents using an ethical approach to technical communication.

TEC1070 _____ Arranged 4 cr. hrs.
Unified Technical Concepts I

Prerequisite: One of the following: (1) MAT1240, MAT1260 or TEC1900 with minimum grade of C, or (2) instructor consent.

An introductory course using a flexible, modular, integrated approach to Applied or Technical Physics. A central core of Concept Modules emphasizes the analogies between basic physical principles and the applications of these principles in today's technology. In addition, lab time is scheduled weekly to provide hands-on application of the concepts, along with the development of mathematical and communication skills. Will work in small groups to foster team problem-solving.

TEC1100 _____ Arranged 3 cr. hrs.
Technical Internship I

Prerequisite: Instructor consent.

Supervised 90-hour occupational experience in local business, municipal or governmental agencies.

TEC1160 _____ Arranged 6 cr. hrs.
Machine Shop II

Prerequisite: TEC1000 with a minimum grade of C.

A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. Offered by Mineral Area College at the UniTec Career Center.

TEC1300 _____ (3-0) 3 cr. hrs.
Computer Aided Design/Drafting

Devoted to learning basic operation of a microcomputer-based CAD/D system. Fundamentals of system operation, commands, and interpreting mechanical parts will be stressed.

TEC1320 _____ (3-0) 3 cr. hrs.
Advanced Comp Aided Design/Drafting

Prerequisite: TEC1300 with a minimum grade of C or instructor consent.

A continuation of TEC1300 with emphasis on development of complex drawings for different engineering specialties.

**TEC1340 _____ (3-0) 3 cr. hrs.
CAD/D Special Application Programs**

Prerequisite: TEC1300 with a minimum grade of C.

This course will enhance the student's ability to utilize all CAD systems. Systems will include: SolidWorks, AutoCAD, and/or Inventor.

**TEC1350 _____ Arranged 3 cr. hrs.
Introduction to Robotics**

Provides the use and development of robotics within the context of productivity, safety and emerging commercial applications. Gives students a basic background of the industrial robotic programming.

**TEC1390 _____ Arranged 6 cr. hrs.
Machine Shop III**

Prerequisites: TEC1000 and TEC1160 with a minimum grade of C.

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. Offered by Mineral Area College at UniTec Career Center.

**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 Fundamentals**

Fundamental, yet comprehensive, coverage of quality control concepts using a practical 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 include quality responsibility, quality assurance, control charts, sampling plan, reliability, quality costs, product liability and metrology.

**TEC1590 _____ (2-0) 2 cr. hrs.
Legal Principles/Roles in Surveying**

Designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

**TEC1610 _____ (3-0) 3 cr. hrs.
Introduction to Engineering Design**

A foundation course in the PLTW Engineering Program. Students are introduced to the engineering profession and a common approach to the solution of engineering problems, an engineering design process. Utilizing the activity project-problem-based (APB) teaching and learning pedagogy, students will progress from completing 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: 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: TEC1790 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: TEC1790 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 1880.

An advanced course for students who have completed Basic Machine Tool.

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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.

TEC1950 _____ (1-0) 1 cr. hrs.**CLA/CLT Assessment Prep**

Prerequisites: TEC1920, TEC1930, and CIS1610 with a minimum grade of C.

Required for students preparing to take the Manufacturing Skills Standards Council's (MSSC) Certified Logistics Associate (CLA) and/or Certified 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**

Introductory course designed to provide the technical information needed as a foundation for working with fluid power components and systems. Students will learn the "how" and "why" of various operating principles essential to understanding theory, design and function. Hands-on training will be incorporated wherever practical.

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 or instructor consent.

Provides a review of basic mathematical concepts and expands these concepts to integrate basic and advanced fluid power formulas. Required for students pursuing 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

 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**

OTR PERF100 - 2019



Develop methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theater games, improvisations, and short dramatic scenes are emphasized.

THE1080 _____ Arranged 3 cr. hrs.**Children's Theatre (Creative Drama)**

MOTR THEA100B - 2019



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**

MOTR PERF104S - 2019



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**

MOTR LITR100D - 2019



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 play, cast, block, work in union with the technical areas to present a single point of view, assist actors in creating characters, integrate a group of individuals into a cohesive cast, create moving stage pictures and present a production for performance.

THE2020 _____ (3-0) 3 cr. hrs.**Script Analysis**

MOTR PERF103SA - 2019



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

MOTR PERF103P - 2019



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

MOTR PERF100TT - 2019



Corequisite: MSC2081
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

Corequisite: Concurrent enrollment in MSC2082.

Apply musical theatre performance technique utilizing scenes and music from the Broadway stage. Advanced study includes using show research and script analysis to develop characterization. Designed for both theatre and music students.

THE2120 _____ (3-0) 3 cr. hrs.

World Drama

MOTR THEA106 - 2020



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

MOTR THEA104 - 2020



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

MOTR THEA105 - 2020



Examine theatre after Shakespeare to the present and study major

movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. Meets cultural diversity requirement.

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Scottye Adkins

Coordinator, Theater

A.S., Southwest Baptist University, 1989; B.A., Lamar University, 2007; M.A., Mississippi College, 2009.

Melynda Barks

Business Education

B.S., Southeast Missouri State University, 1999; M.Ed., Central Methodist State University, 2005; M.B.A., Missouri Baptist University, 2008.

Danielle Basler

Director, College Communications

B.F.A., Maryville University, 2002.

Debi Bayless

Director, College Park

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Assistant Director, Perryville Outreach Center

B.G.S., Southeast Missouri State University, 2015; B.S., Southeast Missouri State University, 2015; M.A., Southeast Missouri State University, 2018.

Esther 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.

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A.A., Mineral Area College, 1999; B.S.G., Southeast Missouri State University, 2017.

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Korey Byers

Biology

A.A., Mineral Area College, 2009; B.S., Southeast Missouri State University, 2011; M.S., Southeast Missouri State University, 2014.

Nathan Calkins

Chemistry

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

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Associate Degree Nursing

B.S., St. Louis University, 2007; M.S., Webster University, 2016.

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Law Enforcement Academy/Criminal Justice

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Chief Financial Officer

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Sarah Dement

Coordinator, Payroll

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Jodi Dillon

Biology

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

Mark Easter

Counselor/Advisor

A.A., Mineral Area College, 1985; B.A., Lindenwood University, 1988; M.Ed., University of Missouri-St. Louis, 2001.

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Research/Information Technology Services
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Judy Edgar

History/Political Science

A.A., Mineral Area College, 1980; B.S.E., Southeast Missouri State University, 1982; M.A., Southeast Missouri State University, 1997.

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Director, Allied Health

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B.A., Southeast Missouri State University, 2004; M.A., Lindenwood University, 2016.

C. Todd Flatt

Data Systems Analyst/Information Technology Services

B.A., Eckerd College, 1990.

Richard Flotron

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Chad Follis

Horticulture

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

Charles Gallaher

Theatre

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James Gerwitz

Director, Athletics

A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindenwood, 2013.



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Joseph Gilgour

President

B.A., Southwest Baptist University, 2003; M.S., Arkansas Tech University, 2007; Ed.D., Saint Louis University, 2012.

Laura Glasbrenner

English

B.A., Truman State University, 2008; M.A., Missouri State University 2010.

Ryan Harrington

Director, Library

A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.A., Central Methodist University, 2017.

Melissa Helm, B.S.N., R.N.

Coordinator/Associate Degree Nursing

B.S.N., Central Methodist University, 2016.

Connie Holder

Registrar

B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.

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.

Daniel Jaycox

Director, Academic Resource Center

B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.

Pamela Jaycox

English

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Rick Jenkins

Controller

B.S., Southeast Missouri University, 1983.

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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.

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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.

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A.A., Mineral Area College, 1992; B.S., Arkansas State University, 1994; M.B.A., Webster University, 2005.

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A.A., Mineral Area College, 2006; B.S., Central Methodist University, 2009; M.S., Central Methodist University, 2012.

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B.S., Eastern Michigan University, 2003; M.T.D., Idaho State University, 2011.

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Reading

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English

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Victoria Morgan

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A.A., Jefferson College, 1999; B.A.,
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B.A., Christian Brothers University,
2011; M.A., Central Methodist
University, 2016.

Jeremy Partney

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Louis, 2002; M.S., Central Methodist
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Mathematics
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Lucas Strege

Head Coach, Men's Basketball
B.S., University of Wisconsin – La
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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
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Kevin Thurman

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B.S., Southeast Missouri State
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Christa Tinsley

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B.S., Southeast Missouri State
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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.

