

# MINERAL AREA COLLEGE CATALOG

2024-2026

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# Greetings

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Welcome to Mineral Area College's 2024-26 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, 2024, for the 2024-25 and 2025-26 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, socioeconomic status, genetic and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, 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. Any person having inquiries concerning Mineral Area College's compliance with regulations implementing Title IX of the Education Amendment of 1972 is directed to contact the Title IX Coordinator at (573) 519-0601 1050 S. Silver Springs Road, Cape Girardeau, MO 63701. 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 Office 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

#### ACCREDITATION

Mineral Area College and its outreach centers are accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (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.



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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](http://www.MineralArea.edu)

## Additional Locations

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

MAC Cape Girardeau  
 1050 S. Silver Springs Rd.,  
 Cape Girardeau, MO 63701  
 (573) 519-0601

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

MAC Jackson  
 315 S. Missouri, Jackson, MO 63755  
 (573) 519-0601

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

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

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

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

## Important Phone Numbers

Academic Resource Center.....	(573) 518-2140
Access Office.....	(573) 518-2152
Admissions .....	(573) 518-2228
Allied Health .....	(573) 518-2172
Alumni Services.....	(573) 518-2114
Assessment (Testing) .....	(573) 518-2202
Athletics.....	(573) 518-2134
Business Office.....	(573) 518-2115
Campus Housing (College Park).....	(573) 518-1330
New Student Orientation .....	(573) 518-2130
Career Services.....	(573) 518-3848
Central Methodist University.....	(573) 518-2112
IT Help Desk.....	(573) 518-3850
Customized Training.....	(573) 518-2234
Dual Credit Coordinator.....	(573) 518-3805
TRIO Talent Search I.....	(573) 518-2380
Enrollment Verification.....	(573) 518-2204
EXCEL.....	(573) 518-2131
Financial Aid .....	(573) 518-2133
Fine Arts Theatre .....	(573) 518-2125
Library (C.H. Cozean Library).....	(573) 518-2141
MAC Store .....	(573) 518-2106
Mineral Area College Foundation .....	(573) 518-2114
Mineral Area Council on the Arts .....	(573) 518-2125
Mineral Area Fine Arts Academy .....	(573) 518-2265
Police, Campus (cell).....	(573) 631-2831
President's Office .....	(573) 518-2146
Provost's Office .....	(573) 518-2100
Public Safety Center.....	(573) 518-2148
Registrar's Office/Registration.....	(573) 518-2204
Dean of Students.....	(573) 518-2154
University of Missouri-St. Louis .....	(573) 518-2324
Upward Bound.....	(573) 518-2156
Wellness Center .....	(573) 518-2104

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# Academic Calendar 2024-2026

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### Fall 2024

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

### Spring 2025

Mon., Jan. 13		Semester Begins
Mon., Jan. 20	MLK, Jr. Holiday-No classes, campus closed	
Mon., Feb. 17	President's Day-No classes, campus closed	
Mon., Mar. 10-Sat., Mar. 15	Spring Break-No classes, campus closed	
Thurs., Apr. 17	Prof. Dev. Day-No classes, campus closed	
Fri., April 18	Spring Holiday-No classes, campus closed	
Tue., May 6	Last TR Class	
Fri., May 9	Last MWF Class	
Fri., May 16	Commencement	
Mon., May 12-Fri., May 17	Final Exams-Day Classes	
Mon., May 12	Mon. Evening-Final Exams	
Tue., May 13	Tue. Evening-Final Exams	
Wed., May 14	Wed. Evening-Final Exams	
Thurs., May 15	Thurs. Evening-Final Exams	
Fri., May 16	Fri. Evening-Final Exams	
Sat., May 17	Sat.-Final Exams	
Sat., May 17	Semester Ends	
Mon., May 19	Grades Due	

### Summer 2025

Wed., June 4		Semester Begins
Thurs., June 19	Juneteenth-No classes, campus closed	
Fri., July 4	Independence Day-No classes, campus closed	
Fri., July 25	Fri. Evening-Final Exams	
Sat., July 26	Sat. Evening-Final Exams	
Mon., July 28	Mon. Evening-Final Exams	
Tues., July 29	Tues. Evening-Final Exams	
Wed., July 30	Wed. Evening-Final Exams	
Thurs., July 31	Thurs. Evening-Final Exams	
Thurs., July 31	Final Exam Day-Day Classes	
Fri., Aug. 1	Grades Due	

### Fall 2025

Mon., Aug. 18		Semester Begins
Sat., Aug. 30	Labor Day Holiday-No Classes, campus closed	
Mon., Sept. 1	Labor Day-No classes, campus closed	
Mon., Nov. 10	Prof. Dev. Day-No classes, campus closed	
Tues., Nov. 11	Veterans Day-No classes, campus closed	
Wed., Nov. 26	Thanksgiving Break begins-No evening classes, campus closed after 4 pm	
Thurs.-Sat., Nov. 27-29	Thanksgiving Break-No classes, campus closed	
Thurs., Dec. 4	Last T/R class	
Fri., Dec. 5	Last MWF class	
Mon., Dec. 8- Fri., Dec. 13	Final Exams-Day Classes	
Mon., Dec. 8	Mon. Evening-Final Exams	
Tue., Dec. 9	Tue. Evening-Final Exams	
Wed., Dec. 10	Wed. Evening-Final Exams	
Thurs., Dec. 11	Thurs. Evening-Final Exams	
Fri., Dec. 12	Fri. Evening-Final Exams	
Sat., Dec. 13	Sat.-Final Exams	
Sat., Dec. 13	Semester Ends	
Mon., Dec. 15	Grades Due	

### Spring 2026

Mon., Jan. 12		Semester Begins
Mon., Jan. 19	MLK, Jr. Holiday-No classes, campus closed	
Mon., Feb. 16	President's Day-No classes, campus closed	
Mon., Mar. 9 -Sat., Mar. 14	Spring Break-No classes, campus closed	
Thurs., April 2	Prof. Dev. Day-No classes, campus closed	
Fri., April 3	Spring Holiday-No classes, campus closed	
Tue., May 5	Last TR Class	
Fri., May 8	MWF Class	
Fri., May 15	Commencement	
Mon., May 11-Sat., May 16	Final Exams-Day Classes	
Mon., May 11	Mon. Evening-Final Exams	
Tue., May 12	Tue. Evening-Final Exams	
Wed., May 13	Wed. Evening-Final Exams	
Thurs., May 14	Thurs. Evening-Final Exams	
Fri., May 15	Fri. Evening-Final Exams	
Sat., May 16	Sat.-Final Exams	
Sat., May 16	Semester Ends	
Mon., May 18	Grades Due	

### Summer 2026

Mon., June 1		Semester Begins
Fri., June 19	Juneteenth-No classes, campus closed	
Fri., July 3	Independence Day, No classes, campus closed	
Wed., July 22	Wed. Evening-Final Exams	
Thurs., July 23	Thurs. Evening-Final Exams	
Fri., July 24	Fri. Evening-Final Exams	
Sat., July 25	Sat. Evening-Final Exams	
Mon., July 27	Mon. Evening-Final Exams	
Tues., July 28	Tue.-Final Exams	
Tue., July 28	Final Exam Day-Day Classes	
Wed., July 29	Grades Due	

# About Mineral Area College

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- [▶ Philosophy of Purpose](#)
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## 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

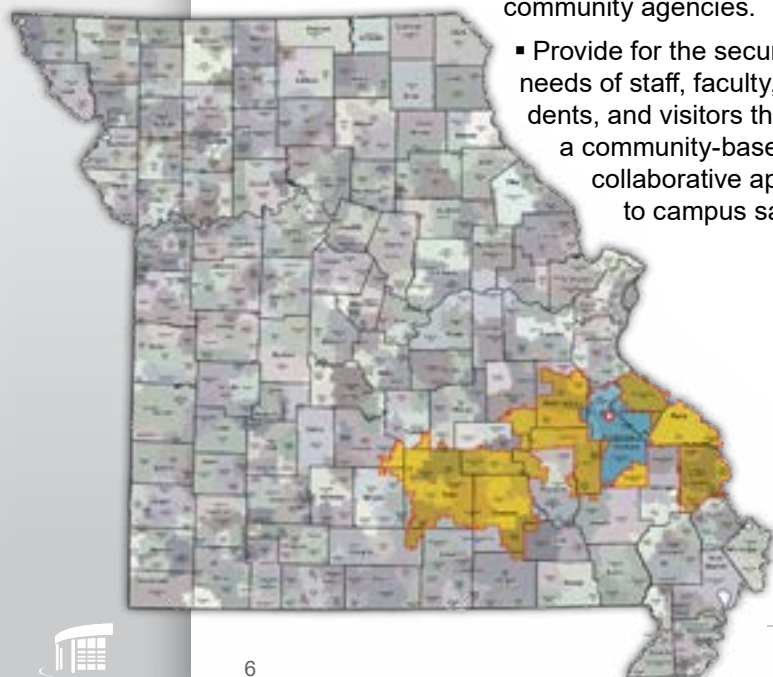
The Philosophy of Purpose is an educational agreement between MAC and its community that defines a mutual commitment to student success shared by students, faculty, and staff. The college promotes a dedicated, responsive relationship among all members of the college community. The following six statements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

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## Goals for the Future

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

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

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

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

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

## Organizational Priorities

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

MAC adopts the following organizational priorities:

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

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## College History

### Flat River Junior College to 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.

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

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

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

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

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

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

In 2011, the citizens of the taxing district passed a bond issue that enabled the college to expand once again. The Fredericktown campus was remodeled to include 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.

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

In 2022, the college celebrated its Centennial year, with many events and activities honoring 100 years since the opening of FRJC. The William Dickerson Welding Technology Center and the HVAC/R Technologies Center were constructed on the south side of campus and a turf soccer pitch was built. MAC's service region was also expanded to include Cape Girardeau county with an outreach center in Cape opening in the fall semester.

In 2023, the 80,500 sq. ft. Industry & Technology Center opened and MoExcels funds were used to begin the immediate expansion of the building by 20,000 sq. ft. to accommodate Automotive Technology and an event space. An Early Learning Academy was opened at the front of campus, providing high quality early childhood education and in 2024, a turf softball field was built near the baseball field.

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

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# Admissions & Records

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## 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](http://www.MineralArea.edu).

### Confidentiality of Financial Records

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

### Confidentiality of Student Records

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

students the right to inspect official records directly relating to them.

## Directory Information/Public Information

In accordance with FERPA, MAC considers the following to be a student's directory information: name, address, telephone number, date of birth, photo, major or field of study, MAC email address, 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 February 11, 2021, applications for admission and employment, students, parents, employees, sources of referral of applications for admission, and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender identity, disability, age, religion, creed, sexual orientation, socioeconomic status, genetic, and family medical history as defined by GINA, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act (ADA) of 1990 is directed to contact: employee contact Human Resources at 573-518-2378 and students contact the Dean of Students at 573-518-2262, or by mail at P.O. Box 1000, Park Hills, MO 63601-1000. Compliance with regulations implementing Title IX of the Education Amendment of 1972 is directed to the Title IX Coordinator at 573-519-0601. These individuals have been designated to coordinate the College's efforts

to comply with the regulations implementing Title VI and VII, Title IX, Section 504, the Americans with Disabilities Act, and the ADA Amendments Act.

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

## Admissions Policy for Convicted Felons

1. Convicted felons can attend for general admission, as we have an open door policy.
2. Convicted felons can receive financial aid.
3. Convicted felons cannot live in College Park.
4. Some programs have selected admissions requirements. The following policies apply for convicted felons:

- a. Nursing: The student may apply and be accepted to the program; however, the state board could deny licensure.

- b. Paramedic Tech: same policy as nursing

- c. Law Enforcement Academy: The student will not be accepted to the Law Enforcement Academy with a felony on their record; however, the student may take general criminal justice classes.

- d. Education: The student can take general education classes; however, they will not be allowed to complete all degree requirements (student teaching, etc.) with a felony on their record.

When a student registers with [www.machs.mo.gov](http://www.machs.mo.gov), MACHS will email them. The email will prompt the student to login to MACHS and print the background check. Students can submit it by mail or drop it off at the Student Services desk on the main campus.

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

## Immunization Against Communicable Diseases

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

Mineral Area College Board policy indicates that we follow Missouri Revised Statutes 199.290 and 174.335 mandates that all higher education

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institutions in Missouri implement a targeted testing program for tuberculosis on their campuses for all on-campus students upon matriculation. All MAC students who are determined through the admissions application to be at risk of tuberculosis will be required to be TB tested. Testing can be done at any local county health department. Any student who does not comply with the targeted testing program shall not be permitted to maintain enrollment at the institution until they provide test results to the Admissions Office.

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

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

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

## Service for Students with Disabilities

MAC's policy is to provide reasonable and appropriate accommodations for students with documented disabilities to participate in campus programs, services, and activities. People with

disabilities are defined in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

## Sexual Harassment Policy

MAC is committed to a work setting and academic environment free from sexual harassment. This policy applies to members of the college community, including employees, students, and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972 and by other state and federal discrimination laws. Violators of this policy shall be subject to disciplinary actions. Individuals should report harassment to the appropriate coordinator. Employees should contact the Human Resources Director at 573-518-2378 or at [hr@mineralarea.edu](mailto:hr@mineralarea.edu) and students should contact the Title IX Coordinator at 573-519-0601 and file a sexual harassment/Title IX report on MyMAC under the Safety tab, then [Click Here to Report an Incident](#).

## Tobacco-Free Buildings and Grounds

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

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

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

## Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2024, for the 2024-25 and 2025-26 academic years. Each student is responsible for complying with the information in this catalog. Failure to read regulations and policies will not be considered an excuse for noncompliance.

## General Admissions

### Requirements

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

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

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

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI and VII of the Civil Rights Act of 1964, 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. Any person having inquiries concerning Mineral Area college's compliance with the regulations implementing Title IX of the Education Amendment of 1972, is directed to contact Title IX Coordinator at 1050 S. Silver Springs Rd., Cape Girardeau, Mo 63701, (573) 519-0601. These individuals have 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:

### 2024-2025 Academic Year

Selective Admission Program	Maximum Admitted	Application Deadline
Practical Nursing .....	33 .....	March 18
Paramedic Technology .....	25 .....	May 1
Associate Degree in Nursing .....		March 18
Freshman .....	37	
Sophomore .....	49	
Medical Lab Technician .....	5 .....	May 15
Physical Therapy Assistant* .....	18 .....	May 6
1000 Hr Day Law Academy .....	25 .....	June 15
1000 Hr Evening Law Academy .....	25 .....	November 15

\*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) 518-2228, or complete the Schedule a Campus Tour form online at [www.mineralarea.edu](http://www.mineralarea.edu).

## Admissions & Records

### Admissions Checklist

#### 1. Application for Admission

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

Students may apply for admission at any time, although students who wish to register for the fall semester are encouraged to submit their application by July 1 and students who wish to register for

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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](http://www.MineralArea.edu).

The Admissions Office accepts applications online at [www.MineralArea.edu](http://www.MineralArea.edu). Incomplete applications cannot be processed.

Students needing help or a paper application should contact the Admissions Office at (573) 518-2228 or by email at [admissions@mineralarea.edu](mailto:admissions@mineralarea.edu).

## 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>. 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 a high school transcript, homeschool proof of completion, or HiSET and/or GED transcripts. Previous college transcripts must be submitted before enrollment. High school transcripts can be sent via email or mailed from the respective high school to the Admissions Office. College transcripts can be sent electronically through the National Student Clearinghouse Exchange or Parchment or they may be mailed to the Admissions Office from the respective school.

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

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

transcripts must be received before orientation and registration.

## 4. Placement Tests

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

## 5. Confirmation of Admission

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

## Campus Housing

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

Individual housing agreements are offered on two-bedroom bunk and four-bedroom apartments, all of which are furnished and have kitchens. Other amenities include 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

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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 take placement tests or submit ACT scores. These students will be admitted to the college as provisional students until final high school, GED, or HiSET transcripts are received by the Admissions Office.

### Provisional Student

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

### Homeschools, High Schools Not Accredited by the Non-Accredited Correspondence Schools

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

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

### Dual Credit

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

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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 program 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 developmental courses, other career center courses or transfer courses.

Students will need to complete these 15 hours within five years from the time they complete their career center program. Students who do not complete the 15 hours within five 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 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](mailto:admissions@mineralarea.edu).

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

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

Students who meet or exceed a minimum score of:

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

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

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.

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**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](http://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**

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

Resident aliens are required to submit a valid passport, Resident Alien card, Application for Admission, and official transcripts of previous education.

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. A maximum of 30 semester hours of combined non-traditional (AP, CLEP, CBE, military, etc.) credit may be applied towards a MAC degree.

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
<b>Art History</b>		
HIS1490 History of Art I and HIS1500 History of Art II and HIS1510 History of Art III	3, 4 or 5	9
<b>United States History</b>		
HIS1230 American History I	3	3
HIS1230 American History I and HIS1240 American History II	4 or 5	6
<b>Biology</b>		
BIO1150 General Biology	3, 4 or 5	5
<b>Calculus AB</b>		
MAT1650 Analytic Geometry & Calculus I	3, 4, or 5	5
<b>Calculus BC</b>		
MAT2150 Analytic Geometry & Calculus II	3, 4, or 5	5
<b>Chemistry</b>		
PHS1250 Introductory Chemistry	3	5
PHS1350 General Chemistry I	4 or 5	5
<b>English Language &amp; Composition</b>		
ENG1330 English Composition I	3, 4, or 5	3
<b>English Literature &amp; Composition</b>		
ENG1570 Introduction to Literature: Prose and Poetry	3, 4, or 5	3
<b>Environmental Science</b>		
BIO1430 Environmental Science	3, 4, or 5	4
<b>French Language &amp; Culture</b>		
MFL1170 Elementary French I and MFL1270 Intern. French	3, 4, or 5	6
<b>Macroeconomics</b>		

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BUS2930 Prin of Macroeconomics .3, 4, or 5 ..... 3

**Microeconomics**

BUS2940 Prin of Microeconomics...3, 4, or 5 ..... 3

**Music Theory**

MSC1201 Music Theory I  
and MSC1202 Music Theory II ... 3, 4, or 5 ..... 6

**Precalculus**

MAT1370 PreCalc:Trig & Geom Reason 3, 4, or 5..... 6

**Psychology**

PSY1130 General Psychology I .....3, 4, or 5 ..... 3

**Spanish Language & Culture**

MFL1370 Elementary Spanish I .....3, 4, or 5 ..... 6  
and MFL1470 Elementary Spanish II

**Statistics**

MAT1260 Elementary Statistics.....3, 4, or 5 ..... 3

**World History: Modern**

HIS1100 World Civilization I .....3, 4, or 5 ..... 3

## Changing a Field of Study, Major and/or Advisor

Students can change their field of study, major and/or navigator 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 (AP, CLEP, CBE, military, etc.) 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](http://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
<b>Biology</b>	
Intro to Biological Sciences .....	3
<b>Chemistry</b>	
General Chemistry Lecture .....	3
<b>College Algebra</b>	
PreCalculus:Algebraic Reasoning.....	3
<b>College Composition*</b>	
English Composition I.....	3
<b>History of the United States I</b>	
American History I.....	3
<b>History of the United States II</b>	
American History II.....	3
<b>Humanities:</b>	
<b>Fine Arts</b>	
Introduction to Humanities.....	3
<b>Literature</b>	
Introduction to Literature - Prose & Poetry.....	3
<b>Introductory Psychology</b>	
General Psychology I .....	3
<b>Introductory Sociology</b>	
General Sociology .....	3
<b>PreCalculus</b>	
PreCalc:Trig & Geom Reasoning.....	3
<b>Principles of Macroeconomics I</b>	
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 AP, CLEP subject exams referenced above, institutional test-outs for specific courses, credit for prior learning, and prior knowledge gained from experiences in business, industry, government agencies, and/or the armed services as recommended by the American Council on Education. Non-traditional credit awarded through these methods does not count as institutional hours and will not satisfy the minimum 15 MAC credit hours in-residence requirement. Contact the Registrar's Office for more information.

## Credit Transfer from Other Colleges

MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following accrediting agencies: Higher Learning Commission, Middle States Commission on Higher Education, New

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England Commission of Higher Education, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, Western Association of Schools and Colleges, and the Accrediting Commission for Community and Junior Colleges.

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

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

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

## 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,

One-Year Certificate, and Less Than 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 navigator 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 being accepted into the program and must earn an acceptable score on the state-required assessment exam to graduate. Students are encouraged to contact the Education Department Coordinator at (573) 518-2339 for more information.

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

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

The **Associate of Science Degree (AS)** is awarded to students who successfully complete the requirements of the health career programs.

**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** are 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 Art degree. If the student graduates with the Associate of Art degree and then transfers to another participating school in the state, the receiving institution should accept the MAC CORE 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to MAC with certification of a completed CORE 42-hour general education block from another participating institution, the student will not be required to take any additional general education courses at MAC unless they are needed to fulfill a requirement of the student's major or degree. Students who transfer before completing the requirements of an associate degree but who have completed the CORE 42-hour general education block will have a notation on their transcript as having completed the General Education Block. The College's General Education Philosophy is located in the Arts & Sciences Division of this catalog.

## Military Experience Evaluation

Current or former members of the U.S. Armed Forces, U.S. Reserves, and National Guard who have successfully completed basic training may be granted two hours of college credit for physical education upon submitting their form DD-214. In addition, veterans can request an official military transcript be sent to MAC through the joint services transcript service at [www.jst.doded.mil/jst](http://www.jst.doded.mil/jst) or The Air University (Air Force only) at [www.airuniversity.af.mil](http://www.airuniversity.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

Transcripts will be held for students who have a balance due for charges incurred as a high school student. Transcripts will be released once all fees have been paid.

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, receive a diploma or certificate, or a letter of recommendation 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](http://www.MineralArea.edu).

A student who registers early but cannot attend must complete the Withdrawal/Exit form in the Student Services Office, or drop all enrolled classes using the student drop form in MyMAC, or the student will be liable for tuition and fees and a punitive grade could be placed on the student's transcript.

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

## Right to Privacy and Review of Records

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

FERPA questions should be directed to the Registrar's Office. MAC makes available to the public this directory information: name, address, telephone number, date of birth, photo, major or field of study, MAC email address, 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

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awarded (including dates), awards received, and most previous educational institution attended.

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

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

## Student Portal — MyMAC

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

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

The MyMAC system operates in an encrypted and secure environment. Students must use their MAC student I.D. number and password to access their personal information. MyMAC is accessed on the homepage of the MAC website at [www.MineralArea.edu](http://www.MineralArea.edu) or at [my.mineralarea.edu](http://my.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](http://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.

## Transfer Library/Crosswalk

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

## Transferring to Other Colleges

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at MAC will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought by the student. To ensure smooth transfer to a four-year institution, students should consult a navigator 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.

▶ [Click here for Verification of Enrollment](#)



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# Support Services

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## Access Office

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

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

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

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

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

## Navigator Advisement System

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

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

Advising is a joint responsibility of navigators and students. The student is responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Navigators 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 navigators 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 a 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 the English and math courses you need, as well as determining if a reading course is needed.

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. We accept cash, check, or credit cards. Credit card payments can be made at the Student Services desk. 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.

### High School Equivalency (HSE)

MAC is an authorized testing center for both the HiSET (High School Equivalency Test) and GED (General Educational Development Test). Both exams test individuals on their knowledge of math, science, social studies, and language arts. However, the HiSET has five subtests (one each for reading and writing), while the GED uses four subtests (reading and writing are combined). Both tests will be given in MAC's Assessment Testing Room (AS 115).

To learn more about the tests (fees, structure, how to schedule), please refer to the Missouri Department of Elementary & Secondary Education (DESE) website at <https://dese.mo.gov/college-career-readiness/high-school-equivalency>.

### Paraprofessional Assessment

The Missouri Paraprofessional Assessment measures students' skills and knowledge in reading, writing, and math and their ability to apply them when assisting in classroom instruction. All tests will be given in MAC's Assessment Testing Room (AS 115).

### Certification Testing

MAC is an authorized testing center for professional and technology certification through Pearson VUE. Fees and testing times are dependent on the type of certification testing. All tests will be given in MAC's Assessment Testing Room (AS 115).

### The MAC Store

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

### Cardinals Nest

Breakfast, lunch, and dinner are available in the Cardinals Nest next to the Field House. Cardinals Nest hours of operation are available on the MAC website.

### Career Services

The Career Services Office has resources to help you gain a better understanding of your interests, abilities, and work-place values. This office helps you gather information on job opportunities, earnings, employment trends, job outlook, training/education required, and more.

The services are free and 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 a workshops or job fair.

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## Counseling

Confidential personal counseling is available by appointment or walk-in Monday through Friday. Our Community Support Specialist will 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.

For an appointment, see counseling services on the website.

## 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 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](http://www.MineralArea.edu/library).

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

out of materials and may not be able to register for classes. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a \$10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of \$100 plus a billing/processing fee of \$20.

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

## Health Services

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

## Learning Center

### Academic Resource Center (ARC)

The Academic Resource Center provides tutoring for all MAC students free of charge as part of their tuition. Tutoring is provided for math, science, history, writing, and communication courses in addition to Spanish, which enables our tutors to assist international students that may need extra guidance with English as a second language. We also provide an open study hall for all students to work on assignments with tutors available to assist as needed. All of our services are provided in a "Quiet Zone" to maximize study time for everyone. Walk-ins are welcome but appointments are prioritized. We are also available for Zoom appointments. Contact ARC at (573) 518-2108 or email [arc@mineralarea.edu](mailto:arc@mineralarea.edu).

### 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,

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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; 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 open house and are available at the Student Services counter. Students are responsible for understanding the regulations and abiding by the prescribed rules. Fines are assessed for violating published parking and traffic regulations.

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

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

## TRIO Programs

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

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

The first Upward Bound program started at MAC in November 1995 and a second one was funded in September 2007. Upward Bound I is funded with a five-year, \$1,193,291 grant from the U.S. Department of Education representing 100% of program costs. Upward Bound II is funded with a five-year, \$1,036,271 grant from the U.S. Department of Education representing 100% of program costs. Both programs work with qualified high school students to help them prepare for and be successful

in college. Weekly meetings at the students' schools help them with career choices, financial aid, and college information. Monthly Saturday programs provide seminars and cultural experiences to prepare them for college. Students attend classes on campus for six weeks during the summer to simulate college living and to prepare for intense academic work. Together, the programs serve more than 105 students in 10 area school districts.

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

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



# Tuition & Financial Assistance

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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.



# Tuition & Fees\*

## Tuition for Credit Classes

Per credit hour rates	Base Tuition	Tier 1 Tuition <sup>†</sup>	Tier 2 Tuition <sup>‡</sup>
In-District	\$156	\$181	\$211
Out-of-District	\$201	\$226	\$256
Out-of-State	\$253	\$278	\$308
International	\$265	\$290	\$320

<sup>†</sup>Tier 1 rate applies to Computer Science (CSC), Graphic Arts & Printing Technology (GRA), Radio & Television Broadcasting Technology (RTV).

<sup>‡</sup>Tier 2 rate applies to Automotive Collision Technology (ACT), Air Heating and Refrigeration (AHR), Automotive Technology (AUT) Construction/ Building Technology (CBT), Electrical Technology(ETT), Electrical/Electronics Technology (EEE), Manufacturing (MFG), Technology (TEC), Welding Technology (WLD), Health Related Technology (HLT), Paramedic Technology (PAR), Associate Degree Nursing (ADN) and Practical Nursing (PN) programs.

## Fees

- **Student Support Fee**

\$26 per credit hour and is based on the number of hours enrolled each semester Supports the costs of campus security, information technology safety, ongoing use and expansion of technology, student engagement and support services for Mineral Area College students.

- **Online Support Fee for Online Classes**

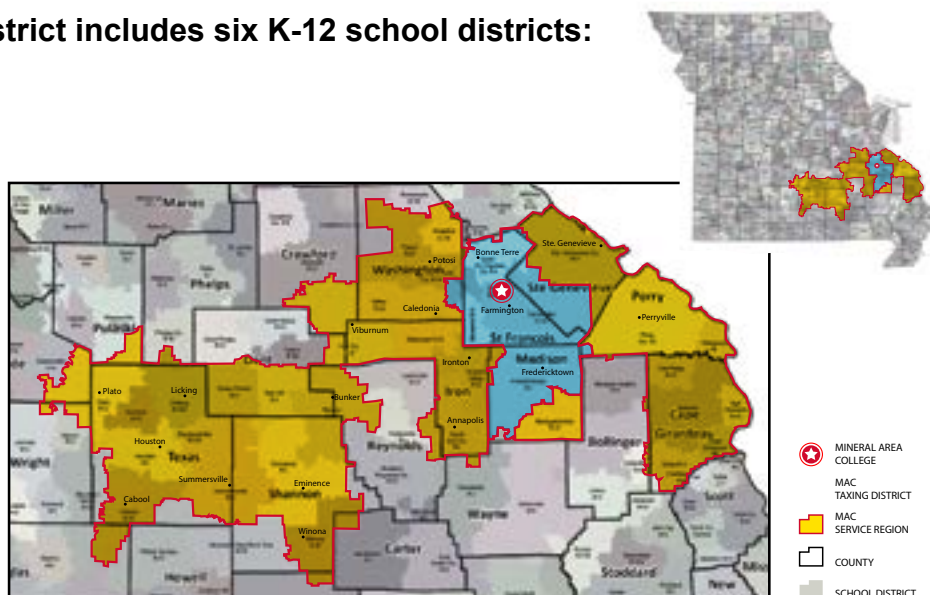
\$15 per credit hour and is based on the number of hours enrolled each semester.

\* Subject to change with notice.

## Mineral Area College Taxing District & Service Region

The MAC taxing district includes six K-12 school districts:

- Bismarck R-5
- Central R-3
- Farmington R-7
- Fredericktown R-1
- North County R-1
- West County R-4



## Classification for Tuition

The college uses the student's residence to determine tuition. Proof of eligibility for in-district tuition rests solely with the student. Students may contact the Business Office with questions concerning residency classification.

### Resident of the Taxing District

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

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

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

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

### Students from Outside the Taxing District

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

### Out-of-State Student

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

### International Student

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

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

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

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

### Penalty for False Information

If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address that alters their residency classification, the student will be subject to the difference between the tuition and fees already paid and the amount owed once the residency classification is corrected.

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

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

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

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

## Books and Materials

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

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## Fees for Non-Credit Classes

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

## Payment of Tuition and Fees

Tuition and fees are payable before or on the deadlines published in the semester course schedule book. 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. 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.

### Payment Deadlines

Upon registration of any semester or term, all students are expected to pay an enrollment deposit of \$500 for full-time or \$250 for part-time enrollment by the first day of the semester unless financial aid is on file, with the exception of high school students. 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. Students may change their address at the Business Office or online at MyMAC. Change of address information cannot be taken over the telephone.

### Account Balances

Students will be emailed for unpaid balances

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

On the next day following the final payment date for each semester, see the "Important Dates" online and in the student handbook, students with any remaining unpaid balance will be subject to Missouri State Tax Interception and/or collections. An additional \$25 fee will be added to accounts sent to collections.

### 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 materials 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 permitted to receive a diploma, 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:

Mineral Area College  
Attn: Registrar's Office  
P.O. Box 1000  
Park Hills, MO 63601

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### Withdrawal Information

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

The last day to drop a course(s) and receive a grade of "W" does not indicate that the student is no longer financially responsible for the tuition and fees. Students should be certain that they understand the implications when dropping a course(s).

### Student Liability Insurance Program

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

## Financial Assistance

### General Information

#### Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

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

#### Return of Title IV Funds Policy

Students who receive Federal Student Aid (i.e., Pell Grants, Student Loans, SEOG Grants, EXCEL

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

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

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

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

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

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

#### Minimum Academic Standards for Financial Aid Eligibility

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

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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. 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, 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 Suspension,” which is a loss of all Federal Student Aid.
6. If a student is placed on “Financial Aid Suspension,” 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, Academic Resource 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 Higher Education and Workforce Development 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 up to \$3,000 per academic year subject to available funding. To be eligible, a student must:

- Have a composite score on the ACT or the SAT in the top 3% of all Missouri students taking those tests;
- Enroll as a first-time, full-time student at a participating Missouri postsecondary school in the academic year immediately following high school graduation, GED certificate, or completion of secondary coursework, if home schooled;
- Be a Missouri resident and a U.S. citizen, or permanent resident;
- 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, or permanent resident;
- Be an undergraduate student enrolled full time;
- Not be pursuing a degree or certificate in theology or divinity;
- Not have received a 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 (GI 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 GI Bill®.

An individual may attend or participate in a program of education if the Chapter 31 or 33 Beneficiary provides the school with a "Certificate of Eligibility (COE)."

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 miscalculations 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 academic 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 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

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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**

**Federal/State Tuition Assistance - DoDI 1322.25 Requirement**

Mineral Area College has a policy that returns 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. 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.

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 56-59 .....	25%
Days 60-above .....	0%

**Veterans Benefits and Transition Act of 2018**

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

**Servicemembers Opportunity Colleges**

MAC is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over

1,300 institutions pledged to be reasonable in working with service members and veterans trying to earn degrees while pursuing demanding, transient careers.

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

**Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics**

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

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

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

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

**Military Withdrawal Due to Deployment**

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

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

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

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## 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](http://www.jst.doded.mil) or The Air University (Air Force only) at [www.au.af.mil](http://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.

## Vocational Rehabilitation

MAC is approved by the Department of Higher Education and Workforce Development 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 list of college and local community scholarships and 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 ensure funds are being awarded to truly needy students, MAC and the federal government have instituted a program of information verification.

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

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

## Financial Aid Confidentiality Policy

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

The following statements pertain to confidentiality of records held by the Financial Aid Office.

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

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

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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.

Payments are usually made during the sixth week of each semester. Federal College Work Study students are paid the 30th of each month.

## 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) student or parent's address change.

If student loans have been received, an exit interview must be completed online 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 ensure 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.

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  - ▶ National Association For Music Education
  - ▶ Omega Leo
  - ▶ FBLA Collegiate
  - ▶ Phi Theta Kappa
  - ▶ Robotics Club
  - ▶ SkillsUSA
  - ▶ Student Government Association
  - ▶ Student-Missouri State Teachers Association
  - ▶ Student Nurses Organization
  - ▶ Veterans Organization
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  - ▶ Kicks Band
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## 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 well-being by reaching needs not met in the classroom, and providing an opportunity for spiritual well-being aids in the holistic care of students as they seek to excel in their classes. Additionally, this organization seeks to intentionally provide a safe and inclusive space for students of every sexual orientation.

### Chi Alpha

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

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

### **Cultural Awareness Club**

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

### **Gay-Straight Alliance**

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

### **MAC Ambassadors**

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

### **Mineral Area Collegiate Ministry**

The Mineral Area Collegiate Ministry (MACM) is a campus ministry seeking to "Equip students for life." (2 Timothy 2:15). Students can find the Facebook page, participate in Bible studies, activities, and just hang out.

### **National Association for Music Education**

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

### **Omega Leo**

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

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

### **FBLA Collegiate**

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

### **Phi Theta Kappa**

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

### **Robotics Club**

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

### **SkillsUSA**

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

### **Student Government Association**

The official student governing board and policymaking group of the student body, SGA acts as liaison among students, faculty, and administration. Through it, students can express themselves

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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 Organization**

The college sponsors an active local chapter called the MAC Student Nurses Organization (SNO). Student membership in SNO is offered for those students accepted and currently enrolled in the Associate Degree Nursing Program and Practical Nursing, who have paid tuition. 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. MAC nursing students can join the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations. Membership in a professional organization enhances leadership skills and continued awareness of professional issues.

### **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 creating a more complete learning experience for the music student.

### **Concert Band**

This ensemble meets for one, two-hour rehearsal weekly, and open to all MAC students and community musicians of all ages. This ensemble 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. This ensemble meets for one, two-hour rehearsal weekly. Open to all.

### **Jazz Ensemble**

This performing ensemble focuses on music from the big band jazz repertoire. A variety of styles are rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz. This ensemble meets for one, two-hour rehearsal weekly.

### **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**

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

### **Chamber Singers**

This is a 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, to vocal jazz. Open

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to all students through audition only.

## Athletics Department

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition in men's basketball, baseball, cross country, track, and golf, and women's basketball, softball, cross country, track, and volleyball. MAC's athletic department has provided thousands of student-athletes the opportunity to hone their athletic skills at MAC's state-of-the-art facilities and prepare them for four-year colleges and universities. There have been 67 Academic All-Americans and 21 All-Americans in recent years. All student athletes must be full-time students and maintain a 2.0 GPA.

### Cheerleaders

Men and women are recruited during the spring to cheer for all men's basketball games, home and away, as well as for designated women's basketball home games. Cheerleaders practice during the summer and throughout the school year and attend a collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, and community service activities. Partial scholarships are available.

### Esports

MAC joined the world of competitive gaming in 2022. MAC Esports team members will attend scheduled practices, compete in scrimmages, and compete in regular season matches against other colleges across the United States. The team is determined by tryouts. Scholarships are available.

### 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. Scholarships are available.

### Men's Baseball

The MAC Cardinal baseball teams have enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The mix of local talent along with nationwide recruiting has given the program a competitive team on a yearly basis. MAC fields both varsity and junior varsity teams. Scholarships are available.

### Men's Basketball

The Cardinals basketball team has a storied history. Program highlights include 15 MCCAC Conference Championships, 6 Regional Championships, and 14 All-Americans. MAC plays a competitive schedule and hosts multiple nationally ranked teams each year. Scholarships are available.

### Men's Golf

The Cardinals golf team competes in NJCAA Division 2 and has reached nationals several times since the team's inception. MAC's home course is Crown Pointe Golf Club. Scholarships are available.

### Women's Basketball

With their eight conference championships and five sub-regional championships, the women's basketball program has been highly successful. Local athletes have been a major part of the structure of the team since its inception. Players are academically successful. The women's basketball staff assists the athletes in finding the best fit for them to continue their education and athletic careers. Scholarships are available.

### Women's Softball

The Lady Cardinals play NJCAA Division 2 softball. The team has been successful, winning three Region 16 Championships and playing at the national tournament. The Lady Cardinals practice and play on the MAC campus. Scholarships are available.

### Women's Volleyball

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

### Men's and Women's Cross Country/Half Marathon

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC cross country teams began competition during the 2018-2019 academic year and in their short tenure earned two National Champion titles. MAC's cross country teams practice and compete on the main campus.