Kevin White

Music
B.M.E., Murray State University, 1983;
M.M., Loyola University - New Orleans,
1988; D.M.A., University of South
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Stacey Wideman

Support & Retention Specialist
B.S.Ed., University of Missouri-
Columbia, 1989.

Barry Wilfong

Director, Darrell S. Cole Shooting Range
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 Williams

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

Rodney Wilson

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1995.

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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 Wright

Director, Fredericktown Outreach Center
A.A., Mineral Area College, 2007; B.S.,
Southeast Missouri State University,
2009; M.S., University of Alabama,
2014.

Shawn Young

Director, Education Program
B.S., Southeast Missouri State
University, 1997; M.Ed., Southwest
Baptist University, 1999; Ed.D.,
Missouri Baptist University, 2012.

Appendix: Degree Plans

Associate of Arts (AA)

- Associate of Arts
- Associate of Arts in Teaching
- Associate of General Studies

Associate of Science

(Allied Health Related)

- Associate Degree Nursing (RN)
- ADN - Advanced Placement
- Radiologic Technology
- Respiratory Therapy

Associate of Applied Science

- Agriculture
- Automotive Collision Technology
- Automotive Technology
- Business Computer Programming
- Business Management
- Business Management - Accounting
- Business Management - IT Specialist
- Child Development
- Computer Networking
- Computer Networking - Cybersecurity Option
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Engineering Technology- Design Drafting
- Engineering Technology - Manufacturing
- Graphic Arts/Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Machine Tool Technology
- Medical Laboratory Technician
- Office Systems Technology - Administrative Assistant
- 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
- Controlled Environmental Agriculture
- 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 Maintenance
- Logistics Technician
- Machine Tool Technology
- Office Systems Technology - Administrative Assistant
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Welding Technology

Associate of Arts Degree

Degree

ID#: _____ Student Name: _____ GPA: _____

Field of Study: _____ College/University student will be transferring: _____

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 COURSES (THESE COURSES HAVE A MOTR NUMBERS)

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)
	ART1160 Painting I (3)
	ART1490, ART1500 History of Art I or II (3)
	ART1230 Ceramics I (3)
	ART1930 Sculpture I (3)
	COMMUNICATION:
	COM1060 Intro to Cinema (3)
	FOREIGN LANGUAGE:
	MFL1170 Elementary French (3) +
	MFL1270 Intermediate French (3) +
	MFL1370 Elementary Spanish I (3) +
	MFL1470 Elementary Spanish II (3) +
	MFL1700 American Sign Language I (3) +
	MFL 1720 American Sign Language II (3) +
	HISTORY:
	HIS1130, HIS1140 Western Civilization I or II (3)
	LITERATURE:
	ENG1360 Creative Writing (3) +
	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:
	MSC1001 Concert Band I (1) +
	MSC1051 MAC Singers I (1) +
	MSC1801 Appreciation of Music (3)
	MSC1811 Appreciation of Jazz (3)
	MSC1821 History & Form of Rock Music (3)
	MSC2081 Singing for the Actor I (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)	
THE1040 Beginning Acting (3)	
THE1080 Children's Theatre (3)	
THE1120 Stagecraft (3)	
THE1200 Introduction to Lit: Drama (3)	
THE2020 Script Analysis (3)	
THE2060 Playwriting (3)	
THE2080 Acting for the Singer I (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	HIS 0000 MO Higher Education Civics Exam (0)
	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) +

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)			
	HIS 0000	MO Higher Ed Civics Exam	0
			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

Associate of Arts Degree

CORE 42 COURSES (THESE COURSES
HAVE A MOTR NUMBER)

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) +

INSTITUTIONAL REQUIREMENTS – NO MOTR NUMBER

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 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 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 for graduation.
4. All applicants are required to complete 62 approved semester hours.
5. All degree-applicable courses, including electives, must be 1000 level or higher.
6. Other courses in the A&S Division numbered 1000 and above may count toward elective credit. Students are encouraged to discuss appropriate courses with their advisors.
7. Students may apply up to 15 hours of course work from the Division of Career & Technical Education as elective credit, but no more than 6 of these hours may be career center hours/courses. It is the student's responsibility to verify that all elective credit will transfer to the college which the student plans to attend.
8. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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
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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) √
	HIS 0000 MO Higher Ed Civics Exam (0)
	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
	HIS 0000	MO Higher Ed Civics Exam	0
	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.

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]

ART:

- ART1130 Drawing I (3)
- ART1160 Painting I (3)
- ART1490, ART1500 History of Art I or II (3)
- ART1230 Ceramics I (3)
- ART1930 Sculpture I (3)

COMMUNICATION:

- COM1060 Intro to Cinema (3)

FOREIGN LANGUAGE:

- MFL1170 Elementary French (3) +
- MFL1270 Intermediate French (3) +
- MFL1370 Elementary Spanish I (3) +
- MFL1470 Elementary Spanish II (3) +
- MFL1700 American Sign Language I (3) +
- MFL 1720 American Sign Language II (3) +

HISTORY:

- HIS1130, HIS1140 Western Civilization I or II (3)

LITERATURE:

- ENG1360 Creative Writing (3) +
- 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:

- MSC1001 Concert Band I (1)
- MSC1051 MAC Singers I (1)
- MSC1801 Appreciation of Music (3)
- MSC1811 Appreciation of Jazz (3)
- MSC1821 History & Form of Rock Music (3)
- MSC2081 Singing for the Actor I (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)
- THE1040 Beginning Acting (3)
- THE1080 Children's Theatre (3)
- THE1120 Stagecraft (3)
- THE1200 Introduction to Lit: Drama (3)
- THE2020 Script Analysis (3)
- THE2060 Playwriting (3)
- THE2080 Acting for the Singer I (3)

SOCIAL & BEHAVIORAL

- 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

- HIS 0000 MO Higher Education Civics Exam (0)
- 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) +

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)			
	HIS 0000	MO Higher Ed Civics Exam	0
			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

THESE COURSES HAVE A
MOTR NUMBER

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) +

INSTITUTIONAL REQUIREMENTS - NO MOTR NUMBERS

MATH

MAT1185 Fundamentals of Algebra (4) +

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 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 Mgt (3) +
 CIS2200 Microcomputer Spreadsheet Apps (3) +
 CIS2210 Adv Microcomputer Spreadsheet Apps (3) +
 CIS2350 Word Processing-Microsoft Word (3) +
 CIS2400 Web Page Development (3) +
 CIS2450 Word Processing-Adv 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.

Mineral Area College
Degree Plan

Student Name: _____

ID#: _____

**Associate of Science
Nursing**

(Major Code: AN-AS) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

_____	ENG1330	English Comp I	3	_____
_____	MAT1240	Quantitative Reasoning.....	3	_____
_____	PHS1250	Introductory Chemistry*.....	5	_____
			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	_____
_____	GUI1010	First Year Seminar.....	1	_____
			17	

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	_____
_____	BIO2700	Microbiology*	4	_____
			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		_____
_____	HIS0000	MO H. Ed. Civics Exam ...	0	_____
_____	SOC1130	General Sociology	3	_____
_____	TSA0000	Technical Skills Assess ...	0	_____
			18	

(Prerequisites = 11cr. Hrs.)

Total Hours (not including pre-reqs).....75
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 75 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher:**
 - a. 30 Academic credit hours
 - b. 45 Nursing credit hours
2. Complete all courses included in the nursing curriculum with a "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the Spring Term - Sophomore Year.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Advisor Signature: _____

Date: _____

Mineral Area College
Degree Plan

Student Name: _____

ID#: _____

Associate of Science
NursingAdvanced Placement

(Major Code: ANAP) CIP51.3801

NURSING PROGRAM PRE-REQUISITES

Sem		Grade
_____	MAT1240 Quantitative Reasoning Math..3	_____
_____	PHS1240 Introductory Chemistry *5	_____
_____	BIO2600 Human Anatomy * 5	_____
_____	BIO2620 Human Physiology * 5	_____
_____	ENG1340 English Composition II * 3	_____
_____	GUI1010 First Year Seminar 1	_____
_____	PSY1130 General Psychology 3	_____
_____	PSY1250 Human Growth & Dev 3	_____
	28	

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) 95-98

*Course has pre-requisite.

▶ Required only for MAC PN graduates prior to 1991
or PN graduates from other schools.

< No longer offered-will count if previously completed

❖ **Not counted for Nursing Credit hours**

BRIDGE COURSE

<u>Summer Semester</u>	
Sem	Grade
_____	ADN1420 ▶LPN-ADN Bridge *3 _____

ADVANCED PLACEMENT COURSES

<u>Fall Semester</u>	
Sem	Grade
_____	ADN1490 Med-Surg Nursing I * 10 _____
_____	ADN1512 Clinical Pharmacology * 3 _____
_____	BIO2720 Microbiology Lecture* 3 _____
_____	BIO2722 Microbiology Lab 1 _____
	17

<u>Spring Semester</u>	
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 _____
_____	HIS0000 MO H. Ed. Civics Exam 0 _____
_____	SOC1130 General Sociology 3 _____
_____	TSA0000 Technical Skills Assess.....0 _____
	18

GPA: _____

TSA Test Date: _____

NCLEX-RN Application Submitted: _____

Semester/Year

General Requirements and Policies for Degree

- Complete 77 – 80 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher.
 - 37-38 Academic credit hours.
 - 67-70 **Nursing credit hours.**
- Complete all courses included in the Nursing curriculum with a "C" or above.
- Fifteen (15) hours of Mineral Area College credit must be included in the degree.
- Application for Graduation must be submitted during first 2 weeks of the Spring term (Sophomore Year).
- Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Advisor Signature _____

Date: _____

ID#: _____ Student: _____

Program Pre-requisites: (Min. GPA 2.5)

Science (1 course)

BIO 1150 General Biology (FA).....5
PHS 1250 Introduction to Chemistry (FA).....5

Communications (1 course)

ENG1330 English Composition I*3
ENG1440 Public Speaking3

Mandatory Courses (4 courses)

BIO2540 Human Anatomy & Physiology* (SP)..5
MAT1205 Applications of College Math3
HLT2350 Medical Terminology/Intro Path3
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 Diversity3
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 with the Registrar's Office during first 2 weeks of final semester.
3. Students are required to complete an Exit Exam and a Technical Skills Assessment and Graduation Interview during final semester.
4. See MAC Catalog for complete list of policies

MINERAL AREA COLLEGE			
ASSOCIATE OF SCIENCE			
Radiologic Technology			
(Major Code: RD AS) CIP51.0911			
WEB-Sem/Yr	Freshman Year		Grade
FA_____	RDL1022	Radiation Protection & Biology...3	_____
FA_____	RDL1040	Radiographic Anatomy.....3	_____
FA_____	RDL1060	Radiographic Procedures I3	_____
FA_____	RDL1082	Intro to Radiology and Pt. Care...3	_____
FA_____	RDL1102	Clinical I6	_____
SP_____	RDL1220	Radiographic Exposure I3	_____
SP_____	RDL1240	Radiographic Procedures II3	_____
SP_____	RDL1260	Radiographic Physics I3	_____
SP_____	RDL2240	Cross Sectional Anatomy.....3	_____
SP_____	RDL1300	Clinical II.....6	_____
SU_____	RDL1400	Clinical III5	_____
Sophomore Year			
FA_____	RDL1270	Image Acquisition3	_____
FA_____	RDL2040	Radiographic Procedures III.....3	_____
FA_____	RDL2080	Radiographic Exposure II3	_____
FA_____	RDL2100	Clinical IV6	_____
SP_____	RDL2022	Radiographic Equipment3	_____
SP_____	RDL2260	Radiographic Anatomy II3	_____
SP_____	RDL2280	Clinical V6	_____
SP_____	RDL2400	Radiology Registry Review1	_____
SP_____	HIS0000	MO Higher Ed. Civics Exam.....0	_____
SP_____	TSA0000	Technical Skills Assessment0	_____
_____	Total Web Hrs.	Total Credit Hours	69

GPA: _____

ARRT Registry Application Submitted: _____
Semester/Year

Signature Required
Acknowledgement of Graduation Policies

Advisor: _____

Date

ID #: _____ Student: _____

Mathematics Electives – 1 course

- TEC 1900 Technical Math I * (3)
- MAT1180 Fundamentals of Algebra* (5)
- MAT1185 Fundamentals of Algebra* (4)
- MAT1205 Applications of College Math* (3)
- MAT 1240 Quantitative 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	Course	Credits	Grade
Trimester I:			
_____	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	_____
			28 Cr. Hrs.
Trimester II:			
_____	RST 2000 Adult Respiratory Diseases I (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	_____
			18 Cr. Hrs.
Trimester III:			
_____	RST 2020 Adult Respiratory Diseases II (CC)	2	_____
_____	RST 2140 Fundamentals of R. T. III (CC)	3	_____
_____	RST 2160 Laboratory III (CC)	1	_____
_____	RST 2180 Clinical Practice II (CC)	7	_____
			13 Cr. Hrs.
Communications: (2)			
_____	ENG 1330 English Composition I * ▲ written	3	_____
_____	ENG 1440 Public Speaking	3	_____
_____	ENG 1670 Interpersonal Communications I		_____
Health:			
_____	HLT 2350 Med Terminology/Intro to Pathology ▲	3	_____
Political Science: (1 course)			
_____	POS 1180 American Political Systems	3	_____
_____	HIS1230 History I		_____
_____	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	_____
_____	HIS0000 MO Higher Education Civics Exam	0	_____
_____	TSA 0000 Technical Skills Assessment	0	_____
Total Credit Hours			82-83

Advisor: _____

NOTE: See graduation policies on back.

GPA: _____

**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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Student ID #: _____ Student: _____

Communications - 1 written & 1 oral

- ENG 1330 English Composition I^{1,2} (3) (written)
- TEC 1040 Tech Writing³ (3) (written)
- ENG 1440 Public Speaking¹ (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)

Computer Literacy - 1 course

- CIS 1730 Office Applications (3)
- CIS 1750 Microcomputer Applications¹ (2)

History/Political Science - 1 course

- POS 1180 American Political Systems¹ (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 I³ (3)
- MAT 1180 Fundamentals of Algebra³ (5)
- MAT 1185 Fundamentals of Algebra³ (4)
- MAT 1205 Applications of College Math² (3)
- MAT 1240 Quantitative Reasoning² (3)
- MAT 1260 Elementary Statistics² (3)
- MAT 1270 Pre-Calc: Algebraic Reasoning² (3)
- MAT 1370 PreCalc: Trig & Geom Reasoning* (3)

Science - 1 course

- BIO 2112 General Botany (5)
- BIO 1150 General Biology (5)
- PHS 1350 Intro to Chemistry I (5)

Agriculture Emphasis

- AGR 1460 Equine Science & Management (3)
- AGR 1550 Livestock Production (3)
- AGR 1650 Ag Credit & Finance (3)
- AGR 1700 Farm Management (3)
- AGR 1240 Cannabis: History, Legality & Medicinal Uses (1)
- AGR 1260 Controlled Environment Agriculture Cultivation (2)
- AGR 2520 Agricultural Genetics (3)
- HRT 2172 Crop Science (3)
- HRT 2092 Landscape Design (3)
- HRT 2210 Greenhouse Management & Cultivation (3)
- HRT 1210 Intro to Turfgrass (3)
- HRT 1050 Herbaceous Landscape Plants (3)
- HRT 1092 Woody Plants (3)
- HRT 1330 Plants For Interior Design (3)
- HRT 2310 Golf Course Management (3)
- Dual Credit Only
- HRT 1010 Intro to Horticulture (5)
- AgEd Majors Only
- EDU 1100 Psychology of Adolescence² (3)
- EDU 2040 Foundations of Education² (3)
- EDU 2100 Teaching Professions with Field Exp.^{2,4} (3)
- EDU 2200 Technology for Teachers² (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

Gen Ed Cr. Hrs..... 23
Agriculture Major Cr. Hrs..... 30
Agriculture Emphasis Area..... 12

Total Cr. Hrs..... 65-66

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	3 _____
_____	AGR 2320 Ag Economics.....	3 _____
_____	AGR 2420 Soil Science & Management	3 _____
_____	HRT 1070 Plant Propagation and Cloning.....	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 _____
GUI1010	First Year Seminar.....	1 _____
HIS0000	MO Higher Education Civics Exam	0 _____
TSA0000	Technical Skills Assessment	0 _____
Total Credit Hours		65-66

Advisor: _____

GPA: _____

Associate of Applied Science - Agriculture

Revised Core 02-28-19 clm
Effective Fall 2019

Associate of Applied Science
Agriculture
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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 outcomes assessment test (exit exam).
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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)
- MAT1185 Fundamentals of Algebra (4)
- MAT1205 Applications of College Math (3)
- MAT1240 Quantitative Reasoning (3)
- MAT1260 Elementary Statistics (3)
- MAT1270 Pre-Calc: Algebraic Reasoning (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 Calculus for Business/Soc Sciences (3)
- MAT1650 Analytical Geometry & Calculus I (5)
- MAT2150 Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Automotive 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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64-70

Advisor: _____
GPA: _____

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**Associate of Applied Science
Automotive Collision 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Automotive Technology		
(Major Code: AO - AP) CIP 47.0604		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64 -70

GPA: _____

Advisor: _____

**Associate of Applied Science
Automotive 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

Communications – 1 written & 1 oral

- ENG1330 English Composition I +* (3) (written)
- ENG1440 Public Speaking* + (3) (oral)
- ENG1670 Interpersonal Communications I* (3) (oral)
- TEC1040 Technical Writing (3) (written)

Human Development – 1 course

- PSY1130 General Psychology I* + (3)
- PSY1160 Applied Psychology* (3)
- 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)
- MAT1185 – Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- 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..... 62-64

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 _____
_____	GUI1010	First Year Seminar 1 _____
_____	HIS0000	MO Higher Education Civics Exam 0 _____
_____	TSA0000	Technical Skills Assessment 0 _____
Total Credit Hours			62-64 _____

GPA _____

Advisor: _____

NOTE: See graduation policies on back.