### Men's and Women's Track & Field (Indoor & Outdoor)

The Cardinals and Lady Cardinals participate at the NJCAA Division 3 level. The MAC track and

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field teams began competition during the 2018-2019 academic year and in 2021, the women's team placed second in the nation at the NJCAA Division 3 track meet. The teams practice and compete on the main campus.

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

The men's and women's soccer teams played their inaugural season during the 2020-2021 academic year. Both soccer teams have seen success competing in the NJCAA Division 2 level in their short tenure. The soccer teams play and practice on MAC's soccer pitch, which was opened in 2022. Scholarships are available.

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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.

### Level I Violation

A student commits any act of plagiarism or cheating, as determined 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. Copies of the student's Academic Integrity Report will be forwarded from the Dean of Students to the Provost, the Division Chair, and the Department Coordinator of the faculty member making the sanction.

### Level II Violation

A student commits more than one act of plagiarism or cheating, as determined by the instructor.

### Consequences

1. The student will receive a failing grade for the course.
2. An instructor completes an Academic Integrity report, which is forwarded from the Dean of Students to the Provost, Division Chair, and the Department Coordinator of the faculty member making the sanction.





## 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.

The Student Conduct and Due Process Policies can be found at 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 considered directory information and are 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 MAC website. If further assistance is needed, students should contact IT Services helpdesk at [helpdesk@mineralarea.edu](mailto: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](mailto:.stu@MineralArea.edu). For example: Dan Goodperson, would look similar to [dg121.stu@MineralArea.edu](mailto: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 their 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 Division Chair before returning to class;
- Dropping a student from the course as a result of multiple infractions.

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

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

Students may appeal decisions concerning the

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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 Administrator'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 two days of the 16-week semester. Enrollment is allowed for accelerated classes, or sub-terms, on a prorated basis. Restricted classes require instructor's signature.

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

#### Dropping a Class

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

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

If a student drops all classes in a given term, it is

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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, live virtual, 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. 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 and Workforce Development requirements and MAC course prerequisites. Interested students should contact their high school counselor or the dual credit coordinator for additional information.

### 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 Coordinators or instructors determine how much the final exam counts as part of the final grade for a course. Students must take their final exam at the time designated on the final exam schedule. The final exam schedule can be found in the student handbook on the website.

### Prerequisites and Corequisites

A prerequisite is a course that a student must successfully complete before enrolling in a subsequent course in a given series. A corequisite is a course that a student must enroll in simultaneously with another course or may have successfully completed previously. Prerequisites and corequisites are listed in the catalog course descriptions. Students may be

administratively withdrawn if a prerequisite is not met. Meeting the prerequisite requirement satisfactorily requires a minimum final grade of “C” in the prerequisite course.

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

### Repeating a Course

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

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

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

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

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

### Unit of Credit and Courseload

#### In-Person Courses

Mineral Area College follows state regulations and federal law in determining the length of credit hours. One credit hour is based on 750 minutes of instruction in lecture courses and at least 1,500 minutes of instruction in laboratory activities. Each

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hour of scheduled classroom work requires two hours of outside work to accomplish the course's learning outcomes.

Based on this measurement, one unit of credit may be earned in a lecture course which meets for 50 minutes once a week during a 15-week semester. A three credit-hour course, such as English Composition I, meets for three 50 minute periods per week for 15 weeks and requires six hours of work outside of class each week.

In a course having a laboratory component, one credit is granted for two or three hours in a lab each week during the semester. For example, Introductory Chemistry is comprised of three lecture hours and four lab hours for a total of five credit hours. For a 15-week semester, the lecture component meets twice a week for an hour and fifteen minutes and the lab component meets twice a week for an hour and fifty minutes. A five credit hour course would require ten hours of work outside of class each week.

### Distance Education Courses: Online Courses and Hybrid Courses

Online and hybrid courses adapted from traditional courses cover the same student learning outcomes as the in-person course and use comparable assessments. The ratio of faculty instruction to out-of class student work will vary according to the modality, but will still follow the guidelines for amount of time spent on coursework as noted in the definition of in-person courses which means students should expect to perform three hours of academic work per course credit hour.

Courses that are strictly online or hybrid delivery are assigned credit hours based on the amount of time required to complete course tasks in relation to accomplishing the course's learning outcomes. Each course credit hour should require at least three hours of academic work per week. Faculty are responsible for estimating times for tasks to determine and to rationalize the appropriate credit hour length for the course.

### Course Load

A full-time course load consists of 12 credit hours in the fall or spring semesters. Students who wish to complete their degree within two years without enrolling in summer courses are advised to take a minimum of 16 hours each semester. A full-time course load is 6 credit hours in the summer semester. The maximum course load for fall and spring semesters is 20 credit hours. The maximum course load for the summer is 9 credit hours. Students with a superior scholastic record may be permitted to

register for more than the recommended maximum with the Provost approval.

Students should be aware that, on average, at least two hours of outside preparation are needed for each hour of scheduled classroom time. Therefore, students who plan to enroll for 16 semester hours should plan to spend at least 32 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

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when the withdrawal request is near the end of the semester and incompletes are agreed to by the instructor(s), the student, and Provost. In this case, the student will be allowed to complete the coursework according to a written agreement submitted to the Registrar's Office by the instructor.

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

## Grading

### Dean's List

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

1. A minimum of 12 college-level (non-developmental) semester hours earned during the semester.
2. GPA of 3.25 or higher.
3. No grade below a "C" earned during the semester.
4. No "I" (incomplete) grades received during the semester.
5. Course taken for "P" or "CR" grades will not be included in the 12 hours noted in #1.

### Grade Appeal Process

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

If the Department Coordinator is unable to remedy the situation, students may appeal to the Division Chair within five business days.

If the Division Chair is unable to remedy the situation, students may appeal to the Provost within five business days, 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 Provost.

## Incomplete Policy

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

Both the student and the instructor must sign the Incomplete Grade Request form and file the form with the Provost. Requirements for completing the course are specified in detail by the instructor on the Incomplete Grade Request form.

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

grade will automatically convert to an "F." Incomplete grades are not eligible for withdrawals.

## Graduation

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

### Applying for Graduation

Students must apply for graduation by the published deadlines. Meeting graduation requirements is the student's responsibility. Students should become familiar with the catalog, degree requirements, and meet regularly with their navigator. 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. Complete the degree requirements per the college catalog, earning a minimum of 15 semester credit hours from MAC.
3. Earn a minimum 2.0 cumulative career (includes transfer work) and institutional (MAC) GPA; 2.75 minimum for AAT students.
4. Candidates seeking a degree or certificate must complete a graduation interview in the Career Services office or on MyMAC.
5. 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

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degree or certificate earned during the same or different semesters. The requirements for each degree or certificate must be completed.

### Commencement Information

A commencement ceremony is held in May for students completing the AA, AAS, AAT, AGS, AS degrees and certificates. 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 the Commencement Coordinator at [Commencement@MineralArea.edu](mailto: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.

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 Provost office will email students stating 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](mailto: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 Executive Director of College Communication.

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

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

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## Degrees & Certificates

### Associate of Arts

#### Fields of Study

- Art
- Biological Sciences
- Business Administration
- Chemistry
- Communications
- Computer Science
- Earth Science
- English
- Foreign Languages
- General Studies
- History
- Mathematics
- Music
- Music Education
- Physical Education
- Physics
- Political Science
- Psychology
- Social Work
- Sports Management
- Pre-Architecture
- Pre-Dental
- Pre-Dental Hygiene
- Pre-Education
- 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)
- Music Education
- Secondary Education
- Special Education

### Associate of General Studies

- General Studies



## Degree Plans

### Program Career and Salary Information

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

### Associate of Arts Degree (62 hours)

A Transferable Degree

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

### Associate of Arts in Teaching (62 hours)

A Transferable Degree

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

### Associate of General Studies Degree (62 hours)

A Course-by-Course Transferable Degree

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## Transfer Studies

Transfer Studies 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. The AGS may not be accepted in its entirety by four-year colleges and universities, students are subject to a course-by-course evaluation by transfer institutions.

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

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

## General Education Philosophy

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

1. **Valuing** -Students will recognize how values

develop, how value judgements influence actions, and how informed decision-making can be improved through the consideration of personal values as well as the values of others.

2. **Managing Information**-Students will be able to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
3. **Communicating**- Students will be able to communicate with thoughtfulness, clarity, and coherence; read and listen critically; and select and effectively use channels appropriate to the audience and message.
4. **Higher Order Thinking**- Students will be able to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and demonstrate the ability to reflect upon and refine those problem-solving skills.

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

1. **Social and Behavioral Sciences**-To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientist to discover, describe, explain, and predict human behavior and social systems. Students acquire an understanding of the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. Students will fulfill the state statute requirements for the United States and Missouri constitutions and complete the state-mandated Civics exam.
2. **Communication-Written**-To prepare students to communicate effectively with writing that exhibits solid construction resulting from satisfactory planning, discourse, and review. Students will engage in the writing process including drafting, editing, and revision for success in the classroom and workforce.
3. **Communication-Oral**-To prepare students to communicate effectively in a variety of contexts. Students will understand that communication is symbolic, relational, collaborative, strategic, adaptive, and creative. They will recognize the role and importance of communication in developing meaning and understanding; increasing knowledge; enacting change, solving problems; and developing, maintaining, and transforming relationships.

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

## 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 your navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
3. All applicants are required to complete 62 approved semester hours.
4. All degree-applicable courses, including electives, must be 1000 level or higher.
5. Students may apply only 3 credit hours of performance courses in the CORE42.
6. Students may apply up to 15 hours of course work from career & technical courses, 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 your navigator 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.
3. All applicants are required to complete 62 approved semester hours.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
5. All degree-applicable courses, including elective must be 1000 level or higher.
6. Take no more than six elective credits by participating in ensembles.

### 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 your navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
3. All applicants are required to complete 62 approved semester hours.
4. All degree-applicable courses, including electives must be 1000 level or higher.
5. Students may apply only 3 credit hours of performance courses in the Core42.
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 navigators.
7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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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
  - ▶ Community Health Worker Certificate
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  - ▶ Automotive Collision Technology
  - ▶ Automotive Technology
- ▶ **Behavioral Health Support**
- ▶ **Business Related**
  - ▶ Business Management
  - ▶ Business Management—IT Specialist
  - ▶ Computer Networking
  - ▶ Computer Networking—Cyber security
- ▶ **Child Development**
- ▶ **Construction Building Technology**
- ▶ **Criminal Justice**
  - ▶ Criminal Justice—Correctional Administration
  - ▶ Criminal Justice—1000 Hour Law Academy
  - ▶ Criminal Justice—Judicial Administration
  - ▶ Criminal Justice—Law Enforcement
  - ▶ Criminal Justice—Mo Dept of Corrections
- ▶ **Digital Media Technology**
- ▶ **Electrical Technology**
- ▶ **Electrical/Electronics Technology**
- ▶ **Engineering Technology**
  - ▶ Engineering Technology—Design Drafting
  - ▶ Engineering Technology—Manufacturing
- ▶ **Graphic Arts/Printing Technology**
- ▶ **Heating, AC and Refrigeration Technology**
- ▶ **Industrial Maintenance**
- ▶ **Machine Tool Technology**
- ▶ **Skilled Trades**
- ▶ **Welding Related**
  - ▶ Advanced Multi-Process Welding Certificate
  - ▶ Welding Technology

## 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 your navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

### Degrees for Allied Health

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 of the final term (sophomore year). Contact your navigator for assistance.
2. Complete total semester hours of required curriculum with an institutional and cumulative career GPA of 2.0 (C) or higher.
2. Complete all courses included in the curriculum with a "C" or above.
3. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
4. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

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Program Titles	Associate of Applied Science (AAS)	Associate of Science (AS)	Certificate 1 Year	Certificate Less Than 1 Year
Advanced Welding Technology			X	
Automotive Technology	X		X	
Basic Law Enforcement Academy 1,000 hours			X	
Behavioral Health Support	X			
Business Management	X		X	
Business Management – IT Specialist	X			
Child Development	X		X	
Child Development Associate				X
Community Paramedic				X
Community Health Worker				X
Computer Networking	X		X	
Computer Networking – Cyber Security	X			
Construction/Building Technology	X		X	
Criminal Justice – Correctional Administration	X			
Criminal Justice – Judicial Administration	X			
Criminal Justice – Law Enforcement	X			
Electrical/Electronics Technology	X		X	
EMT – Emergency Medical Technician				X
Engineering Technology – Design Drafting	X			
Engineering Technology – Manufacturing	X			
Heating, Air Conditioning, & Refrigeration 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		
Paramedic Technology	X		X	
Skilled Trades Technology	X			

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

Program	Arcadia Valley	Cape Girardeau	Perryville	UniTec
Automotive Collision Technology	X	X	X	X
Automotive Technology	X	X	X	X
Business Management	X*			
Business Management		X*		
Child Development		X*	X*	
Computer Networking		X*		
Construction/Building Technology	X	X	X	X
Digital Media Technology		X	X	X
Electrical/Electronics Technology			X	
Electrical Technology		X		X
Graphic Arts/Printing Technology	X	X	X	X
Heating, Air Conditioning & Refrigeration Technology		X		
Machine Tool Technology		X		X
Physical Therapist Assistant		X		
Welding Technology	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 navigator at this location.

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## Career & Technical Education

The Career & Technical Education 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. MAC's degrees and certificates are 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. These programs are 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.

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. Students should check with a navigator or the Provost's office for more information.

## Career & Technical Dual Credit

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

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

## Allied Health Related

The Allied Health Department offers programs leading to certificates in Emergency Medical Technician, Practical Nursing, and Paramedic Technology and degrees in Medical Lab Technician, Nursing, and Paramedic Technology. The 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 or Paramedics 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.

The EMS Education Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP): 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](http://www.caahep.org). EMS Education students are offered a variety of first responder experiences within the community.

## 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.

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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

These students have taken Human Physiology as a prerequisite. Upon successful completion of Option B, students are eligible to apply to take the NCLEX-PN. 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 on the degree plan.)

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 for LPN

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 spring semester with a grade of "C" or above:
  - a. Quantitative Reasoning
  - b. English Composition I
  - c. Human Anatomy
  - d. Human Physiology
4. ACCUPLACER Test: Applicants must be scheduled to take the Accuplacer Next Generation test before the application deadline 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) 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 August 15 until March 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. High school transcripts or GED/HiSET scores.
  - b. ACCUPLACER scores.
  - c. Official college or university transcripts.
9. All applicants accepted into the program are on conditional status, pending completion of the passing the drug screen, passing the background check, and successfully completing all prerequisites.
10. Those who do not meet the above requirements should contact the Allied Health Department Navigator.
11. No classes may be added after the first three days of fall and spring classes without permission of the Allied Health Dean.

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12. No alternates will be admitted to the nursing program after the first day of class.
13. A personal interview is required.
14. Selection is based on GPA from prerequisite courses (weighted 50%), Accuplacer Next Gen scores (weighted 25%), and personal interview (weighted 25%)

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.

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.

Students are required to take 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. Prerequisite courses must be completed by the

end of spring semester with a grade of "C" or above and include:

1. English Composition I
2. Quantitative Reasoning
3. Human Anatomy
4. Human Physiology

Note: Courses taken at a technical college do not meet the transfer requirements.

7. Take 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) 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 and Retention 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 II (5 cr. hrs.) and Medical-Surgical Nursing III (5 cr. hrs.).
  - a. Students matriculating 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 II (5 cr. hrs.) and Medical-Surgical Nursing III (5 cr. hrs.) at the regular fee rate. Advanced placement students take all exams in Medical-Surgical II and Medical-Surgical III.
  - 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 II and Medical-Surgical Nursing III (5 credit hours) at the regular fee rate.
13. Applications will be accepted from August 15 until March 15 of each school year. Application deadline may be extended.
14. It is the student's responsibility to ensure the following documents are on file in the Allied Health Department before selection.
  - a. High School transcripts or GED/HiSET scores
  - b. ACT or ACCUPLACER scores
  - c. College or university transcripts



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15. All applicants accepted into the program are considered on conditional status pending completion of 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 Allied Health Navigator.
17. No classes may be added after the first three days of fall and spring classes without permission of the Allied Health Dean.
18. No alternates will be admitted to the nursing program after the first day of the practicum and dosage 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 II (5 cr. hrs.) and Medical-Surgical Nursing III (5 cr. hrs.).
20. Selection is based on GPA from prerequisite courses (weighted 50%), Accuplacer Next Gen scores (weighted 25%), and personal interview (weighted 25%)

### LPN Graduates of MAC Prior to 1991 or from Another School

Entrance requirements are the same as those applying for advanced placement. Additionally, the applicant may be required to provide proof of Intravenous Therapy Certification and current Practical Nursing License.

### 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 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.

### 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 the end of spring semester.
  - a. Quantitative Reasoning, or higher math, with a grade of "C" or above.
  - b. English Composition I with a grade of "C" or above
  - c. Human Anatomy
  - d. Human Physiology
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) 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 August 15 until March 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so interviews may be scheduled.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
  - a. High school transcript or GED/HiSET scores (official, not hand carried).
  - b. ACCUPLACER scores.
  - c. College or university transcripts (official, not hand carried).

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- d. A personal interview is required.
9. All applicants accepted into the program are considered on conditional status pending completion of 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 Navigator.
11. No classes may be added after the first three days of fall & spring classes without permission of the Allied Health Dean. No alternates may be added after the first day of the practicum and calculation testing.
12. Students are required to take a dosage calculation and medication practicum exam prior to taking Medical-Surgical Nursing II.
13. Selection is based on GPA from prerequisite courses (weighted 50%), Accuplacer Next Gen scores (weighted 25%), and personal interview (weighted 25%).

## Emergency Medical Technician (EMT) Certificate

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

MAC offers a one semester course 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](http://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 NREMT 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 Technician (EMT) program is accredited through the State Department of Education and is accredited by the Missouri Bureau of Emergency Medical Services - Training Entity Accreditation #18705P (expires 9/30/2025): 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](mailto: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. Students will be educated and prepared as 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

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

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

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 45 credit hours and the Associate of Applied Science degree consists of an additional 23 credit hours.

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

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

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

The Paramedic Technology program is accredited through the State Department of Education and is accredited by the Missouri Bureau of Emergency Medical Services - Training Entity Accreditation #18705P (expires 9/30/2025): 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

### Entrance Requirements

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
  - a. EMT license, or expect to have EMT license by Aug. 1 of each year.
  - b. At least 100 hours of patient care experience (preferred).
  - c. Must be at least 18 years of age.
  - d. Current certification in BLS for Health Care

Providers.

3. Prerequisites:
  - a. EMT license, or expect to have EMT license by Aug. 1 of each year.
4. ACCUPLACER
  - a. ACCUPLACER Next Generation - must be taken by application deadline:
    - 1) English Writing — 250
    - 2) Math Quantitative Reasoning, Algebra, and Statistics — 250
    - 3) Reading — 250
5. Have a GPA of 2.0 or above.
6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
7. Applications for the Paramedic Program are accepted until May 31 each year. Application deadline may be extended.
8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file.
  - a. High school transcript or GED/HiSET scores (official copies, not hand-carried).
  - b. ACCUPLACER scores.
  - c. College or university transcripts (official copies, not hand-carried).
  - d. List complete names and addresses for references on application. A college form letter will be sent to those listed.
  - e. Typed questionnaire.
  - f. Professional interview.
9. All applicants who have been accepted into the program are considered on conditional status pending completion of 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 of required immunizations visit our website [mineralarea.edu](http://mineralarea.edu).
11. For more information contact the Allied Health Navigator.

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.

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## Community Paramedic Program

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

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

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

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

## Community Health Worker

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

Community Health Worker program is a 10-credit hour, hybrid, 16-week course. The CHW program is designed for entry level healthcare workers and those already working in healthcare, seeking a career change and/or advancement. Upon successful course completion, students will be eligible for a state credential as a Community Health Worker and become job ready. Current healthcare providers (EMT's, Paramedic's, Nurses, etc..) completing the course will find a greater understanding of patient navigation and availability of health and community related resources. All didactic will be completed online. Final examination and presentation will be completed on-campus. The didactic component will be 128 hours with an

additional 60 hours of clinical experience will be arranged between the student and instructor.

## Physical Therapist Assistant

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

MAC has established a program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science degree in Physical Therapist Assistant. PTA 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) 518-3805.

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>.

## Associate of Applied Science & Certificate

### 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.

## Automotive Technology Automotive Collision Technology

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

MAC has established articulated transfer programs

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with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, and UniTec Career Center leading to an Associate of Applied Science or Certificate in Automotive Collision Technology. Students will receive training in structural analysis and repair, painting and refinishing, plastic repair, and some light mechanical repair.

After successful completion of career center coursework, credit will be articulated after students complete 15 credit hours of general education courses at MAC.

### Automotive Technology

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

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

Students will learn about automotive shop safety, automotive maintenance, base engine, brake system technology, auto HVAC, automatic transmission/transaxle, steering, suspension, wheel alignment, manual transmission/transaxle, driveline, electrical systems, and engine performance/electronics systems. Emphasis is placed on Automotive Service Excellence (ASE) certification.

The Automotive Technology program is also offered as an articulated transfer program at Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, and UniTec Career Center leading to an Associate of Applied Science or Certificate in Automotive Technology. After successful completion of career center coursework, credit will be articulated after students complete 15 credit hours of general education courses at MAC.

## Behavioral Health Support

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

The Behavioral Health Support program equips students with the skills and knowledge to fill the growing demand for qualified behavioral health workers. The curriculum emphasizes person-centered, compassionate, and evidence-based care. Students will receive hands-on training through internship hours. The program provides the foundation for employment in entry-level roles or further study in social work, counseling, psychology, etc.

## Business Related

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

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

### Business Management

**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 — 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.

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## 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 will be prepared for certification exams, which if passed, will certify them in specific networking specialty areas.

## Computer Networking - Cyber Security

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

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

## Child Development

**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.

## Child Development Associate

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

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.

## Construction Building Technology

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

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

The Construction Building Technology program provides hands-on training in the fundamentals of carpentry. The program covers such topics as blueprint reading and material estimation, layout and instrument usage, hand and power tools, wood framing, concrete formwork, and interior/exterior finishes. Upon completion of the program, students will also earn the following credentials:

- OSHA 10 for the construction industry
- Powder-actuated tool usage
- NCCER Core
- NCCER Carpentry, Level 1

The Construction Building Technology program is also offered as an articulated transfer program with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, and UniTec Career Center leading to a Certificate or an Associate of Applied Science. After successful completion of career center coursework, credit will be articulated after students complete 15 credit hours of general education courses at MAC.

## Criminal Justice

### 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 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 a navigator to get on a path for a bachelor's degree from a four-year college or university.

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## Criminal Justice —1000 Hr Law Academy

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

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

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

## Criminal Justice — Judicial Administration

**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.

## 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.

## Criminal Justice — Missouri Department of Corrections

Missouri Department of Corrections Custody and Non-Custody staff may receive college credit from MAC for training completed with the Department of Corrections. Credits earned through the Department of Corrections training will apply to the College's AAS degree program in Criminal Justice. For information regarding eligibility, please contact the Eastern

Region Training Center at (573) 218-6171 or the MAC Provost office at (573) 518-2370.

## Digital Media Technology

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

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

MAC has established articulated transfer programs with Cape Girardeau Career & Technology Center and Perryville Area Career & Technology Center, leading to an Associate of Applied Science or Certificate in Digital Media Technology. Students will use the latest equipment and state-of-the-art software throughout the program and be prepared for entry-level employment or to continue their education in the field. After successful completion of career center coursework, credit will be articulated after students complete 15 credit hours of general education courses at MAC.

## Electrical Technology

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

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

The Electrical Technology program is offered as an articulated transfer program with Cape Girardeau Career & Technology Center and UniTec, leading to an Associate of Applied Science or Certificate in Electrical Technology. Students will learn how to interpret and apply electrical wiring diagrams, schematics, and blueprints and receive instruction in installing residential, commercial, and industrial circuits based on codes and standards. After successful completion of career center coursework, students will complete general education courses at MAC.

## 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

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and other electronic devices. In addition electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to ensure 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

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

**D** See Degree 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

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

**D** See Degree 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 lectures, group exercises, hands-on-learning modules, and e-learning.

## Graphic Arts/Printing Technology

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

The Graphic Arts/Printing Technology is offered as an articulated transfer program with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, and UniTec Career Center leading to an Associate of Applied Science or Certificate in Graphic Arts/Printing Technology. This program enables students to combine their artistic and technical skills to create print media including brochures, posters, publication design for books and magazines, logos, branding, and more.

## Heating, AC, and Refrigeration Technology

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

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

The Heating, Ventilation, Air Conditioning, and Refrigeration program offers hands-on training in current technology for designing, installing, diagnosing, servicing, repairing, and maintaining gas and electric heating, air conditioning, refrigeration, and energy systems with a focus on indoor air quality in residential and commercial applications. Students will have the opportunity to earn the following certifications during the program:

- First Aid/CPR
- EPA Section 608 (refrigerant handling)\*
- 410a Refrigerant Handling\*
- A2L Refrigerant Handling
- Green Awareness Certification
- Employment Ready Certifications

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The Heating, Ventilation, Air Conditioning, and Refrigeration Technology program is also offered as an articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science.

\*Required to be employable

## 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 lectures, group exercises, hands-on learning modules, and e-learning.

## Machine Tool Technology

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

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

This program is designed for students seeking to set up and operate a wide variety of conventional machine tools and modern machining centers. Preparing students as machinists and toolmakers, they will design and create prototypes, fixtures, jigs, and tooling/dies from which most metal and other manufactured items are made. Students will gain hands-on experience using industry standard heavy machinery, such as Computer Numerical Control (CNC) Mills, Lathes, Plasma, and Waterjet tables. They will also gain experience with manual machining tools and basic hand tools. In addition, students will use computers and industry standard software to program modern computer numerical controlled (CNC) machines, which include writing G-Code and creating toolpaths using modern CAM (Computer Automated Manufacturing) software. Coursework includes classes in setting up and operating basic machine tools, milling machines, drill presses, surface grinders, and CNC machining centers

## 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.

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. For additional information contact the Provost's office at (573) 518-2370.

## Welding Related

### Advanced Multi-Process Welding Certificate

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

The Advanced Multi-Process Welding certificate

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provides comprehensive welding training in Gas Metal Arc Welding, Flux-Core Arc Welding, Gas Shield Metal Arc Welding, Gas Tungsten Arc Welding, Aluminum Welding, Cutting & Fabrication, and Welding Foundations. Training conforms to American Welding Society (AWS) standards.

## Welding Technology

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

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

The Welding Technology program is offered as an articulated transfer program in partnership with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, and UniTec Career Center leading to an Associate of Applied Science or Certificate in Welding Technology. Students will receive hands-on training to prepare them for the workforce or to enter advanced training in the welding field. After successful completion of career center coursework, students will complete general education courses at MAC.

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## Academic Courses

- ▶ **ART** Art
- ▶ **BHS** Behavioral Health Support
- ▶ **BIO** Biological Science
- ▶ **BUS** Business Admin & Economics
- ▶ **CIS** Computer Info Systems
- ▶ **COM** Communications
- ▶ **CSC** Computer Science
- ▶ **EDU** Education
- ▶ **ENG** English
- ▶ **GEO** Geography
- ▶ **GUI** Guidance
- ▶ **HIS** History
- ▶ **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
- ▶ **AHR** Air, Heating, & Refrigeration
- ▶ **CIS** Computer Info Systems
- ▶ **CRJ** Criminal Justice
- ▶ **ECE** Early Childhood Education
- ▶ **EEE** Electrical/Electronics Technology
- ▶ **ETT** Electrical Technology
- ▶ **FOT** Fiber Optic
- ▶ **HLT** Health Related Technology
- ▶ **MGT** Management
- ▶ **MLT** Medical Laboratory Technician
- ▶ **NUR** Practical Nursing
- ▶ **OST** Office Systems Technology
- ▶ **PAR** Paramedic Technology
- ▶ **PAW** Personal Awareness
- ▶ **PTA** Physical Therapist Assistant
- ▶ **TEC** Technology
- ▶ **WLD** Welding 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 Chair 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 adaption of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians' offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

### ADN1480 \_\_\_\_\_ (1-0) 1 cr. hrs. Contemporary Nursing

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

Designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the

legal, ethical, political and on-the-job issues confronting today's nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

### ADN1495 \_\_\_\_\_ Arranged 6 cr. hrs. Medical Surgical Nursing I

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

Focuses on concepts relating to the assessment and care of the adult in the acute care setting with commonly occurring medical-surgical diagnoses and disorders, including peripheral intravenous access and intravenous infusion of fluids and medications. Emphasis is on the implementation of the nursing process and the development of competent assessment skills by applying principles from the biological, physical, social, behavioral, medical, and nursing sciences.

### ADN1505 \_\_\_\_\_ Arranged 5 cr. hrs. Medical Surgical Nursing II

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

Continuation of Med/Surg I. Emphasis is placed on the management of increasingly complex diagnoses and disorders primarily in the surgical, acutely ill, and emergently ill clients. Focus on medication administration of increasingly complex medications, including the intravenous route.

### 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.

### ADN1515 \_\_\_\_\_ Arranged 5 cr. hrs. Medical Surgical Nursing III

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

Continuation of Med/Surg I & II. Focuses on managing the care of the emergently ill client as well as those with reproductive, hepatic, and immune dysfunction. There is a strong emphasis on leadership and delegation to licensed and unlicensed assistive personnel. In addition, prioritization of care and management of multiple clients is incorporated.

### 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** \_\_\_\_\_ (2-1) 3 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** \_\_\_\_\_ (2-1) 3 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.

## AIR COND, HEATING, REFRIG

**AHR1000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Safety For Heating/AC/Refig Prof**

Learn to be safe HVACR technicians and installers by being aware of work hazards, correct procedures, protective equipment, and the proper use of tools in the trade. Learning will include classroom lecture, hands-on lab projects, and opportunity for CPR and First Aid certification.

**AHR1005** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**Refrigeration System Fundamentals**

Introduces students to refrigerants, the components and functions of the

refrigerant system, the relationship between temperatures and pressures, and basic thermodynamic principles. Learning will include classroom lectures and hands-on projects.

**AHR1010** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Air Conditioning & Refrigeration I**

Prerequisite: AHR1000 with a minimum grade of C.

Learn basic thermodynamic principles including how heat is transferred, calculating the amount of heat added or removed to a substance, and identifying substances states. Electric and fossil fuel heating sources as well as an introduction to refrigerants. Learning will involve classroom and hands-on instruction.

**AHR1015** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**Electric for HVAC/R**

Understand the basic principles of electricity and how it pertains to the HVAC industry.

**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.

**AHR1030** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Air Conditioning & Refrigeration II**

Prerequisite: AHR1000 and AHR 1010 with a minimum grade of C.

Learn proper, safe refrigerant handling and the components that make up the refrigerant system. Allows the opportunity to obtain EPA Section 608 certification for refrigerant handling in any low and high pressure systems. Learning will include classroom and hands-on lab instruction.

**AHR1100** \_\_\_\_\_ (0-0) 3 cr. hrs.  
**Basic Braising Heat/Ref/AC**

Prerequisite: AHR1000 with a minimum grade of C.

Learn proper cutting, threading, braising, and soldering techniques along with selecting and sizing the proper piping for different gasses including refrigerants. There will be classroom instruction as well as lab projects.

**AHR1105** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**Refrigerant Management**

Prerequisite: AHR1005 with a minimum grade of C.

Learn proper refrigerant handling procedures and have the opportunity to earn their EPA Section 608 certification.

**AHR1115** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**HVAC/R Motors and Controls**

Prerequisite: AHR1015 with a minimum grade of C.

Students, with the basic principles of electricity, will learn how motors and controls are applied in the HVAC industry and how to troubleshoot them.

**AHR1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Basic Electricity for Htg/Ref/AC**

Prerequisite: AHR1000 with a minimum grade of C.

Study of electrical wiring diagrams and proper troubleshooting for the HVAC industry. Topics included are: electrical symbols, Ohms law, series and parallel circuits, power distribution, and AC current transformers used in the HVACR field. Emphasis will be placed on reading and wiring up circuits from ladder wiring diagrams. The course will include classroom instruction along with the proper use of test instruments for troubleshooting in the lab.

**AHR1200** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Refrigeration Motors**

Prerequisite: AHR1000 and AHR1130 with a minimum grade of C.

Students will take what they learn in the Basic Electricity course and expand their knowledge of how motors in the HVAC work including capacitors, power distribution, and magnetism. Will include classroom and lab instruction with troubleshooting.

**AHR1205** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**Heat Pumps and Electric Heat**

Prerequisite: AHR1005, AHR1015 and AHR1105 with a minimum grade of C.

Learn the function, installation, and troubleshooting electric sources of heating including resistance heating, heat pumps, and geo thermal systems.

**AHR1215** \_\_\_\_\_ (0-0) 3 cr. hrs.  
**Gas Heating Principles**

Prerequisite: AHR1015 and AHR1115 with a minimum grade of C.

Understand the gas heating principles and how they pertain to the HVAC industry including gas furnaces and other appliances.

**AHR1300** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Refrigeration Controls**

Prerequisite: AHR1000, AHR1130, and AHR1200 with a minimum grade of C.

Students will take what they learn in the Basic Electricity and Refrigeration Motors course and expand their knowledge of how motors are controlled in the HVAC work including switches, relays, safety controls, and more. Will include classroom and lab instruction with troubleshooting.

**AHR1305** \_\_\_\_\_ (2-1) 3 cr. hrs.  
**Indoor Air Fundamental & Sheetmetal**

Prerequisite: AHR1005, AHR1015, AHR1105, AHR1205 and AHR1215 with a minimum grade of C.

Be able to design and build duct systems and identify the properties of air, including humidity, temperature, and psychrometric properties.

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AHR1315 \_\_\_\_\_(2-1) 3 cr. hrs.

**Installations of Residential System**

Prerequisite: AHR1005, AHR1015, AHR1105, AHR1205, AHR1215, and AHR1305 with a minimum grade of C.

Understand the installation procedures for typical residential applications.

AHR1320 \_\_\_\_\_(2-1) 3 cr. hrs.

**Commercial Refrigeration Systems**

Prerequisite: AHR1005, AHR1015, AHR1105, AHR1205, AHR1215, AHR1305, and AHR1315 with a minimum grade of C.

Understand the theory and selection of commercial applications.

AHR1400 \_\_\_\_\_(3-0) 3 cr. hrs.

**Residential Cooling/Heating**

Prerequisite: AHR1000, AHR 1010, AHR1030, AHR1100, AHR1130, AHR1200, and AHR1300 with a minimum grade of C.

Concentrates on the installation and maintenance of residential heating and cooling systems including split systems, packaged systems, and mini-splits. Load calculations and sheet metal fabrication skills will be included in classroom and lab instruction on gas and electric furnaces along with air conditioners and heat pumps will be included in lab projects.

AHR1405 \_\_\_\_\_(2-1) 3 cr. hrs.

**Troubleshooting Residential Systems**

Prerequisite: AHR1005, AHR1015, AHR1105, AHR1205, AHR1215, AHR1305, and AHR1315 with a minimum grade of C.

Understand the troubleshooting techniques for typical residential applications.

AHR1415 \_\_\_\_\_(2-1) 3 cr. hrs.

**Troubleshooting Commercial Refriger**

Prerequisite: AHR1005, AHR1015, AHR1105, AHR1205, AHR1215, AHR1305, AHR1315, and AHR1320 with a minimum grade of C.

Understand operation and troubleshooting techniques for commercial applications.

AHR1500 \_\_\_\_\_(3-0) 3 cr. hrs.

**Commercial Cooling/Heating**

Prerequisite: AHR1000, AHR 1010, AHR1030, AHR1100, AHR1130, AHR1200, and AHR1300, with a minimum grade of C.

Concentrates on the installation and maintenance of heating and cooling systems including packaged gas/electric and other systems found in a commercial setting. Building science including renewable and sustainable fuel sources will also be covered and tested for the Green awareness Certification. Classroom and lab instruction on gas and electric furnaces along with air conditioners and heat pumps will be included in lab projects.

AHR1520 \_\_\_\_\_(3-0) 3 cr. hrs.

**Commercial Refrigeration**

Prerequisite: AHR1000, AHR1010, AHR1030, AHR1100, AHR1130, AHR1200, and AHR1300 with a minimum grade of C.

Concentrates on the inner-workings and maintenance of refrigeration systems including walk-in coolers, cold tables, reach-in refrigerators and other systems found in a commercial setting. Classroom and lab instruction will be included.

AHR1600 \_\_\_\_\_(3-0) 3 cr. hrs.

**Troubleshooting Heat/Cooling System**

Prerequisite: AHR1000, AHR 1010, AHR1030, AHR1100, AHR1130, AHR1200, AHR1300, AHR1400, AHR1500 and AHR1520 with a minimum grade of C.

Concentrates on taking what the student has learned and apply it to troubleshooting all types of heating, cooling, and refrigeration systems. Employment Ready Certification test will be at the end of the course. Classroom and lab instruction will be included.

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, Fall)**

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**

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.

ART1490 \_\_\_\_\_(3-0) 3 cr. hrs.

**History of Art I**

MOTR ARTS101



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

ART1500 \_\_\_\_\_(3-0) 3 cr. hrs.

**History of Art II**

MOTR ARTS102



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

ART1510 \_\_\_\_\_(3-0) 3 cr. hrs.

**History of Art III**

MOTR ARTS100 - 2022



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

ART1530 \_\_\_\_\_(3-0) 3 cr. hrs.

**Introduction to Humanities**

MOTR HUMN100 - 2022



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

ART1550 \_\_\_\_\_(1-3) 3 cr. hrs.

**Beginning Photography (Spring, Fall)**

MOTR PERF105GA - 2022



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 as well as digital photography.

ART1640 \_\_\_\_\_(1-3) 3 cr. hrs.

**Printmaking (Fall)**

MOTR PERF105GA - 2023



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.

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**ART1740** \_\_\_\_\_ (0-3) 3 cr. hrs.

**Watercolor I**  
MOTR PERF105P - 2022

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.

**ART1830** \_\_\_\_\_ (1-3) 3 cr. hrs.

**Two-Dimensional Design (Fall)**  
MOTR PERF105GA - 2022

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

**ART1880** \_\_\_\_\_ (1-3) 3 cr. hrs.

**Color Theory (Spring)**  
MOTR PERF105GA - 2022

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 (Spring)**

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 (Spring, Summer)**

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 (Fall)**

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 (Spring, Summer)**

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 (Fall)**

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.