**Associate of Applied Science
Business Computer Programming**

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____

Student: _____

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64-66 _____

Gen Ed Cr. Hrs.....15-17

GPA: _____ Advisor: _____

Advisor: _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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.....	12-15
Major Cr. Hrs.....	51
Total Cr. Hrs.....	64-66

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64-66 _____

GPA: _____ Advisor: _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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 2122 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..... 12-14
Major Cr. Hrs.....55
Total Cr. Hrs.....67-69

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Business Management – IT Specialist		
(Major Code: MQ - AP) CIP52.0101		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		67-69 _____

GPA: _____
Advisor: _____

NOTE: See graduation policies on back.

**ASSOCIATE OF APPLIED SCIENCE
Business Management – IT Specialist**

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of College Math (4)
- MAT1205 - Applications of College Algebra (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.

Total Cr. Hrs.....	65-66
Gen Ed Cr. Hrs.....	26
Major Cr. Hrs.....	39

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)		
_____	ENG 1330 English Composition I *.....	3 _____
_____	3 _____
Human Development:		
_____	3 _____
_____	3 _____
History/Political Science:		
_____	3 _____
Math:		
_____	3 _____
Physical/Biological Science:		
_____	5 _____
Computer:		
_____	2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		65-66

GPA: _____

Advisor: _____

NOTE: See graduation policies on back
NOTE: ECE 2300 Professional Portfolio Assessment (1) hour required for graduation

Associate of Applied Science - Child Development

Beginning Spring 2012.

ASSOCIATE OF APPLIED SCIENCE

Child Development

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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 1185 Fundamentals of Algebra * (4)
- MAT1205 Applications of College Math* (3)
- MAT 1270 PreCalc: Algebraic Reasoning* (3)
- MAT 1240 Quantitative Reasoning* (3)
- MAT 1260 Elementary Statistics* (3)
- MAT 1370 PreCalc: Trig & Geom Reasoning* (3)
- MAT 1600 Calculus for Business/Soc. Sciences * (3)
- MAT 1650 Analytical Geometry & Calculus I +* (5)
- MAT 2150 Analytical Geometry & Calculus II +* (5)
- TEC 1900 Technical Mathematics I * (3)

Science – 1 course

- BIO 1100 Intro to Bio Science* (3)
- BIO 1150 General Biology* (5)
- BIO 1330 Local Flora* (3)
- BIO 1350 General Zoology* (5)
- BIO 1430 Environmental Science* (3)
- BIO 2112 General Botany* (5)
- PHS 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.

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 1875	CCNA1: Introduction to Networks.....	4 _____
_____	CIS 1885	CCNA2: Routing, Switching & Wireless...4	_____
_____	CIS 1930	Computer Ethics.....	3 _____
_____	CIS 2080	Fundamentals of Linux*.....	3 _____
_____	CIS 2120	CCNA3:Enterprise Networking, Security..4	_____
_____	CIS 2680	Management of Info Security*.....	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 _____
_____		GUI1010 First Year Seminar	1 _____
_____		HIS0000 MO Higher Education Civics Exam	0 _____
_____		TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours			62-66 _____

GPA: _____ Advisor: _____

Gen Ed Cr. Hrs..... 21-27

Major Cr. Hrs..... 44

NOTE: See graduation policies on back.

NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE

Computer Networking

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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

- TEC 1900 Technical Mathematics I * (3)
- TEC 1910 Technical Mathematics II * (3)
- MAT1180 Fundamentals of Algebra*(5)
- MAT1185 Fundamentals of Algebra*(4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCal: Algebraic Reasoning* (3)
- MAT1370 PreCal: Trig and Geometric Reasonings* (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.

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE

Computer Networking-Cyber Security Option

(Major Code: CQ - AP) CIP11.0901

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 1875 CCNA1: Introduction to Networks	4 _____
_____	CIS 1885 CCNA2: Routing, Switching & Wireless ...	4 _____
_____	CIS 1930 Computer Ethics	3 _____
_____	CIS 1950 Computer Forensics*	3 _____
_____	CIS 2080 Fundamentals of Linux *	3 _____
_____	CIS 2520 Ethical Hacking*	3 _____
_____	CIS 2680 Management of Information Security*	3 _____
_____	CIS 2120 CCNA3:Enterprise Networking, Security ..	4 _____
_____	CIS 2980 Capstone – Computer Networking*	1 _____
_____	CSC 1100 Programming Logic*	3 _____
 Communications (1 written & 1 oral):		
_____	_____	3 _____
_____	_____	3 _____
 Human Development:		
_____	_____	3 _____
 History/Political Science:		
_____	_____	3 _____
 Mathematics:		
_____	_____	3-5 _____
 Science:		
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		65-69 _____

GPA: _____ Advisor: _____

Gen Ed Cr. Hrs 18-22
NOTE: See graduation policies on back.

ASSOCIATE OF APPLIED SCIENCE
Computer Networking-Cyber Security Option

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen hours (15) hours of Mineral Area College must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64 - 70

GPA: _____

**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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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 – 1 course

HIS1230 American History I (3)
HIS1240 American History II (3)
POS1130 American National Government < (3)
POS1140 American State and Local Government < (3)
POS1180 American Political Systems + (3)

Mathematics – 1 course

MGT1800 Business Math (3)
TEC 1900 Technical Math I (3)
TEC 1910 Technical Math II (3)
MAT 1180 Fundamentals of Algebra³ (5)
MAT 1185 Fundamentals of Algebra* (4)
MAT 1205 Applications of College Math² (3)
MAT 1240 Quantitative Reasoning² (3)
MAT 1260 Elementary Statistics² (3)
MAT 1270 Pre-Calc: Algebraic Reasoning² (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..... 61-62

MINERAL AREA COLLEGE			
ASSOCIATE OF APPLIED SCIENCE			
Criminal Justice – Correctional Administration			
(Major Code: CM-AP) CIP 43.0107			
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 _____
_____	CRJ1540	Criminal Procedure	3 _____
_____	CRJ1600	Juvenile Justice System.....	3 _____
_____	CRJ1800	Intro to Corrections	3 _____
_____	CRJ2300	Criminal Justice Career Prep	1 _____
_____	CRJ2320	Administration of Correctional Services ..	3 _____
_____	CRJ2340	Concepts of Community Corrections	3 _____
_____	CRJ2380	Probation and Parole in America	3 _____
_____		Program Elective.....	3 _____
_____		Program Elective.....	3 _____
Communications:			
_____		3 _____
_____		3 _____
Human Development:			
_____		3 _____
History/Political Science:			
_____		3 _____
Math:			
_____		3 _____
Science:			
_____	CRJ1130	Intro to Forensic Science.....	3 _____
Computer Literacy:			
_____		2-3 _____
_____	GUI1010	First Year Seminar	1 _____
_____	HIS0000	MO Higher Education Civics Exam	0 _____
_____	TSA0000	Technical Skills Assessment	0 _____
Total Credit Hours			61-62

GPA: _____

ADVISOR: _____

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Correctional Administration
Page -2

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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 – 1 courses

- CRJ1520 Criminology (3)
- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1130 American National Government < (3)
- POS1140 American State and Local Government < (3)
- POS1180 American Political Systems + (3)

Mathematics – 1 course

- MGT 1800 Business Math (3)
- TEC 1900 Technical Math I (3)
- TEC 1910 Technical Math II (3)
- MAT 1180 Fundamentals of Algebra³ (5)
- MAT 1185 Fundamentals of Algebra³ (4)
- MAT 1205 Applications of College Math² (3)
- MAT 1240 Quantitative Reasoning² (3)
- MAT 1260 Elementary Statistics² (3)
- MAT 1270 Pre-Calc: Algebraic Reasoning² (3)
- MAT 1370 Pre-Calc: Trig & Geom Reasoning* (3)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Recommended for transfer students.
- * Course has prerequisite. See MAC Catalog.
- < No longer offered-will count if completed previously.