## BEHAVIORAL HEALTH SUPPORT

**BHS2000** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Intro to Behavioral Health Support**

Prerequisite: One of the following: (1) ENG1330 with a minimum grade of C, or currently enrolled, or (2) a minimum ACT English score of 18, or minimum Accuplacer Next Generation writing score of 250, or (2) an ACT English score of 15-17, or Accuplacer Next Generation writing score of 237-249, AND a 3.0 cumulative high school grade point average, AND one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Introductory course exposes students to the programs, services, and facilities within the behavioral healthcare system. Students will be introduced to the populations served, treatment approaches provided, professional requirements, and necessary skills for roles in behavioral health support. The course covers the range of settings in which care is delivered, including community mental health centers, hospitals, residential programs, schools, criminal justice systems and private practice. A key focus is understanding effective, compassionate approaches to working with diverse client populations in

need of mental health and substance abuse services. Students will gain broad-based knowledge to prepare them for beginning a career path in today's behavioral health support field.

**BHS2010** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Legal/Ethical Issue in Behavior Hlt**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Examines the laws, regulations, and ethical standards relevant to behavioral health services in Missouri. Students will review legal and ethical considerations surrounding mental health issues, including topics such as confidentiality, mandated reporting, informed consent, professional boundaries, and common legal matters faced by individuals with mental health conditions. The course covers ethical principles, standards of care, and ethical decision-making models. Students will gain an understanding of legal and ethical obligations in order to practice responsibly and make sound judgements in complex situations. A key focus is learning to uphold ethical, compassionate, person-centered care while adhering to legal requirements as a behavioral health support professional.

**BHS2020** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Systems of Care**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Introduces students to the various systems and contexts in which behavioral health clients are involved, and the role of the community support specialist in helping clients navigate those systems. Topics will include understanding dynamics and making referrals within families, mental health agencies, medical settings, social services, schools, and other community resources. Students will learn how to effectively collaborate with other professionals across systems to coordinate quality care. A core focus will be developing skills to advocate for and empower clients to access and derive maximum benefit from the range of services and supports available. Students will gain knowledge essential for guiding clients through multiple complex systems as part of a comprehensive treatment/recovery plan.

**BHS2030** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Integrated Health**

Prerequisite: BHS2000 with a minimum grade of C.

Exposes students to common chronic diseases and healthcare issues experienced by those in behavioral health settings. Students will learn about the signs, symptoms, evidence-based management, and challenges surrounding treatment for conditions that may co-occur with mental illness and substance abuse disorders. Topics also include supporting overall wellness and recovery through nutrition, exercise, stress management, and integrative modalities. The course covers self-care practices to sustain the health, compassion, and resilience of behavioral health support professionals. Students will gain knowledge to understand complex health factors influencing this population and empower clients to optimize physical health and self-management.

**BHS2100** \_\_\_\_\_ (3-0) 3 cr. hrs.**Substance Use Disorders**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Provides an interdisciplinary examination of psychoactive drug use, misuse, and dependence. Students will explore historical and sociological perspectives on substance abuse, gaining an overview of the physiological processes and impacts of addiction, including risk factors. Treatment and prevention approaches are discussed using an age, culture, and gender-sensitive lens. Students will identify the effects of continued substance use and abuse in current life situations. The course aims to build understanding of the complex biological, psychological, and social dimensions of drug abuse. Students will analyze factors contributing to dependence, the effects on individuals and communities, and evidence-based strategies for helping those impacted.

**BHS2140** \_\_\_\_\_ (3-0) 3 cr. hrs.**Practicum I**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

This practical experience course allows students to gain hands-on training in a behavioral health setting working with individuals, families, and communities. Students will become familiar with the structure, function, and day-to-day operations of a mental health provider agency. The practicum integrates behavioral health theory and practice through experiential learning. Students will apply concepts from their coursework under supervision at a field site. Note: Both Practicums in combination require completion of 300 total hours, with a minimum of 225 hours to be completed at a DBH-contracted behavioral health provider agency. Site placements may have additional requirements. Students will build valuable experience and skills to prepare them for entry-level positions in today's behavioral health field.

**BHS2150** \_\_\_\_\_ (3-0) 3 cr. hrs.**Family and Youth Issues**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Provides an in-depth look at family dynamics and how family structures and communication patterns influence problem development and intervention approaches. Students will examine various family configurations and their effects on family functioning. Evidence-based family and youth interventions aimed at prevention and treatment will be addressed. The vital role of community support systems in family intervention efforts will also be explored. Students will gain an understanding of applying family systems theories to assess issues and develop culturally-sensitive solutions. A core focus will be analyzing family risk and resilience factors and developing skills to empower families through difficult transitions and challenges.

**BHS2160** \_\_\_\_\_ (3-0) 3 cr. hrs.**Clinical Encounters I**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Develops student skills in interviewing and assessment to support effective client treatment. Students will learn fundamental interviewing techniques and be introduced

to various screening tools and assessments used with clients. The class will take students through the full process, from conducting initial interviews and assessments, to developing individualized treatment plans based on assessment finding, to completing service notes and documentation. Key learning outcomes include gaining competency in building rapport through interviewing, selecting and properly utilizing assessment instruments, interpreting results to inform treatment planning, and completing quality documentation. Students will get hands-on practice with interviewing and assessment methods essential for the helping professions.

**BHS2170** \_\_\_\_\_ (3-0) 3 cr. hrs.**Clinical Encounters II**

Prerequisite: BHS2160 with a minimum grade of C.

Develops student competencies in crisis intervention, conflict resolution, and de-escalation skills. Students will become familiar with recognizing, assessing, and appropriately responding to crises and highly charged situations. Specific topics include implementing safety planning, verbal and non-verbal de-escalation techniques, crisis documentation methods, and effectively mobilizing resources. Students will gain hands-on experience in crisis scenarios through demonstrations, case studies, and simulations. A key focus is learning evidence-based approaches for stabilizing and supporting those in crisis while considering safety for all parties involved. Students will build vital skills for assessing risk, intervening, and promoting resilience when faced with diverse crisis situations in the field.

**BHS2180** \_\_\_\_\_ (4-0) 4 cr. hrs.**Evidence Based Treatments**

Co-requisite: BHS2000 with a minimum grade of C, or concurrent enrollment.

Introduces students to commonly used prevention and intervention approaches in behavioral health, with an emphasis on skills training. Students will gain competency in research-supported, evidence-based practices such as trauma-informed care, motivational interviewing, and well coaching. The provides hands-on skills development for implementing behavioral health strategies focused on empowering clients, reducing risks, and promoting health functioning. Students will have opportunities to practice and apply intervention models through simulations and exercises. A key focus is learning to select and deliver appropriate interventions based on client needs and treatment goals. Students will gain skills vital for providing effective, compassionate care in today's behavioral health field.

**BHS2190** \_\_\_\_\_ (3-0) 3 cr. hrs.**Practicum II**

Prerequisite: BHS2140 with a minimum grade of C.

Advanced practicum provides students with continued applied training in a behavioral health setting under supervision. Students will engage in supervised direct interactions working with individuals, families, and communities facing various behavioral health challenges. The practicum enables students to further integrate and apply concepts from their coursework in real-world practice. Students will build their competencies and

skills related to assessment, intervention, documentation, and ethical/professional conduct. Placement sites may have additional specific requirements. Through hands-on experiential learning, students will gain valuable preparation for entry-level positions across today's behavioral health systems.

**BIOLOGICAL SCIENCE****BIO1100** \_\_\_\_\_ (3-0) 3 cr. hrs.**Introduction to Biological Science**

MOTR BIOL100



Prerequisite: Must have met one of the following:

(1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

**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.

**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**  
 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.

**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.

**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.

**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, or OST1500 and OST1520 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.

**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.

## CONSTRUCTION/ BUILDING TECH

**CBT1020** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Construction Carpentry I**

Structured as a hands-on, shop class. Students will also participate in classroom

learning as new topics are introduced. Shop safety rules, common jobsite hazards, and methods to abate these hazards will be the first topic in this course. Students will also learn measuring, marking, squaring and leveling skills. The identification and safe usage of hand and power tools in a primary emphasis. Circular saws, jig saws, reciprocating saws, impact drivers, and drills will be introduced in this course. Fasteners and fastening methods will also be covered. The duration of this course will involve students completing various projects that demonstrate basic carpentry competencies.

**CBT1100 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Blueprint Reading and Layout**

Structured as a lecture course in a traditional classroom setting. Students will learn the fundamental aspects of blueprint reading for residential and light-commercial structures. Basic trade math, construction drawing organization, lines and symbols, specifications, and building codes will be covered in the first half of this course. The second half of this course will involve students reading and interpreting the following areas of a blueprint: site plans, architectural drawings, foundation prints, structural prints, and residential framing prints.

**CBT1160 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Materials & Cost Estimation**

Prerequisite: CBT 1100 with a minimum grade of C or instructor consent.  
Structured as a lecture course in a traditional classroom setting. Students will use previously learned blueprint reading skills to figure material quantities for an assigned project. Concrete and reinforcement, framing material, exterior finish material, and interior finish material will be estimated and priced. Students will be provided with current material prices for all related pieces of a project. Unit quantities, unit costs, total quantities, total costs, and project subtotals will be figured for each estimated area. Students will utilize a standardized take-off sheet to organize their estimations. Upon completion of each estimated area, a final take-off sheet will be ready to propose to a material vendor.

**CBT1200 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Construction Carpentry Skills II**

Prerequisite: CBT 1400 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. This course is a continuation of CBT1400: Floor/Wall Layout and Framing. Ceiling framing, deck and porch framing, and stair construction are the main emphasis of this course. Students will frame flat and angled ceilings. Post-and-beam construction will be introduced in the deck and porch framing units. Stair construction is the final topic of this course. Students will learn how to calculate, lay out, cut and assemble all of the components of a straight-flight set of stairs.

**CBT1300 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Concrete and Forms**

Prerequisite: CBT1020 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced.

Concrete usage in the industry and the consistency of concrete are the first topics covered in this course. Trade math and volume calculation skills will be applied, as students learn how to estimate concrete cubic yardage for their shop projects. Students will start their hands-on learning by laying out and installing footing forms. The duration of this course will involve students assembling multiple foundation form projects using both job-built forms and form panel systems. Concrete reinforcement is also covered in this course, as students learn how to cut, bend, install and tie the reinforcing rebar for their shop projects.

**CBT1400 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Floor/Wall Layout and Framing**

Prerequisite: CBT1020 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. Basic framing principles and building code adherence will be the main emphasis of this course. Students will learn how to identify and calculate cut lengths for all framing members of both floor and wall systems. The hands-on section of this course will start with students building a nominal lumber floor system, an engineered I-joist system, and a floor truss system. The duration of this course will involve students framing mock-up modules with both wood and metal wall members.

**CBT1500 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Roofing Skills**

Prerequisite: CBT 1200 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. Roof framing, roof sheathing, and shingling are the main topics of this course. Students will frame gable and hip roofs using the hand-cut rafter method and also the truss method. Sheathing a roof and over framing onto an existing roof will also be covered. Roof finish is the final topic of this course. Students will learn how to properly flash and waterproof a roof. Both 3-tab and architectural shingle installation will be covered in this course.

**CBT1600 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Exterior Finishes**

Prerequisite: CBT 1200 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. Exterior door, window, and siding installation are the core competencies of this course. Students will prepare rough openings in preparation for the installation of both an exterior door and a vinyl new-construction window. Exterior finish work is the primary topic of this course. Students will learn how to install vinyl siding, soffit, fascia, and other miscellaneous trim pieces on the exterior of a structure.

**CBT1700 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Interior Finishes**

Prerequisite: CBT 1600 with a minimum grade of C or instructor consent.  
Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. Miter saws, drywall and wood routers, portable

table saws, sanders, and trim nail guns are introduced in this course. Drywall installation and setting a pre-hung interior door unit are the first projects of this course. Students will also learn how to trim out a window and door by cutting and installing sills, jambs, and casing. The installation of base trim and base shoe is also covered. The duration of this course involves setting base and wall cabinets.

**CBT1800 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Plumbing**

Structured as a hands-on, shop class. Students will also participate in classroom learning as new topics are introduced. The first topic covered in this course is an overview of the plumbing code. Students will then be introduced to basic hand and power tools that are used in the plumbing trade. Measuring, cutting and joining copper supply lines and CPVC waste/vent lines is the main emphasis of this course. Students will learn how to install basic plumbing fixtures, as well as how to route supply and drain lines to and from these fixtures. Interpreting plumbing plans and specifications will be a continuous topic throughout this course.

**CBT1900 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Fundamental Aspects of Industry**

Structured as a lecture course in a traditional classroom setting. Students will acquire a fundamental knowledge of the different aspects of the construction industry. Industry planning and management will be covered in this course. Students will learn about current labor issues as well as any applicable health, safety, and environmental topics. Employability traits for the construction industry is the final topic of this course. Students will learn about the technical skills, soft skills and work ethic traits that are necessary to succeed in the construction industry.

## 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.

**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 CompTia A+ certification. General computer proficiency is expected.



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**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: CIS1030, or CIS1875 with a minimum grade of C.  
 Examine entry-level network security principles and recent trends. Explore common elements of cryptography, social engineering, public key infrastructure, access controls, disaster recovery, and business continuity. Study objectives covered in the CompTIA Security+ certification.

**CIS1730** \_\_\_\_\_ (2-0) 2 cr. hrs.  
**Office Applications**  
 Enrollment in CIS1730 and CIS1050 or CIS1750 is prohibited.  
 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**  
 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.

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

**CIS1875** \_\_\_\_\_ (4-0) 4 cr. hrs.  
**CCNA 1: Introduction to Networks**  
 Covers the architecture, structure, functions, and components of 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 Certified Cisco Networking Associate - CCNA.

**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 Certified Cisco Networking Associate - CCNA.

**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.

**CIS2080** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Fundamentals of Linux**  
 Prerequisites: CIS1030, CIS1670, or CIS1875 or equivalent with a minimum grade of C.  
 Explore the fundamental elements of the Linux operating system, including concepts, architecture, networking, and administration.

**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 Certified Cisco Networking Associate - CCNA.

**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.


**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.

**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.

**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.

**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.

## COMMUNICATIONS

**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.

## CRIMINAL JUSTICE

**CRJ1000** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Basic Police Science I**  
 Open to 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 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 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 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 Law Enforcement Academy 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.

Open to 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.

**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**

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.

**CSC1120 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**HTML, CSS, and JavaScript**

Introduces the fundamental principles and techniques of web development using HTML, CSS, and JavaScript. Students will gain a deep understanding of HTML's structure, and the purpose of various HTML elements, and the role of attributes in modifying elements. Students will explore the world of CSS, learning to create visually appealing and well-structured web pages. Additionally, this course explores the complexities of JavaScript and introduces TypeScript, empowering students to become proficient in developing robust and

efficient web applications. Students will learn a wide range of topics, from mastering different data types and object-oriented programming principles in JavaScript to understanding the power of TypeScript's advanced language features. Throughout the course, students will apply their knowledge to build real-world applications and gain practical experience.

**CSC1220 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Ruby on Rails Web Development I**

Extensive course provides students with a deep understanding of Ruby and Ruby on Rails, empowering them to design, develop, and deploy web applications effectively. Students will explore the core principles of Ruby, mastering data types, control structures, and file handling techniques. This course will allow students to gain hands-on experience by developing a command-line interface application using Ruby and managing Gems for enhanced project functionalities. Students will delve into the world of Ruby on Rails, learning the benefits of REST architecture and how to set up various environments for efficient configuration.

**CSC1310 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Ruby on Rails Web Development II**

Advanced Ruby on Rails Web Development course will be used to build API's that connect to applications built with other frameworks. Additionally, students will explore associations, authentication, authorization, and real-time communication with WebSockets. As students progress through the course, they will design and implement a full-fledged Ruby on Rails application, following the Model-View-Controller (MVC) architecture pattern. Project management and collaboration tools will be introduced to facilitate effective teamwork and project success.

**CSC2010 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Angular Development I**

Angular Development and Deployment Fundamentals course is designed to equip students with an in-depth understanding of Angular development and deployment, empowering them to build robust, high-performing, and secure web applications. Throughout the course, students will master the generation of Angular artifacts using Angular CLI commands and grasp the significance of a well-organized project structure for maintainable and scalable applications. Hands-on experience will be gained as students identify and resolve common issues in Angular development, employing various debugging tools and techniques. Students will explore components, directives, and services, learning to inject services effectively.

**CSC2020 \_\_\_\_\_ (3-0) 3 cr. hrs.**  
**Angular Development II**

Advanced Angular Development and Deployment course covers authentication, routing, and user interaction, utilizing the Angular Router to enable secure HTTP requests and familiarizing students with testing and API integration. Advanced practices such as animations, dynamic components, modules, and application optimization will be explored, along with the integration of automated build, test, and deployment processes for efficient application

deployment. Additionally, students will learn about Progressive Web Apps (PWAs) and server-side rendering using Angular Universal, enhancing application performance and user experience.

**CSC2040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Coding Capstone Project**

Code Labs Capstone Project provides students with the opportunity to collaborate with industry partners while taking on real-world challenges. The Capstone project integrates the technical knowledge and skills acquired throughout the Code Labs curriculum, empowering students to design, build, and deploy innovative systems that address practice needs. Throughout this experience, students develop essential competencies in team-building, project management, oral and written communication, and problem-solving.

## 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. Students will complete a credentialing exam.

**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.

**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: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. 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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

### EDU2420 \_\_\_\_\_ (3-0) 3 cr. hrs.

#### Org Mgt Early Childhood Programs

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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

### EDU2500 \_\_\_\_\_ (3-0) 3 cr. hrs.

#### Education of Exceptional Learner

Corequisite: EDU2320.

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

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## 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.

**EEE2040** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Digital Electronics I**

Prerequisites: TEC1900, MAT1230, or MAT1240 or higher with minimum grade of C or instructor consent.

The study of electronic circuits that are used to process and control digital signals. In contrast to analog electronics, where information is represented by a continuously varying voltage, digital signals are represented by two discrete voltages or logic levels. This distinction allows for greater signal speed and storage capabilities and has revolutionized the world of electronics. Exposes students to the design process of combinational and sequential logic design, teamwork, communication methods, engineering standards, and technical documentation.

## ENGLISH

**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 2.8 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in 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 writing 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.

**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 3.0 cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.

A purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on critical thinking necessary to a writing process and producing clear, organized, and well-developed 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 2.8 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 Accuplacer Next Generation Reading score of 240, AND a 2.8 cumulative high school grade point average, or (3) a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) 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.

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ENG2330 \_\_\_\_\_ (3-0) 3 cr. hrs.

English Literature I  
MOTR LITR102APrerequisite: 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 LITR102BPrerequisite: 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 LITR101APrerequisite: 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 LITR101BPrerequisite: 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 LITR106Prerequisite: 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 LITR105Prerequisite: 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 or ECE1000 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.

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&amp;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.

## FIBER OPTICS TRAINING

FOT1000 \_\_\_\_\_ (2-2) 4 cr. hrs.

Fiber Optic Fundamentals

Covers fiber optic basics, OSHA training,  
fiber optic networks and components,  
installation, and testing, fiber cable types  
as well as what structured cabling is and  
how it is used. This course will include a lab  
component that will allow students to gain  
hands-on experience.

## GEOGRAPHY

GEO1130 \_\_\_\_\_ (3-0) 3 cr. hrs.

Regional World Geography

MOTR GEOG101

Prerequisite: Must have  
met one of the following:  
(1) a minimum score of 18

on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.



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-Sahara Africa.

**GUIDANCE**

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Gain a multicultural and comparative understanding of the development of major world civilizations from the ancient period until 1500. World Civilization I and World Civilization II are not sequential courses; students may take either.


**HIS1130** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Western Civilization I**  
*MOTR WCIV101*

 Prerequisite: Must have met one of the following:  
(1) a minimum score of 18

on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. Western Civilization I and Western Civilization II are not sequential courses; students may take either one first.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.


Study the main problems of the western world from the Age of Absolutism to the present time. Western Civilization I and Western Civilization II are not sequential courses; students may take either one first.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.


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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.


Study the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. American History I and American History II are not sequential courses; students may take either one first.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present. American History I and American History II are not sequential courses; students may take either one first.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Explore multicultural and comparative developments of major world civilizations from approximately 1500 until the present. World Civilization I and World Civilization II are not sequential courses; students may take either.

**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.

**HLT1050** \_\_\_\_\_ (8-2) 10 cr. hrs.  
**Community Health Worker**

Community Health Worker program is a 10-credit hour, fully hybrid, 16-week course. The CHW program is designed for entry level healthcare workers and those already working in healthcare, seeking a career change and/ or advancement. Upon successful course

- ▶ Greetings
- ▶ Contact Info
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completion, students will be eligible for a state credential as a Community Health Worker and become job ready. Current healthcare providers (EMT's, Paramedic's, Nurses, etc..) completing the course will find a greater understanding of patient navigation and availability of health and community related resources. All didactic will be completed online. Final examination and presentation will be completed on-campus. The didactic component will be 128 hours with an additional 60 hours of clinical experience will be arranged between the student and instructor.

**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: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. 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: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours. 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: One of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

## MATHEMATICS

**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, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT1270 or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 16-17, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra Functions score of 230-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C 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.

**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 3.0 AND a minimum ACT math score of 20, or minimum Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 240, or minimum Accuplacer Advanced Algebra and Functions score of 230, or (3) MAT1215, MAT1230, or MAT1270 with a minimum grade of C.

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

**MAT1240** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Quantitative Reasoning**

**MOTR MATH120**



Prerequisite: One of the following: (1) a minimum ACT math score of 22, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 250, or Accuplacer

Advanced Algebra and Functions score of 237, or (2) a minimum high school grade point average of 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0940 or (4) 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 3.0 AND a minimum ACT math score of 20, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 240-249, or Accuplacer Advanced Algebra and Functions score of 230-236 or (3) an ACT math score of 15-21, or Accuplacer Quantitative Reasoning, Algebra and Statistics score of 226-249, or Accuplacer Advanced Algebra and Functions score of 224-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0960 or (4) 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**

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 3.0 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 3.0 AND a minimum ACT math score of 16-17, or Accuplacer Quantitative Reasoning, Algebra, and Statistics score of 245-249, or Accuplacer Advanced Algebra and Functions score of 230-236, or MAT0930, MAT0935 or MAT0950 with a minimum grade of C AND concurrent enrollment in MAT0970 or (5) MAT1130, MAT1180 or MAT1185 with a minimum grade of C.

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

**MAT1370** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Pre-Calculus: Trig & Geom Reasoning**

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

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

## MODERN FOREIGN LANGUAGE

**MFL1370** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Elementary Spanish I**

MOTR LANG103



Prerequisite: One of the following: (1) a minimum ACT English score of 18, or 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 3.0

cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4) ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.

An introduction to the Spanish language and to the Hispanic culture. Practice all four language skills, with special emphasis on conversation.

**MFL1470** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Elementary Spanish II**

MOTR LANG104



Prerequisite: MFL1370 with a minimum grade of C.

A continuation of MFL1370. By the end of the second semester, all major language structures will have been introduced.

**MFL1700** \_\_\_\_\_ (3-0) 3 cr. hrs.

**American Sign Language I**

MOTR LANG105 - 2019



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 3.0 cumulative high school grade point average or (3) concurrent enrollment in ENG0930 or (4)

ENG0970 or modules ENG0240, ENG0250 & ENG0260 with a minimum grade of C.

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

**MFL1720** \_\_\_\_\_ (3-0) 3 cr. hrs.

**American Sign Language II**

MOTR LANG106 - 2019



Prerequisites: MFL1700 or DCS1000 with a minimum grade of C.

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

**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.

## MANAGEMENT

**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.

**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.

**MGT2200** \_\_\_\_\_ Arranged 3 cr. hrs.**Business Internship**

Prerequisite: Sophomore standing or instructor consent.

Supervised occupational experience in local business establishments.

**MGT2540** \_\_\_\_\_ (3-0) 3 cr. hrs.**Principles of Banking**

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. Ends with a discussion of the bank's role in community.

**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 Practicum**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion

of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the hematology lab of selected clinical affiliates.

**MLT2920** \_\_\_\_\_ Arranged 2 cr. hrs.  
**Clinical Chemistry & Urinalysis Practicum**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the chemistry lab of selected clinical affiliates.

**MLT2930** \_\_\_\_\_ Arranged 2 cr. hrs.  
**Clinical Microbiology Practicum**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the microbiology lab of selected clinical affiliates.

**MLT2940** \_\_\_\_\_ Arranged 2 cr. hrs.  
**Clinical Immunohematology Practicum**

Prerequisite: Admission into the MHPC MLT Program; successful completion of required general education pre-requisite courses with a grade of "C" or better; minimum cumulative GPA of 2.5; successful completion of each course required in the MHPC MLT program with a grade of "C" or better.

Supervised clinical practice coordinated by the Consortium, in the immunohematology lab of selected clinical affiliates.

**MUSIC****MSC1001** \_\_\_\_\_ (1-1) 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**

MOTR PERF102B - 2022



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.

**MSC1051** \_\_\_\_\_ (1-2) 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** \_\_\_\_\_ (1-2) 1 cr. hrs.

**MAC Singers II**

MOTR PERF102C - 2022



Prerequisite: MSC1051 with a minimum grade of C.  
A continuation of MSC1051.

**MSC1061** \_\_\_\_\_ (1-2) 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** \_\_\_\_\_ (1-2) 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.

**MSC1101** \_\_\_\_\_ (1-1) 1 cr. hrs.

**Aural Skills 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, chords, scales, rhythms and melodies by their sound, the singing of melodies by sight and the reading of rhythms by sight. The study of major and minor keys, rhythm and simple and compound time will also be included.

**MSC1102** \_\_\_\_\_ (1-1) 1 cr. hrs.

**Aural Skills II (Spring)**

Prerequisite: MSC1101 with a minimum grade of C.

The second level of aural, vocal and cognitive skills in the singing of music and rhythms at sight. This is a continuation of MSC 1101, with an emphasis placed upon extending studies into the areas of dominant chords, alto and tenor clefs, diatonic leaps in simple and compound meters.

**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.

**MSC1301** \_\_\_\_\_ (1-1) 1 cr. hrs.

**Piano Skills I (Fall)**

A complete orientation to the piano keyboard for music majors who are not pianists. This is a skills-based class where students learn to read piano music and play piano music through brief, fundamental, performance-based assessments.

**MSC1302** \_\_\_\_\_ (1-1) 1 cr. hrs.

**Piano Skills II (Spring)**

Prerequisite: MSC1301 with a minimum grade of C.

A complete orientation to the piano keyboard for music majors who are not pianists. This is a skills-based class where students learn to read piano music and play piano music through brief, fundamental, performance-based skills assessments. A continuation of skills from Class Piano I (MSC 1301).

**MSC1401** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Voice II**

Prerequisite: MSC1401 with a minimum grade of C.

A continuation of MSC1401.

**MSC1411** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Piano II**

Prerequisite: MSC1411 with a minimum grade of C.

A continuation of MSC1411.

**MSC1421** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Woodwinds II**

Prerequisite: MSC1421 with a minimum grade of C.

A continuation of MSC1421.

**MSC1431** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Brass II**

Prerequisite: MSC1431 with a minimum grade of C.

A continuation of MSC1431.

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**MSC1441** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.**Applied Percussion II**

Prerequisite: MSC1441 with a minimum grade of C.

A continuation of MSC1441.

**MSC1451** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.**Applied Guitar II**

Prerequisite: MSC1451 with a minimum grade of C.

A continuation of MSC1451.

**MSC1461** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.**Applied Bass II**

Prerequisite: MSC1461 with a minimum grade of C.

A continuation of MSC1461.

**MSC1471** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 1 cr. hrs.**Applied Composition II**

Prerequisite: MSC1471 with a minimum grade of C.

A continuation of MSC1471.

**MSC1481** \_\_\_\_\_ (1-0) 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** \_\_\_\_\_ (1-0) 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 MUSC100*



Examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music.

**MSC1811** \_\_\_\_\_ (3-0) 3 cr. hrs.**Appreciation of Jazz**

*MOTR MUSC100J*



Students will study the major eras of jazz and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify forms through listening alone.

**MSC1821** \_\_\_\_\_ (3-0) 3 cr. hrs.**History and Form of Rock Music**

*MOTR MUSC100RP*



Covers the history of Rock/Pop music from the beginning of the Blues up until present time. Includes an emphasis on teaching the student to recognize common music forms through listening alone.

**MSC1841** \_\_\_\_\_ (3-0) 3 cr. hrs.**Beginning Guitar**

Intended to present basic music reading and playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the Country-Western, Rock n Roll, Blues, and Classical genres. Students will be required to play select pieces representative of each genre for unit and assessment purposes.

**MSC2003** \_\_\_\_\_ (1-1) 1 cr. hrs.**Concert Band III**

*MOTR PERF102B - 2022*



Prerequisites: MSC1001 and MSC1002 with a minimum grade of C.  
A continuation of MSC1002.

**MSC2004** \_\_\_\_\_ (1-1) 1 cr. hrs.**Concert Band IV**

Prerequisites: MSC1001, MSC1002, and MSC2003 with a minimum grade of C.

A continuation of MSC2003.

**MSC2013** \_\_\_\_\_ (1-1) 1 cr. hrs.**Jazz Ensemble III**

*MOTR 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.

**MSC2053** \_\_\_\_\_ (1-2) 1 cr. hrs.**MAC Singers III**

*MOTR PERF102C - 2022*



Prerequisites: MSC1051 and MSC1052 with a minimum grade of C.  
A continuation of MSC1051.

**MSC2054** \_\_\_\_\_ (1-2) 1 cr. hrs.**MAC Singers IV**

Prerequisites: MSC1051, MSC1052, and MSC2053 with a minimum grade of C.

A continuation of MSC2053.

**MSC2063** \_\_\_\_\_ (1-2) 1 cr. hrs.**Chamber Singers III**

Prerequisites: MSC1061 and MSC1062 with a minimum grade of C.

A continuation of MSC1062.

**MSC2064** \_\_\_\_\_ (1-2) 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.

**MSC2103** \_\_\_\_\_ (1-1) 1 cr. hrs.  
**Aural Skills III (Fall)**

Prerequisite: MSC1102 with a minimum grade of C.

A continuation of Aural Skills levels I and II with an emphasis on extending studies into the areas of chromaticism, syncopation, modulations and Medieval modes.

**MSC2104** \_\_\_\_\_ (1-1) 1 cr. hrs.  
**Aural Skills IV (Spring)**

Prerequisite: MSC2103 with a minimum grade of C.

The fourth level of aural, vocal and cognitive skills in the singing of music at sight. This is a continuation of MSC 2103, with an emphasis placed upon extending studies into the areas of changing meters, hemiola, remote modulation and 20th century melodies.

**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.

**MSC2403** \_\_\_\_\_ (1-0) 1 cr. hrs.  
**Applied Voice III**

Prerequisites: MSC1401 and MSC1402 with a minimum grade of C.

A continuation of MSC1402.

**MSC2404** \_\_\_\_\_ (1-0) 1 cr. hrs.  
**Applied Voice IV**

Prerequisites: MSC1401, MSC1402 and MSC2403 with a minimum grade of C.

A continuation of MSC2403.

**MSC2413** \_\_\_\_\_ (1-0) 1 cr. hrs.  
**Applied Piano III**

Prerequisites: MSC1411 and MSC1412 with a minimum grade of C.

A continuation of MSC1412.

**MSC2414** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Piano IV**

Prerequisites: MSC1411, MSC1412, and MSC2413 with a minimum grade of C.

A continuation of MSC2413.

**MSC2423** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Woodwinds III**

Prerequisites: MSC1421 and MSC1422 with a minimum grade of C.

A continuation of MSC1422.

**MSC2424** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Woodwinds IV**

Prerequisites: MSC1421, MSC1422, and MSC2423 with a minimum grade of C.

A continuation of MSC2423.

**MSC2433** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Brass III**

Prerequisites: MSC1431 and MSC1432 with a minimum grade of C.

A continuation of MSC1432.

**MSC2434** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Brass IV**

Prerequisites: MSC1431, MSC1432, and MSC2433 with a minimum grade of C.

A continuation of MSC2433.

**MSC2443** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Percussion III**

Prerequisites: MSC1441 and MSC1442 with a minimum grade of C.

A continuation of MSC1442.

**MSC2444** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Percussion IV**

Prerequisites: MSC1441, MSC1442, and MSC2443 with a minimum grade of C.

A continuation of MSC2443.

**MSC2453** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Guitar III**

Prerequisite: MSC1452 with a minimum grade of C.

A continuation of MSC1452.

**MSC2454** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Guitar IV**

Prerequisites: MSC1451, MSC1452, and MSC2453 with a minimum grade of C.

A continuation of MSC2453.

**MSC2463** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Bass III**

Prerequisites: MSC1461 and MSC1462 with a minimum grade of C.

A continuation of MSC1462.

**MSC2464** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Bass IV**

Prerequisites: MSC1461, MSC1462, and MSC2463 with a minimum grade of C.

A continuation of MSC2463.

**MSC2473** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Composition III**

Prerequisites: MSC1471 and MSC 1472 with a minimum grade of C.

A continuation of 1472.

**MSC2474** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Composition IV**

Prerequisites: MSC1471, MSC1472, and MSC2473 with a minimum grade of C.

A continuation of MSC2473.

**MSC2483** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Jazz III**

Prerequisites: MSC1481 and MSC1482 with a minimum grade of C.

A continuation of MSC1482.

**MSC2484** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Applied Jazz IV**

Prerequisites: MSC1481, MSC1482, and MSC2483 with a minimum grade of C.

A continuation of MSC2483.

**MSC2495** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Special Topics: Applied Lesson I**

Prerequisites: MSC2404, MSC2414, MSC2424, MSC2434, MSC2444, MSC2454, MSC2464, MSC2474, or MSC2484 with a minimum grade of C, respectively, depending on student's music area.

A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

**MSC2496** \_\_\_\_\_ (1-0) 1 cr. hrs.

**Special Topics: Applied Lesson II**

Prerequisite: MSC2495 with a minimum grade of C.

A weekly, private, one-on-one lesson with the instructor in the specified music area (i.e. voice, piano, brass, etc.).

## PRACTICAL NURSING

**NUR1001** \_\_\_\_\_ Arranged 1 cr. hrs.  
**Nursing Reinforcement**

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

Allows students who have experienced academic challenges and/or have withdrawn from a prior semester to review material and reinforce skills in nursing courses they have previously passed but cannot repeat. 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

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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** \_\_\_\_\_ (2-2) 2 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** \_\_\_\_\_ (0-0) 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.

**NUR1005** \_\_\_\_\_ (0-0) 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

**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.

**OST2200 \_\_\_\_\_ (3-0) 3 cr. hrs.  
Introduction to Business**

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

## PARAMEDIC TECHNOLOGY

**PAR1001 \_\_\_\_\_ Arranged 1 cr. hrs.  
Paramedic Reinforcement**

Designed to prepare students for reentering the Paramedic Technology program after withdrawal. Allows Paramedic Technology students who have withdrawn from the program in a previous semester the opportunity to review material and reinforce skills in courses they passed but cannot repeat. The course syllabus will be individualized for each student based on needs and instructor recommendation. The course evaluation will be pass/fail based on the program grading scale.

**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.

**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.

**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.

**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 forms, 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.

**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.

**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.

**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 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.

**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

dressings training, medication safe practice training, academic integrity training, JCAHO-Transforming Healthcare Education and Reducing Medical Errors Education.

**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).

**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.

**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.

**PAR2600 \_\_\_\_\_ (4-2) 6 cr. hrs.  
Community Paramedic**

Prerequisite: Missouri Paramedic License and Health Sciences Division approval.

Discusses the Community Paramedic's (CP) specific roles and responsibilities as a part of the healthcare team. Interdisciplinary work will be explored and defined as it relates to patient focused care and the CP. Explores social, cultural, ecological, political and economic factors as they impact patients and communities. Students will research the latest standards and guidelines in the care and management of the patient with chronic diseases. Provides practical application regarding the comprehensive patient history and physical exam, diagnostic testing and imaging, diagnosis and management of patients with chronic diseases. Students will demonstrate competency in the practice of community paramedicine under the direct supervision of clinical preceptors. This course meets regulations set by the MO-DHSS Bureau of EMS and CoAEMSP accreditation standards.

## 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.

## PHYSICAL EDUCATION

**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 it's 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.

**PED1310 \_\_\_\_\_ (0-1) 1 cr. hrs.  
Esports I**

Prerequisite: Instructor consent.  
Physical Education course where student-athletes participate in esports practices and games. They will complete against other schools.

**PED1380 \_\_\_\_\_ (1-1) 1 cr. hrs.  
Beginning Archery**  
Students will learn the fundamentals of archery including technique, form, accuracy, and safety.

**PED2000 \_\_\_\_\_ (1-1) 1 cr. hrs.  
Basic Physical Fitness**  
Designed to meet the needs of the student for recreational activity and body conditioning.

**PED2310 \_\_\_\_\_ (0-2) 1 cr. hrs.  
Esports II**  
Prerequisite: PED1310 with a minimum grade of C and instructor consent.  
Physical Education course where student-athletes participate in esports practices and games. They will complete against other schools.

**PED2350 \_\_\_\_\_ Arranged 1 cr. hrs.  
Varsity Sports-Women's Softball**  
Prerequisite: Instructor consent.  
Participate in the woman's varsity softball program.

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**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/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.

**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.

**PED2591 \_\_\_\_\_ (0-0) 1 cr. hrs.****Women's Half Marathon**

Prerequisite: Instructor consent.

Students will participate in Half Marathon's (13.1 miles and 21.1 kilometers) during the fall semester.

**PED2592 \_\_\_\_\_ (0-0) 1 cr. hrs.****Men's Half Marathon**

Prerequisite: Instructor consent.

Students will participate in Half Marathon's (13.1 miles and 21.1 kilometers) during the fall semester.

**PED2700 \_\_\_\_\_ Arranged 1 cr. hrs.****Wellness Center I**

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. An introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance.

**PED2710 \_\_\_\_\_ Arranged 1 cr. hrs.****Wellness Center II**

Prerequisite: PED2700 with a minimum grade of C.

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

**PED2720 \_\_\_\_\_ Arranged 1 cr. hrs.****Total Fitness**

Prerequisites: PED2700 and PED2710 with a minimum grade of C.

Must meet with instructor during the first week of classes. Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains.

**PED2730 \_\_\_\_\_ Arranged 1 cr. hrs.****Cycling for Fitness**

Prerequisite: PED2700, PED2710, and PED2720 with a minimum grade of C.

Must meet with instructor during the first week of classes. The development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre- and post-testing to track their fitness gains. Designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods.

**PED2780 \_\_\_\_\_ Arranged 2 cr. hrs.****Fit for Life****MOTR IDSE102 - 2024**

Prerequisite: Enrollment in PED2950 and PED2780 is prohibited.