Gen Ed Cr. Hrs 24-28
 Major Cr. Hrs 40
 Total Cr. Hrs 61-62

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
Criminal Justice – Judicial Administration		
(Major Code: JA-AP) CIP 43.0107		
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	1 _____
_____	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 _____
Math:		
_____	_____	3 _____
Science:		
_____	CRJ1130 Intro to Forensic Science.....	3 _____
Computer Literacy:		
_____	_____	2-3 _____
_____	GUI1010 First Year Seminar.....	1 _____
_____	HIS0000 MO Higher Education Civics Exam.....	0 _____
_____	TSA0000 Technical Skills Assessment.....	0 _____
Total Credit Hours		61-62

NOTE: See graduation policies on back.

GPA: _____

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Judicial Administration
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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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 Algebra³ (5)
MAT 1185 Fundamentals of Algebra³ (4)
MAT 1205 Applications of College Math² (3)
MAT 1240 Quantitative Reasoning² (3)
MAT 1260 Elementary Statistics² (3)
MAT 1270 Pre-Calc: Algebraic Reasoning² (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..... 61-64

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	1 _____
_____		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:	_____
_____		3-5 _____
_____		Science:	_____
_____	CRJ1130	Intro to Forensic Science... OR	3 _____
_____	CRJ1150	Basic Police Science III#	_____
_____		Computer Literacy:	_____
_____		2-3 _____
_____	GUI1010	First Year Seminar	1 _____
_____	HIS0000	MO Higher Education Civics Exam	0 _____
_____	TSA0000	Technical Skills Assessment	0 _____
Total Credit Hours			61-64

NOTE: See graduation policies on back.

GPA: _____ Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice – Law Enforcement
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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64 - 70

GPA: _____

Advisor: _____

**Associate of Applied Science
Digital Media 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 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
_____	GUI1010 First Year Seminar	1
_____	HIS0000 MO Higher Education Civics Exam	0
_____	TSA0000 Technical Skills Assessment	0
Total Credit Hours		61-68

GPA: _____

**Associate of Applied Science
Electrical 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra* (4)
- MAT1205 - Applications of College Math* (3)
- MAT1240 - Quantitative Reasoning* (3)
- MAT1260 - Elementary Statistics* (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geometric Reasoning* (3)
- MAT1600 - Calculus for Business/Soc Sciences* (3)
- MAT1650 - Analytical Geometry & Calculus I (5)

Science – 1 course

Any Science or BIO course (3-5)

^ Recommended for students not planning to transfer.

+ Recommended for transfer students.

* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs 16-24
Major Cr. Hrs 44
Total Cr. Hrs 61-69

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 _____
_____	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 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 _____
Science: (1 Course)		
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		61-69 _____

NOTE: See graduation policies on back.

GPA: _____

**ASSOCIATE OF APPLIED SCIENCE
Electrical/Electronics 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours must be earned at Mineral Area College.
6. No more than 50% of the course work for this degree may be completed on line.

Signature Required
Acknowledgement of Graduation Policies

Date

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 Mathematics I ^ (3)
- TEC1910 Technical Mathematics II * ^ (3)
- MAT1180 Fundamentals of Algebra*(5)
- MAT1185 Fundamentals of Algebra*(4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCalc: Algebraic Reasoning* (3)
- MAT1370 PreCalc: Trig and Geometric Reasonings* (3)
- MAT1600 Calculus for Bus/Soc Sci * (3)
- MAT1650 Analytical Geometry & Calculus I +* (5)

Science – 1 course

Any Science or Bio course (3-5)

^ Recommended for students not planning to transfer.

+ Recommended for transfer students.

* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs 16-24
Major Cr. Hrs 44
Total Cr. Hrs 61-69

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	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 _____
Science: 1 Course		
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam ...	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		61-69

GPA: _____

NOTE: See graduation policies on back.

Advisor: _____

ASSOCIATE OF APPLIED SCIENCE
Engineering Technology - Design and Drafting

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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 degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____

Student: _____

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)
- MAT1185 Fundamentals of Algebra* (4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning* (3)
- MAT1370 Pre-Calc: Trig & Geometric Reasoning* (3)
- MAT1600 Calculus for Business/Soc Sciences (3)
- MAT1650 Analytical Geometry & Calculus I (5)

Science – 1 course

Any Science or BIO course (3-5)

^ Recommended for students not planning to transfer.
 + Recommended for transfer students.
 * Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 16-24
 Major Cr. Hrs..... 44
 Total Cr. Hrs..... 61-66

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	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 _____
_____	Science: (1 Course)	
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam...	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	61-66

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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 1+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

History/Political Science – 1 course

- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1130 American National Government < (3)
- POS 1140 American State and Local Government < (3)
- POS 1180 American Political Systems + (3)

Mathematics – 2 courses

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64 - 73

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered.

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back.

MINERAL AREA COLLEGE		
ASSOCIATE OF APPLIED SCIENCE		
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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64 - 70

GPA: _____

Advisor: _____

Associate of Applied Science

HVAC

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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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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)

History/Political Science – 1 course

- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

Computer Literacy – 1 Course

Any CIS Course (1-3)

Mathematics Electives – 2 Courses

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ * (3)
- MAT1180 Fundamentals of Algebra*(5)
- MAT1185 Fundamentals of Algebra*(4)
- MAT1205 Applications of College Math*(3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCalc: Algebraic Reasoning* (3)
- MAT1370 PreCalc: Trig and Geometric Reasonings* (3)
- MAT1600 Calculus for Bus/Soc Sci * (3)
- MAT1650 Analytical Geometry & Calculus I +* (5)

Science – 1 Course

Any Science or Bio (3-5)

^ Recommended for students not planning to transfer.
+ Recommended for transfer students.
* Course has prerequisite. See MAC Catalog.

Major Cr Hrs.....44
Gen Ed Cr Hrs..... 16-24
Total Cr Hrs..... 61-69

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	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 TEC/EEE/MFG	3 _____
_____	Additional Elective TEC/EEE/MFG	3 _____
_____	Additional Elective TEC/EEE/MFG	3 _____
History/Political Science: (1 Course)		
_____	3 _____
Communication: (1 course)		
_____	3 _____
Computer Literacy: (1 course)		
_____	1-3 _____
Mathematics: (2 Courses)		
_____	3-5 _____
_____	3-5 _____
Science: (1 Course)		
_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credits Hours		61-69

GPA: _____

Advisor: _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered.

(CC) These courses are available through participating Area Career Centers.

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		69-75

NOTE: See graduation policies on back.

GPA: _____

Advisor: _____

Associate of Applied Science - Machine Tool Technology

Revised Core 02-28-2019 cjm
Effective Fall 2019

Associate of Applied Science Machine Tool 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Associate of Applied Science - Medical Laboratory TechnicianRevised Core 2/19/2020 clm
Effective Fall 2020

Mineral Area College
Associate of Applied Science
MEDICAL LABORATORY TECHNICIAN
(Major Code: MT-AP) CIP 51.1004

Student Name: _____ **ID#:** _____

The Missouri Health Professions Consortium (MHPC) MLT Program curriculum includes on-campus or virtual classroom instruction, on-campus laboratory instruction, and an off-campus clinical rotation component encompassing the areas of Hematology and Coagulation, Clinical Microbiology, Parasitology, Mycology and Virology, Immunohematology, Clinical Chemistry and Urinalysis, Immunology and Phlebotomy.

The classroom lecture component is taught by MACC and Three Rivers College faculty and is broadcast to the MLT students located at Mineral Area College, MACC, North Central Missouri College, Three Rivers College, and State Fair Community College campuses using interactive television (ITV) or online learning management system technology.

In addition, all MLT students will be required to travel to the MACC Mexico Campus or Three Rivers College Campus at designated times during the fall and spring semesters to participate in “centralized lab” sessions that bring the students from all campuses together for group lab activities and testing. Any required lodging will be at the student’s expense.