An online class where students can earn activity credit by recording workouts through a program called 'mapmyrun.' Students will participate in a cardiovascular exercise for 30 minutes or more that will be logged, recorded and sent to instructor's email for credit. Mapmyrun has the capability to determine distance, time and location. In order to meet class requirements, students will be required to show improvement in their cardiovascular endurance over the course of the 16 weeks. Class includes weekly discussion board posts, journal articles, essays, and a comprehensive final.

**PED2790 \_\_\_\_\_ Arranged 2 cr. hrs.****Wellness**

Wellness introduces the student to the relationship between physical fitness and a healthy lifestyle. Different aspects of fitness, principles of personal training, individual pre/post assessments and prescription exercise programs are examined. Circuit training, Cardio only, Body Weight, H.I.I.T. and other workout styles are examined and experienced to not only expose the student to these options but help find out what works best for



the individual. Group fitness classes will be scheduled in the Wellness Center.

**PED2820** \_\_\_\_\_ (3-0) 3 cr. hrs.  
**Sport and Society**

Physical education lecture. Does not satisfy the physical education activity requirement.

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.

**PED2950** \_\_\_\_\_ (1-1) 2 cr. hrs.  
**Wellness for the Individual**  
MOTR IDSE102 - 2024

Prerequisite: Enrollment in PED2950 and PED2780 is prohibited.

Allows students to learn how to ensure they are working towards a healthy approach to life both physically and mentally. This survey course will examine the anatomy and body systems required for physical wellness, along with dietary choice and behaviors. Coping strategies will be explored to prepare students to remain healthy despite challenges in their lives.

## PHILOSOPHY

**PHI1300** \_\_\_\_\_ (0-0) 3 cr. hrs.  
**Biomedical Ethics**  
MOTR PHIL102P - 2024

Prerequisite: Must have met one of the following:  
(1) minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation Reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average, (3) or a minimum grade of C in RDG 0900, ENG 0990, or ENG 0090, or (4) have earned 24 college-level semester credit hours.

Introduces students to moral theories and principles through the study of medical and bioethical issues. Students will investigate and analyze historical and current cases in bioethics. Topics will include the ethics of healthcare, patient consent, euthanasia, abortion, biomedical and stem cell research, addiction, infectious disease, weight management, and ethical dilemmas.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned

24 college-level semester credit hours.

Gain an understanding of the ethical theory with emphasis on comparison of contemporary American ethics with that of classical and modern moral principles.

## 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.

**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.

**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

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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.

**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.

**PHS2430** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Earth Science II**  
*MOTR PHYS110ES*

 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 Earth sciences emphasizing the atmospheric and astronomical (space) sciences.

## 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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Study local, state, and national government systems.

## 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.

**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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

Provides a lifespan approach to development. Examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

**PSY2000** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Abnormal Psychology**

Prerequisites: PSY1130 with a minimum grade of C and one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or (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 2.8 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.

## SOCIOLOGY

**SOC1130** \_\_\_\_\_ (3-0) 3 cr. hrs.

**General Sociology**  
MOTR SOC1101



Prerequisite: Must have met one of the following: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

**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.

**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: (1) a minimum score of 18 on the ACT reading, or 250 on the Accuplacer Next Generation reading, or (2) a minimum ACT reading score of 16, or Accuplacer Next Generation reading score of 240, AND a 2.8 cumulative high school grade point average or (3) or a minimum grade of C in RDG0900, ENG0990, or ENG0090, or (4) concurrent

enrollment in RDG 0900, or (5) have earned 24 college-level semester credit hours.

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.

**TEC1100** \_\_\_\_\_ Arranged 3 cr. hrs.

**Technical Internship I**

Prerequisite: Instructor consent. Supervised 90-hour occupational experience in local business, municipal or governmental agencies.

**TEC1160** \_\_\_\_\_ Arranged 6 cr. hrs.

**Machine Shop II**

Prerequisite: TEC1000 with a minimum grade of C.

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

**TEC1200** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Architectural Design and Drafting**

Prerequisite: TEC1300 or instructor consent.

The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

**TEC1300** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Computer Aided Design/Drafting**

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

**TEC1320** \_\_\_\_\_ (3-0) 3 cr. hrs.

**Advanced Comp Aided Design/Drafting**

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

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

**TEC1340** \_\_\_\_\_ (3-0) 3 cr. hrs.

**CAD/D Special Application Programs**

Prerequisite: TEC1300 with a minimum grade of C.

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

**TEC1390** \_\_\_\_\_ Arranged 6 cr. hrs.

**Machine Shop III**

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

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

**TEC1415** \_\_\_\_\_ (0-0) 3 cr. hrs.

**Industrial Maintenance Technology**

Focuses on developing entry level knowledge of maintenance, troubleshooting, and repair abilities of multi skilled maintenance personnel. Student learning experiences will include lecture, group discussion, eLearning, and workbook activities. This course will prepare students for more advanced, hands on learning courses in subjects such as fluid power, electrical, and mechanical work.

**TEC1425** \_\_\_\_\_ (0-0) 3 cr. hrs.

**Elements of Automation**

Looks at how modern manufacturing is affected by the use of robotics and industrial control systems. Students will not only become familiar with common robot types and their application in the manufacturing industry, but will also create a series of program controls for a Flexible Manufacturing System as-well-as explore the use of Automated Guided Vehicles within a modern manufacturing facility.

**TEC1430** \_\_\_\_\_ Arranged 6 cr. hrs.**Machine Shop IV**

Prerequisites: TEC1000, TEC1160, and TEC1390 with a minimum grade of C.

An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. Offered by Mineral Area College at UniTec Career Center.

**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.

**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.

**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.

**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: TEC1610 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: TEC1610 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.

**TEC1770** \_\_\_\_\_ Arranged 3 cr. hrs.  
**Intro to Computer Numerical Control**

Prerequisite: TEC1160 with a minimum grade of C or instructor consent.

Introductory concepts associated with computer numerical control (CNC) machining. Topics covered include NC materials, tooling, machining processes, tool and workpiece setup, programming concepts, job planning, and shop and machine safety. All concepts include training on both CNC mill and lathe.

**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 Computer Numerical Control**

Builds upon the introductory material covered in TEC 1770. Topics will focus primarily on 3-axis CNC mill and CNC lathe operations. Students will learn complex machining strategies and CNC programming. Students will be introduced to leading industry CAM software.

**TEC1800** \_\_\_\_\_ Arranged 3 cr. hrs.  
**Advanced Computer Numerical Control**

Prerequisite: TEC1790 with a minimum grade of C.

Gain a more robust understanding of topics covered in previous machine tool courses. Students will continue their use of industry leading CAM software and will gain a deeper knowledge of fixturing, advanced probing and inspection, and are introduced to the 4th axis operations.

**TEC1810** \_\_\_\_\_ Arranged 2 cr. hrs.  
**Applied Comp Numerical Control**

Prerequisite: TEC1790 with a minimum

grade of C.

Concludes student training in CNC by enriching their understanding of machining and CNC concepts by applying all previous requisite skills and knowledge utilizing real and practical production projects. CAM software will be emphasized and students will be introduced to 5th axis operations along with palletizing multiple parts with a single program.

**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.

**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.

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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: TEC1610, TEC1630 and TEC1710 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.

**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.

## 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**

MOTR 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.

## WELDING TECHNOLOGY

WLD1025 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Aluminum Welding**

Prerequisite: WLD1305 and WLD1605 with a minimum grade of C.

Focuses on the tools, techniques, and applications of welding aluminum. AWS standards will be utilized where applicable throughout this course. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1205 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Cutting and Fabrication**

Prerequisite: WLD1305 and WLD1405 and WLD1505 and WLD1605 with a minimum grade of C.

Focuses on layout, fit, fabrication, and assembly where applicable of welded components. Students will learn the necessary setup and operation of equipment used in the welding industry. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1305 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Adv Gas Shield Metal Arc Welding**

Prerequisite: Instructor approval.

Focuses on the tools, techniques, and applications of gas shield metal arc welding. AWS standards will be utilized where applicable throughout this course. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1405 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Advanced Flux Core Arc Welding**

Prerequisite: Instructor approval.

Focuses on the tools, techniques, and applications of FCAW. AWS standards will be utilized where applicable throughout this course. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1505 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Advanced Stick Welding**

Prerequisite: Instructor approval.

Focuses on the tools, techniques, and applications of stick welding. AWS standards will be utilized where applicable throughout this course. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1555 \_\_\_\_\_ Arranged 4 cr. hrs.

**Advanced Stick Welding I**

Prerequisite: Instructor approval.

A 56-hour course that will focus on Shielded Metal Arc Welding (SMAW) and its associated applications. Students will learn foundational skills in this process. AWS standards will be utilized where applicable throughout the course. The course format will include lectures, class demonstrations, and hands-on activities where applicable to develop welding skills.

WLD1560 \_\_\_\_\_ Arranged 3 cr. hrs.

**Advanced Stick Welding II**

Prerequisite: Instructor approval and WLD1550 with a minimum grade of C.

A 40-hour course that will focus on Shielded Metal Arc Welding (SMAW) and

its associated applications. Students will learn advanced skills in this process. AWS standards will be utilized where applicable throughout the course. The course format will include lectures, class demonstrations, and hands-on activities where applicable to develop welding skills.

WLD1605 \_\_\_\_\_ (0-0) 7 cr. hrs.

**Advanced Gas Tungsten Arc Welding**

Prerequisite: Instructor approval.

Focuses on the tools, techniques, and applications of TIG Welding. AWS standards will be utilized where applicable throughout this course. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

WLD1800 \_\_\_\_\_ (0-0) 2 cr. hrs.

**Welding Foundations**

A 24-hour course which will provide the student with introductory knowledge of skills needed to be successful with all welding and fabrication applications. Course content will include blueprint reading, technical mathematics, and metallurgy. The course format will include lecture, class demonstrations, and hands-on activities where applicable.

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## Michael Adkisson

History  
M.A., Arkansas State University, 2017.

## Melynda Barks

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

## Tim Baskin

Instructional Designer  
B.S., Southeast Missouri State University, 2002; M.A., Southeast Missouri State University, 2012.

## Danielle Basler

Executive Director, College Communications  
B.F.A., Maryville University, 2002.

## Jennifer Bowling

Academic Advisor, TRIO Talent Search  
A.A., Mineral Area College, 1999; B.S.G., Southeast Missouri State University, 2017.

## Beth Brand

Academic Advisor, Upward Bound  
B.S., Columbia College, 2001.

## Dan Bryan

Director, College Park  
M.S., Lindenwood University, 2013.

## Korey Byers

Biology  
A.A., Mineral Area College, 2009; B.S., Southeast Missouri State University, 2011; M.S., Southeast Missouri State University, 2014.

## Nathan Calkins

Chemistry  
B.A., Truman State University, 2004; Ph.D., University of Missouri-Columbia, 2010.

## Melissa Capps

Associate Degree Nursing  
B.S., St. Louis University, 2007; M.S., Webster University, 2016.

## Jessica Chamberlain

Licensed Practical Nursing  
A.S., Mineral Area College, 2018; B.S.N., Central Methodist University, 2019.

## Jason Church

HVAC  
EPA Universal Certified, Appliances; F-410a Refrigerant Certified.

## Andrew Clausen

Math  
B.A., Greenville College, 2005; B.S., Greenville College, 2005; M.A., Missouri University of Science & Technology, 2015.

## Crystal Coffman

Coordinator, Payroll  
A.A., Mineral Area College, 1999; B.S., Central Methodist University, 2002.

## Julie Crabdree

Director, Financial Aid  
A.A., Mineral Area College, 1996; B.S., Central Methodist University, 1998.

## Amanda Dement

Coordinator, Theatre/Director, Mineral Area Fine Arts Academy  
B.M., Evangel University, 2006.

## Jodi Dillon

Biology  
B.S., Southeast Missouri State University, 2008; M.N.S., Southeast Missouri State University, 2011.

## Lacey Dwyer

Coordinator, Allied Health Sim Lab  
B.S.N., Chamberlain College of Nursing, 2013.

## Lisa Edburg

Administrator, Data Systems/Institutional Research/Information Technology Services  
A.S., Mineral Area College, 1993; B.S., Central Methodist University, 2004; M.Ed., Central Methodist University, 2007.

## Nathan Ellett

Welding  
Certification, John A Logan College, 1995.

## Angela Erickson, M.S.N., R.N.

Dean of Health Professions  
A.S., Jefferson College, 1992; B.S.N., Central Methodist University, 2006; M.S.N., Central Methodist University, 2015.

## Leslie Evans

Coordinator, Accreditation/Assessment  
B.A., Southeast Missouri State University, 2004; M.A., Lindenwood University, 2016.

## Jared Faulkner

Network Administrator  
A.G.S., Mineral Area College, 2001; A.A.S., Mineral Area College, 2011; A.A.S., Mineral Area College, 2020.

## Jason Fitzwater

Criminal Justice  
FDLE Law Enforcement Officer, 2001; POST Specialist Instructor, 2013; POST Generalist Instructor, 2020.

## Sherry Francis

Music  
M.E.D., Auburn University, 2009; Ph.D., Liberty University, 2022.

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A.A., Mineral Area College, 1995; B.S., Central Methodist College, 1999; M.S., Criminal Justice Administration, Lindenwood, 2013.

## Joseph Gilgour

President  
B.A., Southwest Baptist University, 2003; M.S., Arkansas Tech University, 2007; Ed.D., Saint Louis University, 2012.

## Stacey Gillette

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B.A., Truman State University, 2008; M.A., Missouri State University 2010; Ph.D., Indiana State University, 2023.

## Michelle Hadler

Director, Perryville Outreach Center  
B.A., Southeast Missouri State University, 1996; M.F.A., Southern Illinois University, 2005.

## Ryan Harrington

Director, Library  
A.A., Mineral Area College, 2004; B.S.E., Central Methodist University, 2006; M.S., University of Central Missouri, 2017.



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**Cameron Hedgecorth**

Navigator  
B.S., Southeast Missouri State University, 2020; M.B.A., Louisiana State University Shreveport, 2023.

**Amanda Heslinga**

Director, Cape Girardeau Outreach Center/  
Coordinator, Campus Safety Title IX  
M.A., Southeast Missouri State University, 2015.

**Connie Hester**

Academic Advisor, Upward Bound  
A.S., Mineral Area College, 1983;  
B.A.S., Central Methodist University, 2020.

**Bryan Hicklin**

Construction & Building Technology  
B.S., Ranken Technical College, 2016.

**Connie Holder**

Registrar  
B.S., Central Methodist University, 2015; M.A., Southeast Missouri State University, 2018.

**Zak Jackson**

Law Enforcement Academy  
American Council on Education  
Certification, Basic Military Training,  
Advanced Electronics, SEAL,  
Parachutist, Special Warfare Operator,  
Linguist.

**Daniel Jaycox**

Director, Academic Resource Center  
B.A., Southeast Missouri State University, 2003; M.A., Southeast Missouri State University, 2007.

**Pamela Jaycox**

English  
B.A., Southeast Missouri University, 2005; M.A., Southeast Missouri University, 2007.

**Rick Jenkins**

Executive Director of Finance/CFO  
B.S., Southeast Missouri University, 1983.

**Blake Jones**

Head Coach, Baseball  
A.A., Mineral Area College, 2006.

**Pamela Junge, M.S.N., R.N.**

Coordinator, Associate Degree Nursing/Freshman  
A.S., Mineral Area College, 2009;  
B.S.N., Maryville University, 2010,  
M.S.N., Central Methodist University, 2016.

**Andrea Kemper**

Assistant Director, Admissions  
A.A., Mineral Area College, 1997; B.S.,  
Central Methodist University, 2008.

**Lauren Kieschnick**

Mathematics  
B.A., Concordia Lutheran College,  
1987; M.A.T., Webster University,  
1993; Ph.D., Saint Louis University,  
2013.

**Christopher Klusmeyer**

Industrial Technology  
A.A.S., Mineral Area College, 2006;  
B.G.S., University of Missouri-St.  
Louis, 1996.

**Dane Korenak**

Academic Advisor, Upward Bound  
A.S., Mineral Area College, 2003; B.A.,  
Webster University, 2006.

**Lana LaBruyere**

Business Education  
A.A., Mineral Area College, 1992;  
B.S., Arkansas State University, 1994;  
M.B.A., Webster University, 2005.

**Judy LaChance**

Coordinator, Loan & Veteran Program  
A.A., Mineral Area College, 2006; B.S.,  
Central Methodist University, 2009;  
M.S., Central Methodist University,  
2012.

**Katy Lane**

Controller  
B.S., University of Missouri-Columbia,  
2007.

**Carla Lay, B.S.N., R.N.**

Licensed Practical Nursing  
A.S., Mineral Area College, 2014;  
B.S.N., Central Methodist University,  
2015.

**Whitney Maddux**

Director, TRIO Talent Search  
B.S., Missouri State University, 2010;  
M.S.E., Missouri State University,  
2012.

**Daniel Martin**

Head Coach, Men & Women's Soccer  
A.A., State Fair Community College,  
2002; B.S., University of Louisville,  
2005.

**Michelle Matheny**

Assistant Director, EXCEL Student Services  
B.A., University of Minnesota, 1985;  
M.A., Southeast Missouri State  
University, 2015.

**Aaron Miller**

Manager, Bookstore  
A.A., Mineral Area College, 2003;  
A.A.S., WyoTech, 2004; B.S., Central  
Methodist University, 2018.

**Ellen Miller**

Social Science  
B.S., Southeast Missouri State  
University, 2006; M.A.T., Missouri  
Baptist University, 2010.

**Jay Miller**

English  
A.A., North Seattle Community  
College, 1987; B.A., Seattle Pacific  
University, 1990; M.A., Baylor  
University, 1993; Ph.D., Wayne State  
University, 2000.

**Tina Miller**

Support & Retention Specialist  
A.G.S., Mineral Area College, 2008.

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Director, Learning Management Systems  
A.A.S., Jefferson College, 1993;  
A.A., Jefferson College, 1999; B.A.,  
Columbia College, 2006; M.Ed.,  
University of Missouri-Columbia, 2008.

**Angela Moses**

Supervisor, SIM Lab/Coordinator, Cape &  
Perryville Clinical  
B.S.N., Southeast Missouri State  
University, 2011; M.S.N., Capella  
University, 2014; D.N.P., Capella  
University, 2017.

**Lisa Moses**

Associate Director, Allied Health Cape Girardeau/  
Perryville  
M.S.N., Southeast Missouri State  
University, 2002.

**Danielle Mueller**

Biology  
B.S., Southeast Missouri State  
University, 2002; M.N.S., Southeast  
Missouri State University, 2004.

**Emily Murdock**

English  
B.A., Truman State University, 2008;  
M.A., Truman State University, 2010.

**Kathryn Neff**

Executive Director, Human Resources  
B.S.B.A., University of Missouri-  
Columbia, 1995; B.J., University of  
Missouri-Columbia, 1995; M.B.A.,  
University of Missouri-St. Louis, 2004.

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**Rebecca Neighbors**

Director, Upward Bound  
A.A., Mineral Area College, 1994; B.S., Southeast Missouri State University, 1996; M.S.W., Saint Louis University, 2001.

**Joel Nivens**

Director, Potosi Outreach Center  
A.A., Mineral Area College, 1993; B.S.E., Missouri Baptist University, 2010; M.Ed., Central Methodist University, 2014.