Pre-Professional Coursework

BIO2600	Human Anatomy.....5	_____
BIO2620	Human Physiology.....5	_____
HIS1230	American History I OR	
HIS1240	American History II OR	
POS1180	American Political Systems.....3	_____
PHI1420	Intro to Ethics OR	
SOC1130	General Sociology.....3	_____
ENG1330	Composition I.....3	_____
MAT1270	Precalculus Algebra OR	
MAT1240	Quantitative Reasoning.....3	_____
PHS1250	Intro to Chemistry.....5	_____
GUI1010	First Year Seminar.....1	_____
	Total Pre-Reqs Cr Hrs.....28	

Fall: Professional Coursework

_____	MLT1500 Intro to Lab Science Methods....2	_____
_____	MLT2100 Immunology.....3	_____
_____	MLT2500 Hematology and Coagulation....5	_____
_____	MLT2600 Phlebotomy.....2	_____
_____	MLT2910 Hematology & Coag Practicum...2	_____
	Total Sem Cr Hrs.....14	

Spring: Professional Coursework

_____	MLT2200 Clinical Chem & Urinalysis.....5	_____
_____	MLT2800 Clinical Microbiology.....4	_____
_____	MLT2900 Parasitology, Mycol & Virol....1	_____
_____	MLT2920 Clinical Chem & Urine Pract....2	_____
_____	MLT2930 Clinical Microbiology Pract.....2	_____
	Total Sem Cr Hrs.....14	

Summer: Professional Coursework

_____	MLT2700 Immunohematology.....5	_____
_____	MLT2940 Immunohematology Practicum...2	_____
_____	HIS0000 MO Higher Ed. Civics Exam.....0	_____
	Total Sem Cr Hrs.....7	

Total degree hours.....62**Note: Please see MAC graduation policies on back**

Associate of Applied Science - Medical Laboratory TechnicianRevised Core 2/19/2020 clm
Effective Fall 2020**ASSOCIATE OF APPLIED SCIENCE****Medical Laboratory Technician****Page -2**

**It is strongly recommended that students successfully complete the Milestone courses as planned on the academic map to ensure completion of the degree

^Please refer to the course descriptions for pre / co-requisite and placement information. You can only register for these courses if you have met the prerequisite, placed into the course and / or enroll in the co-requisite course(s).

Additional Program Notes:

Off-campus clinical rotation components occur at designated clinical affiliates near the “home campus” area for each student. Students should be prepared to drive to their designated clinical locations each day assigned.

Students are NOT required to have a personally owed computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, it is strongly recommended that students have their own computer for use throughout the program.

General education classes may be completed at colleges other than the MHPC partner community colleges. Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.

To successfully complete MLT Professional Coursework, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components.

The MHPC MLT Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job related condition or disability.

For additional information, please see the MLT Application located on the MACC website or contact Alese Thompson, MLT Program Coordinator, at aleset@macc.edu or 1-660-263-4100 ext. 13624.

Mineral Area College GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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.....64-66

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64-66 _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Mineral Area College
Associate of Applied Science
PARAMEDIC TECHNOLOGY
(Major Code: PD -AP) CIP 51.0904

Student Name: _____

ID#: _____

Program Pre-Requisites

Must hold EMT Certification: # _____

Semester 1

<u>Sem/Yr</u>		<u>Grade</u>
_____	PAR2013 Princ of Paramedic Tech I.....6	_____
_____	PAR2083 Paramedic Pharmacology.....6	_____
_____	PAR2213 Paramedic Clinical I.....3	_____
	Total Sem Cr Hrs.15	

Semester 2

_____	PAR2023 Princ of Paramedic Tech II.....6	_____
_____	PAR2123 Paramedic Cardiology.....6	_____
_____	PAR2223 Paramedic Clinical II4	_____
	Total Sem Cr Hrs.16	

Semester 3

_____	PAR2043 Princ of Paramedic Tech III....5	_____
_____	PAR2263 Paramedic Clinical III3	_____
	Total Sem Cr Hrs.8	

Semester 4

_____	PAR2353 Par Field Internship Seminar ..1	_____
_____	PAR2373 Par Filed Internship Capstone 4	_____
_____	TSA0000 Technical Skills Assessment...0	_____
	Total Sem Cr Hrs.5	

Required General Education Courses

<u>Sem/Yr</u>		<u>Grade</u>
_____	GUI1010 First Year Seminar..... 1	_____
_____	ENG1330 English Composition I* 3	_____
_____	MAT1205 Applications of Coll. Math... 3	_____
_____	PHS1250 Introductory Chemistry* 5	_____
_____	BIO2540 Human A&P* 5	_____
_____	POS1180 American Political Sys OR .. 3	_____
	POS1130 American National Govt. <	
	HIS1230 American History I	
	HIS1240 American History II	
_____	PSY1130 General Psychology..... 3	_____
_____	HIS0000 MO Higher Ed.Civics Exam 0	_____
	Total Hrs.....23	

Total Gen Ed Cr Hrs. 23
 Paramedic Tech Core Cr Hrs. ■ 44
TOTAL AAS CR HRS..... 67

* 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.

GPA: _____
 NREMT Registration completed:
 _____/_____/_____

 Advisor Signature
 _____/_____/_____
 Date

Note: See graduation policies on back.

Paramedic Technology
Associate of Applied Science
Page -2

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Graduation Policies

1. Program admission is based on a selection process.
2. All courses must be completed with a grade of “C” or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. An Exit Exam, a Technical Skills Assessment and Graduation Interview must be completed during final semester.
7. Applicant must make NREMT account.

Signature Required
Acknowledgement of Graduation Policies

_____/_____/_____
Date

ID #: _____ Student: _____

Biological – 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)
MAT1185 - Fundamentals of Algebra (4)
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	Course	Credits	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	_____
_____	HIS0000 MO Higher Education Civics Exam	0	_____
_____	TSA0000 Technical Skills Assessment	0	_____
Total Credit Hours			74 – 79

GPA: _____

Advisor: _____

NOTE: See graduation policies on back

Associate of Applied Science - Physical Therapist AssistantRevised Core 02-28-2019 clm
Effective Fall 2019**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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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

Signature Required
Acknowledgement of Graduation Policies

Date

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)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

+ Designates recommended courses for students planning to transfer to another institution or another program in the future.
* Designates courses with prerequisites.
< No longer offered

(CC) These courses are available through participating Area Career Centers.

NOTE: See graduation policies on back

MINERAL AREA COLLEGE

ASSOCIATE OF APPLIED SCIENCE

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	_____
_____	GUI1010 First Year Seminar 1	_____
_____	HIS0000 MO Higher Education Civics Exam 0	_____
_____	TSA0000 Technical Skills Assessment 0	_____
Total Credit Hours		61 - 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

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)
- MAT1185 – Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

- + Designates recommended courses for students planning to transfer to another institution or another program in the future.
- * Designates courses with prerequisites.
- < No longer offered.

NOTE: See graduation policies on back.
(CC) These courses are available through participating Area Career Centers.

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	HIS0000 MO Higher Education Civics Exam	0 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		64-71

GPA: _____

Advisor: _____

**Associate of Applied Science
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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Career & Technical Certificates

- Automotive Collision Technology*
- Automotive Technology*
- Business Management
- Child Development
- Child Development Associate
- Computer Networking
- Connector and Conductor***
- Construction Building Technology*
- Criminal Justice
- Digital Media Technology*
- Law Enforcement Academy -1000 hours
- Electrical Technology****
- Electrical/Electronics Technology
- Emergency Medical Technician
- Graphic Arts Printing Technology*
- Heating, AC and Refrigeration Technology****
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Logistics Technician
- Machine Tool Technology*
- Mobile Hydraulic Mechanic
- Office Systems Technology-Administrative Assistant
- Office Systems Technology-Medical Coding
- Pneumatic Technician
- Practical Nursing - LPN
- Production Technician
- Welding Technology*

* Denotes a degree or certificate offered in collaboration with one of four area career and technical centers.

** Denotes a degree or certificate offered in collaboration with the United States Department of Labor and Bureau of Apprenticeship Program.

*** Denotes Certificate of Completion Only

**** Denotes Cape Articulated Credit only. Electrical Technology (Unitec & Cape Articulated Credit only)

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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

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 _____
	<i>Total Career Center Credits</i>	_____
	Communications: (1 course)	
_____	_____	3 _____
	Human Development: (1 course)	
_____	_____	3 _____
	Mathematics: (1 course)	
_____	_____	3-5 _____
	Physical: (1 course)	
_____	_____	3-5 _____
	Computer Literacy: (1 course)	
_____	_____	2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	36-41

GPA: _____

Advisor: _____

Certificate - Automotive Collision Technology

Revised Core 02-28-2019 cjm
Effective Fall 2019

Certificate
Automotive Collision 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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 Colleges or back

NOTE: See graduation requirements 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 _____
	<i>Total Career Center Credits</i>	_____
	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 _____
_____	GUI10100 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	36-41

GPA: _____

Advisor: _____

Automotive Technology

Certificate

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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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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	_____
_____	GUI1010 First Year Seminar	1	_____
_____	TSA0000 Technical Skills Assessment	0	_____
Total Credit Hours		37	_____

+ 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

 Signature Required
 Acknowledgement of Graduation Policies

 Date

ID#: _____ Student: _____

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	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 applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Services Director.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

Date

MINERAL AREA COLLEGE

NAME: _____

ID#: _____

CHILD DEVELOPMENT ASSOCIATE PLAN (CDA)
(Major Code: CD-CR) CIP190708

This plan serves as a record of current and/or completed courses which the student and advisor have mutually agreed upon.

Twelve hours of college courses are required to prepare the child care provider for the CDA. A final review from the CDA Council is needed to successfully complete the Federal CDA credential process.

Required Courses

<u>Sem/Yr</u>		<u>Grade</u>
_____	ECE1000 Intro to Early Childhood Education3	_____
_____	ECE1020 Guiding Alternatives for Young Children.....3	_____
_____	ECE1040 Early Childhood Health, Safety, Nutrition3	_____
_____	ECE1060 CDA Credential Prep.....3	_____
_____	TSA0000 Technical Skills Assessment0	_____
_____	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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

Date

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)
- MAT1185 Fundamentals of Algebra* (4)
- MAT1205 Applications of College Math* (3)
- MAT1240 Quantitative Reasoning* (3)
- MAT1260 Elementary Statistics* (3)
- MAT1270 PreCalc: Algebraic Reasoning* (3)
- MAT1370 PreCalc: Trig & Geom Reasoning* (3)
- MAT1600 Calculus for Business/Soc. Sciences * (3)
- MAT1650 Analytical Geometry & Calculus I +* (5)
- TEC1900 Technical Mathematics I * (3)

+ Recommended course for transfer students.
* Course has prerequisite. See MAC Catalog.

MINERAL AREA COLLEGE		
CERTIFICATE		
Computer Networking		
(Major Code: CN-CE) CIP 11.0901		
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 _____
_____	CIS1875 CCNA1: Introduction to Networks	4 _____
_____	CIS1885 CCNA2: Routing, Switching & Wireless .	4 _____
_____	CIS1930 Computer Ethics.....	3 _____
_____	CIS 2980 Capstone – Computer Networking*	1 _____
Communications:		
_____	ENG1330 English Composition I *	3 _____
Human Development:		
_____	_____	3 _____
Mathematics:		
_____	_____	3-5 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
_____	Total Web Hrs.	Total Credit Hours 37-39

GPA: _____ Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

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

<u>Sem/Yr</u>		<u>Grade</u>
_____	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

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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

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 _____
	<i>Total Career Center Credits</i>	_____
	Communications: (1 course)	_____ 3 _____
	Human Development: (1 course)	_____ 3 _____
	Mathematics: (1 course)	_____ 3-5 _____
	Science: (1 course)	_____ 3-5 _____
	Computer Literacy: (1 course)	_____ 2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	36-41

GPA: _____

Advisor: _____

Certificate - Construction/Building Technology

Revised Core 02-28-2019 cjm
Effective Fall 2019

Certificate
Construction Building 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

MINERAL AREA COLLEGE		
ONE-YEAR CERTIFICATE		
Controlled Environment Agriculture		
(Major Code: AE-CE) CIP:010101		
Sem/Year		Grade
_____	AGR1800 Ag Leadership & Employment	1 _____
_____	GUI1010 First Year Seminar	1 _____
_____	AGR1240 Cannabis:History, Legal & Medical	1 _____
_____	AGR2420 Soil Science & Management	3 _____
_____	AGR1220 Plant Science	4 _____
_____	HRT1150 Pest Management	3 _____
_____	TEC1900 Tech Math.....	3 _____
_____	AGR1260 Ctrl Agriculture Cultivation	2 _____
_____	HRT2210 Greenhouse Mgmt. Cultivation.....	3 _____
_____	HRT1070 Plant Propagation & Cloning	3 _____
_____	PHS1250 Intro to Chemistry.....	5 _____
_____	AGR2520 Ag Genetics	3 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	32

GPA: _____

TSA Date: _____

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.
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.

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..... 32

MINERAL AREA COLLEGE		
ONE-YEAR CERTIFICATE		
Criminal Justice		
(Major Code: LE-CE) CIP43.0107		
Sem/Yr		Grade
_____	CRJ1100 Intro to Criminal Justice	3 _____
_____	CRJ1200 Criminal Investigations I.....	3 _____
_____	CRJ1400 Criminal Law.....	3 _____
_____	CRJ1600 Juvenile Justice System.....	3 _____
_____	CRJ1710 Community Policing.....	3 _____
_____	CRJ1800 Intro to Corrections	3 _____
_____	CRJ2300 Criminal Justice Career Prep OR	1 _____
_____	PAW1060 Prep for Employment	
_____	Program.....	3 _____
Communications:		
_____	_____3 _____
Human Development:		
_____	_____3 _____
History/Political Science:		
_____	_____3 _____
_____	GUI1010 First Year Seminar1 _____
_____	TSA0000 Technical Skills Assessment0 _____
Total Credit Hours:		32

GPA: _____ Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Last fifteen (15) hours must be earned at Mineral Area College.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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

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 _____
	<i>Total Career Center Credits</i>	_____
	Communications: (1 course)	
_____	_____	3 _____
	Human Development: (1 course)	
_____	_____	3 _____
	Mathematics: (1 course)	
_____	_____	3-5 _____
	Science: (1 course)	
_____	_____	3-5 _____
	Computer Literacy: (1 course)	
_____	_____	2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	36-41

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
6. No more than 50% of the course work for this degree may be completed on line.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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.

(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 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	_____
	<i>Total Career Center Credits</i>	_____
	Communications: (1 course)	
_____	_____	3
	Human Development: (1 course)	
_____	_____	3
	Mathematics: (1 course)	
_____	_____	3-5
	Science: (1 course)	
_____	_____	3-5
	Computer Literacy: (1 course)	
_____	_____	2-3
_____	GUI1010 First Year Seminar	1
_____	TSA0000 Technical Skills Assessment	0
	Total Credit Hours	36-41

GPA: _____

Advisor: _____

Certificate - Electrical Technology

Certificate
Electrical 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

ID #: _____ Student: _____

MINERAL AREA COLLEGE		
Certificate		
Electrical/Electronics Technology		
(Major Code: AL CE) CIP 15.0303		
Sem/Yr		Grade
_____	TEC/EEE/MFG Elective	3 _____
_____	EEE1550 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 _____
_____	TEC1930 General Industry Safety.....	3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	29

^ 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in degree.

 Signature Required
 Acknowledgement of Graduation Policies

 Date

MINERAL AREA COLLEGE

NAME: _____

ID#: _____

EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE (EM-CR) CIP510904

Semester



Grade



_____ HLT-1762 Emergency Medical Technician (EMT) (12) _____

_____ TSA0000 Technical Skills Assessment (0) _____

NREMT Registration completed: _____
Semester/Year

ADVISOR: _____

DATE: _____

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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

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	Course	Credits	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	_____
<i>Total Career Center Credits</i>		_____	_____
Communications: (1 course)		_____	_____
_____		3	_____
Human Development: (1 course)		_____	_____
_____		3	_____
Mathematics: (1 course)		_____	_____
_____		3-5	_____
Science: (1 course)		_____	_____
_____		3-5	_____
Computer Literacy: (1 course)		_____	_____
_____		2-3	_____
GUI1010 First Year Seminar		1	_____
TSA0000 Technical Skills Assessment		0	_____
Total Credit Hours		36-41	

GPA: _____

Advisor: _____

Certificate
Graphic Arts/Printing 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- MAT2150 - Analytical Geometry & Calculus II (5)

Physical Science – 1 course

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology (5)
- BIO 1250 General Botany (5)
- BIO 1350 General Zoology (5)
- BIO 1430 Environmental Science (3)
- PHS 1130 Physical Science * (5)
- PHS 1200 Introductory Astronomy (3)
- PHS 1230 Oceanography (3)
- PHS 1250 Introductory Chemistry * (5)
- PHS 1350 General Chemistry I * (5)
- PHS 1420 College Physics I * (4)
- PHS 2230 General Physics I * (4)
- PHS 2400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)
- TEC 1070 Unified Technical Concepts I * (4)
- TEC 1080 Unified Technical Concepts II * (4)

Computer Literacy – 1 course

- CIS 1050 Introduction to Computers (3)
- CIS 1730 Computer Applications (2)
- CIS 1750 Microcomputer Applications * (3)

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

(CC) - These courses are available through Participating Area Career Centers.
NOTE: See graduation policies on back.

MINERAL AREA COLLEGE

CERTIFICATE

Heating, Air Conditioning, and Refrigeration Technology

(Major Code: HE - CE) CIP 47.0201

Choose seven (7) courses from the following Heating, AC, and Refrigeration Technology Courses: 21 credit hours

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 _____
	<i>Total Career Center Credits</i>	_____
	Communications: (1 courses)	
_____	_____	3 _____
	Human Development: (1 course)	
_____	_____	3 _____
	Mathematics: (1 course)	
_____	_____	3-5 _____
	Physical Science: (1 course)	
_____	_____	3-5 _____
	Computer Literacy: (1 course)	
_____	_____	2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
	Total Credit Hours	36-41

GPA: _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

Total Cr Hrs.....34

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	3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credits Hours		34

GPA: _____

Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Effective Fall 2014
Revised 11-24-14

MINERAL AREA COLLEGE

NAME: _____ ID#: _____

**ADVANCED LAW ENFORCEMENT ACADEMY
1000 HOURS**

1ST HALF

<u>Sem</u>		<u>Grade</u>
<u>Comp</u>		
_____	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

<u>Sem</u>		<u>Grade</u>
<u>Comp</u>		
_____	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>
_____	CIS1610 IT Fundamentals	3 _____
_____	TEC1920 Teamwork/Work Communications	3 _____
_____	TEC1930 General Industry 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

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I * + (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I + (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		36-41

GPA: _____

Advisor: _____

Certificate - Machine Tool Technology

Revised Core 02-28-2019 clm
Effective Fall 2019

Certificate Machine Tool 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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

ID#: _____ Student: _____

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 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment ..	0 _____
	Total Credit Hours	31 _____

GPA: _____ Advisor: _____

GRADUATION POLICIES: (Diplomas and Certificates)

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete an Exit Exam and a Technical Skills Assessment.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

MINERAL AREA COLLEGE

NAME: _____

ID#: _____

**Paramedic Technology
Certificate**
(Major Code: PD-CE) CIP 51.0904

Required Courses

Program Pre-Requisites

Must hold EMT Certification: # _____

<u>Sem/Yr</u>		<u>Grade</u>
_____	HLT2350 Medical Terminology.....	3 _____
_____	PAR2100 Paramedic Anatomy & Phys.....	4 _____
		7

Semester 1

<u>Sem/Yr</u>		<u>Grade</u>
_____	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 _____
_____	GUI1010 First Year Seminar.....	1 _____

Total Sem Cr Hrs. 19

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.....	1 _____
	Total Sem Cr Hrs.	18

Semester 3

<u>Sem/Yr</u>		<u>Grade</u>
_____	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 V.....	4 _____
_____	PAR2372 Paramedic Fld. Intern. Capst...	5 _____
_____	TSA0000 Technical Skills Assessment...	0 _____
	Total Sem Cr Hrs.....	9

TOTAL CREDIT HOURS: 54 (Minus Prereq's)

ADVISOR SIGNATURE: _____ DATE _____ / _____ / _____

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (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. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
7. Applicant must make NREMT account.

STUDENT SIGNATURE: _____ DATE _____ / _____ / _____

Student Signature Required--Acknowledgement of Graduation Policies

Student Name: _____

ID#: _____

One-Year Certificate - Practical Nursing

(Major Code: PNA-CE or PNB-CE) CIP51.3901

OPTION A (Major Code: PNA-CE)

Sem	Program Pre-requisites	Grade
_____	MAT1240 Quantitative Reasoning.....3	_____
_____	ENG1330 English Comp I*.....3	_____
_____	PHS1250 Intro Chemistry*5	_____
	11	
<u>1st Trimester</u>		
_____	NUR1290 Fund of Nursing*.....6	_____
_____	NUR1300 Therapeutic Nutrition*.....3	_____
_____	NUR1310 Personal/Voc Concepts*.....1	_____
_____	NUR1370 Basic Pharmacology*.....2	_____
_____	BIO2600 Human Anatomy*.....5	_____
_____	GUI1010 First Year Seminar.....1	_____
_____	PSY1250 Human Growth & Dev.....3	_____
	21	
<u>2nd Trimester</u>		
_____	NUR1320 Geriatric Nursing*.....2	_____
_____	NUR1350 Maternity Nursing*.....4	_____
_____	NUR1420 Pediatric Nursing*.....3	_____
_____	NUR1430 Mental Health Nursing*.....4	_____
_____	PSY1130 General Psychology.....3	_____
	16	
<u>3rd Trimester</u>		
_____	NUR1270 Body Function*.....2	_____
_____	NUR1380 Med-Surg Nursing*.....12	_____
_____	NUR1410 Applied Pharmacology*.....1	_____
_____	HLT2400 Intravenous Therapy*.....3	_____
_____	TSA0000 Technical Skills Assess.....0	_____
_____	HIS0000 MO H. Ed. Civics Exam.....0	_____
	18	

OPTION B (Major Code: PNB-CE)

Sem	Program Pre-Requisites	Grade
_____	MAT1240 Quantitative Reasoning3	_____
_____	ENG1330 English Comp I*.....3	_____
_____	PHS1250 Intro Chemistry*5	_____
	11	
<u>1st Trimester</u>		
_____	NUR1290 Fund of Nursing*.....6	_____
_____	NUR1300 Therapeutic Nutrition*.....3	_____
_____	NUR1310 Personal/Voc Concepts*.....1	_____
_____	NUR1370 Basic Pharmacology*.....2	_____
_____	BIO2600 Human Anatomy*.....5	_____
_____	GUI1010 First Year Seminar.....1	_____
_____	PSY1250 Human Growth & Dev.....3	_____
	21	
<u>2nd Trimester</u>		
_____	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	
<u>3rd Trimester</u>		
_____	NUR1380 Med-Surg Nursing*.....12	_____
_____	NUR1410 Applied Pharmacology*.....1	_____
_____	ENG1340 English Comp II*+.....3	_____
_____	HLT2400 Intravenous Therapy*.....3	_____
_____	TSA0000 Technical Skills Assess.....0	_____
_____	HIS0000 MO H. Ed. Civics Exam.....0	_____
	19	

Total hrs (not including program pre-req's): 55

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

*Course has pre-requisite. See MAC Catalog.

Total hrs (not including program pre-req's): 61

NCLEX-PN Application Submitted: _____
Semester/Year

General requirements and policies for Degree:

1. Complete required curriculum with a cumulative GPA of 2.0 (C) or higher:
2. Complete all courses included in the nursing curriculum with a "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. An Application for Graduation must be submitted during the first 2 weeks of the 3rd Trimester.
5. Students are required to complete an Exit Exam, a Technical Skills Assessment and a Graduation Interview in their final semester.

Signature Required -Acknowledgement of Graduation Policies

Date _____

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

<u>Sem/Yr</u>		<u>Grade</u>
_____	MFG1060 Manufacturing Equipment and Operations 3	_____
_____	TEC1560 Manufacturing Process 3	_____
_____	TEC1580 Quality Control Testing 3	_____
_____	TEC1930 General Industry 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

ID #: _____ Student: _____

Communications – 1 course

- ENG 1330 English Composition I +* (3) (written)
- ENG 1440 Public Speaking + (3) (oral)
- ENG 1670 Interpersonal Communications I (3) (oral)
- TEC 1040 Technical Writing * (3) (written)

Human Development – 1 course

- PSY 1130 General Psychology I+ (3)
- PSY 1160 Applied Psychology (3)
- PSY 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- SOC 1230 Social Problems (3)
- SOC 1540 Introduction to Cultural Anthropology (3)
- SOC 1600 Ethnicity and Cultural Differences In America (3)

Mathematics – 1 course

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II (3)
- MAT1180 - Fundamentals of Algebra (5)
- MAT1185 - Fundamentals of Algebra (4)
- MAT1205 - Applications of College Math (3)
- MAT1240 - Quantitative Reasoning (3)
- MAT1260 - Elementary Statistics (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning (3)
- MAT1600 - Calculus for Business/Soc Sciences (3)
- MAT1650 - Analytical Geometry & Calculus I (5)
- 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 _____
_____	<i>Total Career Center Credits.....</i>	_____
_____	Communications: (1 course)	_____
_____	_____	3 _____
_____	Human Development: (1 course)	_____
_____	_____	3 _____
_____	Mathematics: (1 course)	_____
_____	_____	3-5 _____
_____	Science: (1 course)	_____
_____	_____	3-5 _____
_____	Computer Literacy: (1 course)	_____
_____	_____	2-3 _____
_____	GUI1010 First Year Seminar	1 _____
_____	TSA0000 Technical Skills Assessment	0 _____
Total Credit Hours		36-41

GPA: _____

Advisor: _____

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 minimum institutional and cumulative career GPA of 2.0 is required for graduation.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required
Acknowledgement of Graduation Policies

Date

Catalog Revision History

Rev. 7/31/2020, MOTR number updates to Course Descriptions. CK