**Laura Norris**

Director, Enrollment Management  
B.A., Ohio University, 1998; B.S., Ohio University, 1998; M.A., Ohio University, 1999; M.Ag. Oklahoma State University, 2012.

**Michael Overman**

Assistant Director, Athletics  
A.S., Southwestern Illinois College, 2006; B.S., Lincoln University, 2008; M.A., Lincoln University, 2012.

**Briley Palmer**

Head Coach, Women's Basketball  
A.A.S., Mineral Area College, 2009; B.A., Christian Brothers University, 2011; M.Ed., Central Methodist University, 2016.

**Jeremy Partney**

Director, Wellness Center  
A.G.S., Mineral Area College, 1998; B.S., University of Missouri-St. Louis, 2002; M.S., Central Methodist University, 2013.

**Lisabeth Petroff**

Coordinator, Financial Aid/Grants/Scholarships  
B.S., Central Methodist University, 2021.

**James Pickel**

Assistant Coach/Soccer  
B.S., Lindenwood University, 2014.

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Academic Advisor, TRIO Talent Search  
B.S., Central Methodist University, 2007.

**Lisa Pipkin**

Mathematics  
B.S., Southeast Missouri State University, 2009; M.N.S., Southeast Missouri State University, 2012.

**Madeline Pryor**

Academic Advisor, Upward Bound  
B.S., College of the Ozarks, 2022.

**Sarah Rodgers**

Coordinator, Dual Credit  
A.A.S., Mineral Area College, 2005; B.S., Central Methodist University, 2019; M.B.A., Louisiana State University, 2021.

**Krystal Romaine**

Licensed Practical Nursing  
B.S.N., Central Methodist University, 2018.

**Doug Ruess**

Director, Law Enforcement Academy/Coordinator, Criminal Justice  
B.S., Central Missouri State University, 1993; M.S., Lindenwood University, 2005.

**Jennifer Russell**

HR Generalist  
A.A., Three Rivers College, 2016; B.S., Central Methodist University, 2018.

**Brian Scheidt**

Earth Science  
A.S., Joliet Junior College, 1996; B.S., Eastern Illinois University, 1998; M.S., Southern Illinois University, 2003.

**Amy Schwent**

Director, Allied Health  
M.S., University of Central Missouri, 2019.

**K. Ruth Seaber**

English  
B.S., University of Memphis, 1982; M.A., Southeast Missouri State University, 2004.

**Alison Sheets**

Director, Career Services/Advisor/Career & Technical Education  
B.S., Northwestern State University, 1994.

**Julie Sheets**

Dean, Student Services  
B.S., Murray State University, 1997; M.Ed., Central Methodist College, 2003.

**W. Eric Shelton**

Industrial Technology  
B.S., Missouri State University, 1997; M.S., University of Central Missouri, 2013.

**Jennifer Shore**

Academic Advisor, TRIO Talent Search  
M.S.E., Lindenwood University, 2016.

**Michele Shore**

Director, Workforce Development  
B.A., Lindenwood University, 2010; M.S., Lindenwood University, 2016.

**Jennifer Sikes**

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A.A., Mineral Area College, 2000; B.S., Central Methodist University, 2001; M.Ed., William Woods University, 2004.

**Jaden Skaggs**

Navigator  
M.E., William Woods University, 2018.

**Racheal Starbird**

Coordinator, Industry & Technology Center  
B.S., College of the Ozarks, 2019.

**Paige Steska**

Recruiter, Admissions  
A.A., Mineral Area College, 2016; B.S., Southeast Missouri State University, 2019.

**Sadonya Suttles, M.S.N., R.N.**

Associate Degree Nursing  
A.S., Mineral Area College, 2005; B.S.N., Central Methodist University, 2012; M.S.N., Central Methodist University, 2015.

**Jackie Szalmasagi**

Licensed Practical Nursing  
B.S.N., Bethel University, 2010; M.S.N., Bethel University, 2017.

**Jordan Thompson**

Coach, Baseball JV  
M.S., Eastern Illinois University, 2014.

**Kerston Thurman**

Navigator  
A.A., Mineral Area College, 2018; B.S., Central Methodist University, 2020; M.S., Southeast Missouri State University, 2022.

**Kevin Thurman**

Executive Director, Development  
A.G.S., Mineral Area College, 1991; B.S., Southeast Missouri State University, 1994.

**Christa Tinsley**

Academic Advisor, TRIO Talent Search  
B.S., Southeast Missouri State University, 1994.

**Abril Warner**

Art  
A.A., Mineral Area College, 1998;  
B.F.A., University of Missouri, 2002;  
M.F.A., Academy of Art University,  
2013.

**James Weber**

Criminal Justice  
B.S., Southeast Missouri State  
University, 1992.

**Andrew White**

Vice President, Information Technology &  
Cybersecurityt  
B.S., Southeast Missouri State  
University, 1999.

**Kevin White**

Music  
B.M.E., Murray State University, 1983;  
M.M., Loyola University - New Orleans,  
1988; D.M.A., University of South  
Carolina, 1996.

**Megan Wilson**

Economics  
A.A., Mineral Area College, 2010;  
M.B.A., Columbia College, 2015.

**Rodney Wilson**

History  
A.A., Mineral Area College, 1988; B.S.,  
Southeast Missouri State University,  
1990; M.A., University of Missouri,  
1995; A.L.M., Harvard University  
Extension School, 2012.

**D. Lynne Wisdom**

Business Administration  
A.A., Mineral Area College, 2001; B.S.,  
Central Methodist University, 2003;  
M.B.A., Webster University, 2004.

**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.

**Keith Zoromski**

Provost of Instruction  
B.A., Iowa State University, 2004;  
M.A., University of Missouri-St. Louis,  
2009; Ed.D., Maryville University,  
2021.

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# 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

## Associate of Applied Science

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management - IT Specialist
- Child Development
- Computer Networking
- Computer Networking - Cyber Security Option
- Construction/Building Technology
- Criminal Justice - Correctional Administration
- Criminal Justice - Judicial Administration
- Criminal Justice - Law Enforcement
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Engineering Technology- Design Drafting
- Engineering Technology - Manufacturing
- Graphic Arts/Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Machine Tool Technology
- Medical Laboratory Technician
- Paramedic Technology
- Physical Therapist Assistant
- Skilled Trades
- Welding Technology

## Certificates

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Child Development
- Child Development Associate
- Community Health Worker
- Community Paramedic
- Computer Networking
- Construction Building Technology
- Digital Media Technology
- Electrical Technology
- Electrical/Electronics Technology
- Emergency Medical Technician
- Engineering Technology - Design Drafting
- Engineering Technology - Manufacturing
- Fiber Optic Fundamentals
- Graphic Arts Printing Technology
- Heating, AC and Refrigeration Technology
- Industrial Maintenance
- Law Enforcement Academy -1000 hours
- Logistics Technician
- Machine Tool Technology
- Paramedic Technology
- Practical Nursing - LPN
- Production Technician
- Welding Technology
- Welding, Advanced Multi-Process

# ASSOCIATE OF ARTS DEGREE

Effective Fall 2022. Rev. 3/22/2022

ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_ GPA: \_\_\_\_\_  
 Field of Study: \_\_\_\_\_ College/University student will be transferring: \_\_\_\_\_

**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)\*
- ART1230 Ceramics I (3)\*
- ART1490, 1500, 1510 History of Art I, II or III (3)
- ART1530 Intro to Humanities (3)
- ART1550 Beginning Photography (3)\*
- ART1740 Watercolor I (3)\*
- ART1830 Two-Dimensional Design (3)\*
- ART1880 Color Theory (3)\*
- ART1930 Sculpture I (3)\*

**BUSINESS:**

- BUS1190 Business Ethics (3)

**COMMUNICATION:**

- COM1060 Intro to Cinema (3)

**FOREIGN LANGUAGE:**

- MFL1370 Elementary Spanish I (3)+
- MFL1470 Elementary Spanish II (3)+
- MFL1700 American Sign Language I (3)+
- MFL1720 American Sign Language II (3)+

**HISTORY:**

- HIS1100, HIS1520 World Civilization I or II (3)
- HIS1130, HIS1140 Western Civilization I or II (3)

**LITERATURE:**

- ENG1360 Creative Writing (3) \* +
- ENG1570 Intro to Literature: Prose, Poetry & Drama (3)+
- ENG2330, 2340 English Literature I or II (3) +
- ENG2430, 2440 American Literature I or II (3) +
- ENG2492 Women's Literature (3) +
- ENG2500 Multicultural Literature (3) +

**MUSIC:**

- MSC1001, 1002, 1003 Concert Band I, II, or III (1)\*+
- MSC1011 Jazz Ensemble I (1)\*+
- MSC1012 Jazz Ensemble II (1)\*+
- MSC1021 Jazz Combo I (1)\*+
- MSC1022 Jazz Combo II (1)\*+
- MSC1051, 1052, 2053 MAC Singers I, II or III (1)\*+
- MSC1801 Appreciation of Music (3)
- MSC1811 Appreciation of Jazz (3)
- MSC1821 History & Form of Rock Music (3)
- MSC2013 Jazz Ensemble III (1)\*+
- MSC2023 Jazz Combo III (1)\*+
- 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) \*from Co
- THE2120 World Drama (3)
- THE2140 Theatre History I (3)
- THE2200 Theatre History II (3)

**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)

**HUMANITIES**

**CORE 42**

SEM/YR	COURSE#	COURSE TITLE	HRS
<b>ENGLISH (9 hrs.) (see list to the left)</b>			
	ENG1330	English Comp I	3
	ENG 1340	English Comp II	3
	ENG1440/ENG1670		3
<b>HUMANITIES from at least 2 disciplines (9 hrs.) (see list to the left)</b>			
			3
			3
			3
<b>SOCIAL &amp; BEHAVIORAL SCIENCES (6 hrs.) (see list on back)</b>			
			3
			3
<b>CIVICS (3 hrs.) (see list on back)</b>			
	HIS 0000	MO Higher Ed Civics Exam	0
			3
<b>MATHEMATICS (3 hrs.) (see list on back)</b>			
			3
<b>BIOLOGICAL &amp; PHYSICAL SCIENCES (7 hrs.) (see list on back)</b>			
One of which must contain a lab component			
	BIO		
	PHS		
<b>ADDITIONAL CORE HRS WITH MOTR NUMBERS (5 hrs.)</b>			
<b>INSTITUTIONAL REQUIREMENTS</b>			
<b>GUIDANCE</b> required for all freshman (1 hr.) (see list on back)			
	GUI1010	First Year Experience	1
<b>COMPUTER INFO or PHYSICAL ED. (2 hrs.) (see list on back)</b>			
<b>ELECTIVES (MOTR numbers not required)</b>			
<b>TOTAL HOURS TOWARDS ASSOCIATE OF ARTS DEGREE (62)</b>			

+Course has prerequisite

\*Performance class

More course with MOTR Numbers on back page.

## 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 (2)  
 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.

# ASSOCIATE OF ARTS in TEACHING DEGREE

Effective Fall 2024 Revised 6/4/2024

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)

<b>ENGLISH</b>	ENG1330 English Comp I (3) ✓
	ENG1340 English Comp II (3) ✓
	ENG1440 Public Speaking (3) ✓

<b>MATH</b>	MAT1240 Quantitative Reasoning (3) ✓
	Or higher numbered approved Math Pathway Course

<b>SCIENCES</b>	BIO1150 General Biology (5) ✓
	PHS1040 Consumer Chemistry (3) ✓
	PHS1400 Earth Science (5) ✓ or
	PHS1250 Introductory Chemistry (5) ✓
	PHS1200 Introduction to Astronomy (3) ✓ or
	PHS2420 Earth Science I (3) ✓ or
	PHS2430 Earth Science II (3) ✓
> (Secondary Majors may take either a 3 or 5 hour Physical Science)	
> (Elem., Spec. ed., and Early Childhood Majors must take a 5 hour Physical Science)	

<b>CIVICS</b>	POS1180 American Political Systems (3) ✓
	HIS0000 MO Higher Ed Civics Exam (0)
	HIS1230 American History I (3) ✓ or
	HIS1240 American History II (3) ✓

<b>HUMANITIES</b>	<b>EDUCATION:</b>
	EDU2150 Multicultural Education (3) (recommended) or Humanities Course with MOTR# (✓) Total of 5 hours required.
	<b>LITERATURE:</b>
	ENG1570 Intro to Literature (3) ✓ or ENG2520 Children's Literature (3) or ENG2530 Young Adult Literature (3)

<b>SOCIAL SCIENCE</b>	PSY1130 General Psychology I (3) (Req.)
	GEO1130 Regional World Geography (3) or
	SOC1130 General Sociology (3)

<b>PHYSICAL EDUCATION</b>	PED2700 Wellness Center I (1)
	PED2710 Wellness Center II (1) or
	PED2780 Fit for Life (2) ✓ or
	PED2900 Wellness for the Individual (2) ✓
Any CIS course	

SEM/YR	COURSE#	COURSE TITLE	HRS
<b>ENGLISH (9 hrs.)</b>			
	ENG1330	English Comp I	3
	ENG1340	English Comp II	3
	ENG1440	Public Speaking	3
<b>MATHEMATICS (3 hrs.)</b>			
	MAT1240	Quantitative Reasoning or other approved Math Pathway Course	3
<b>SCIENCE (8-10 hrs.) (See list on left)</b>			
	BIO1150	General Biology	5
	PHS	Any Physical Science course	3-5
<b>HISTORY AND POLITICAL SCIENCE (6 hrs.)</b>			
	POS1180	American Political Systems	3
	HIS 0000	MO Higher Ed Civics Exam	0
	HIS1230 or HIS1240	American History I or II	3
<b>HUMANITIES (9 hrs.)</b>			
	EDU 2150	Multicultural Education (recommended) or Humanities Course with MOTR# (✓)	6
	ENG2530 or ENG2520 or ENG1570	Young Adult Lit. or Children's Lit or Intro to Literature	3
<b>SOCIAL SCIENCE (6 hrs.)</b>			
	PSY1130	General Psychology (Required)	3
	GEO1130 or SOC1130	Regional World Geography or General Sociology	3
<b>TEACHER EDUCATION COURSES (12 hrs.)</b>			
	EDU2030	Foundations of Education in a Diverse Society	3
	EDU2100	Field Experience	3
	EDU2280	Educational Technology	3
	EDU2320	Educational Psychology	3
<b>INSTITUTIONAL REQUIREMENTS</b>			
<b>FIRST YEAR SEMINAR (1 hr.) Required for all freshmen</b>			
	GUI1010	First Year Seminar	1
<b>MAJOR ELECTIVE COURSES</b>			
	EDU 1100 or EDU 1300	Psychology of the Adolescent or Child Development	3
	EDU 2500	Education of the Exceptional Learner	3
<b>PHYSICAL EDUCATION ACTIVITY OR ANY CIS COURSE (2 hrs.)</b>			
<b>TOTAL HOURS TOWARDS DEGREE (62)</b>			

# 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:

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Program Coordinator or Department Coordinator  
Signature verifying required components:

Direct questions to:

Dr. Shawn Young

[smyoung@mineralarea.edu](mailto:smyoung@mineralarea.edu)

573-518-2339

or

Jennifer Sikes

[jsikes@mineralarea.edu](mailto:jsikes@mineralarea.edu)

573-518-2197

## GENERAL REQUIREMENTS FOR THE AAT DEGREE

1. 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).
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 semesters, and by the end of the first week of the summer semester. Contact navigator for assistance.
3. All applicants are required to complete 60 approved semester hours PLUS 2 hours of PE activity course(s) or a CIS course.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.
5. All degree-applicable courses, including electives must be 1000 level or higher.
6. Take no more than six elective credits by participating in ensembles.





## Associate of General Studies Degree

THESE COURSES HAVE A MOTR NUMBER

**SOCIAL & BEHAVIORAL SCIENCES**

BUS1330 Survey of Economics (3)  
 BUS2930 Principles of Macroeconomics (3)  
 BUS2940 Principles of Microeconomics (3)  
 CRJ1100 Intro to Criminal Justice (3)  
 GEO1130 Regional World Geography (3)  
 HIS1100 World Civilization I (3)  
 HIS1520 World Civilization II (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**

MAT1240 Quantitative Reasoning (3) \*  
 MAT1260 Elementary Statistics (3) \*  
 MAT1270 PreCalculus: Algebraic Reasoning (3) \*

**BIOLOGICAL & PHYSICAL SCIENCES**

BIO1100 Introduction to Biological Science (3)  
 BIO1150 General Biology (5) \*  
 BIO1430 Environmental Science (3)  
 BIO2112 General Botany (5) - spring \*  
 BIO2122 General Zoology (5) - fall \*  
 BIO2540 Human Anatomy & Physiology (5) - spring \*  
 BIO2600 Human Anatomy \*  
 PHS1040 Consumer Chemistry  
 PHS1200 Introduction to Astronomy (3)  
 PHS1250 Introductory Chemistry (5) \*  
 PHS1350 General Chemistry I (5) - fall \*  
 PHS1400 Earth Science (5) \*  
 PHS2420 Earth Science I (3) \*  
 PHS2430 Earth Science II (3) \*

INSTITUTIONAL REQUIREMENTS - NO MOTR NUMBERS

**MATH**

MAT1185 Fundamentals of Algebra (4) \*

**GUIDANCE**

GUI1010 First Year Seminar (1)  
 Required for all freshmen  
 GUI1960 Career Planning (1)  
 with navigator's approval

**COMPUTER INFO or PHYSICAL ED**

CIS1025 Computer Fundamentals (1)  
 CIS1730 Office Applications (2)  
 CIS1750 Microcomputer Applications (3)  
 CIS 2200 Micro Spreadsheet Applications (3)  
 CIS2350 Word Processing-Microsoft Word (3) \*  
 CIS2400 Web Page Development (3) \*  
 PED1380 Beginning Archery (1)  
 PED2700 Wellness Center I (1)  
 PED2710 Wellness Center II (1) \*  
 PED2720 Total Fitness (1) \*  
 PED2730 Cycling for Fitness (1) \*  
 PED2780 Fit for Life (2) #  
 PED2790 Wellness (2)  
 PED 2950 Wellness for the Individual (2) #  
 Any PE activity course

**ELECTIVES**

See navigator to determine appropriate courses.

\* Course has prerequisite

+Performance class

# Course has a MOTR number

**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 a navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. All applicants are required to complete 62 approved semester hours.
4. All degree-applicable courses, including electives, must be 1000 level or higher.
5. Students may apply only 3 credit hours of performance courses (+) in the Core42.
6. It is the student's responsibility to verify that all elective credit will transfer to the college which the student plans to attend.
7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

## MINERAL AREA COLLEGE

NURSING  
ASSOCIATE OF SCIENCE

(Major Code: AN-AS) CIP 51.3801

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Program Prerequisites			
Sem/Yr	Course #	Course Title	Hrs
	MAT 1240	Quantitative Reasoning*	3
	ENG 1330	English Comp I*	3
	BIO 2600	Human Anatomy*	5
	BIO 2620	Human Physiology*	5
<b>Total Credit Hours (16)</b>			

Freshman Year			
Fall Semester			
	ADN 1450	Fundamentals of Nursing*	6
	ADN 1572	Basic Pharmacology*	3
	ADN 1640	Therapeutic Nutrition*	3
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (13)</b>			
Spring Semester			
	ADN1495	Med-Surg Nursing I*	6
	PSY 1130 or SOC 1130 or PSY 1250	General Psychology -or- General Sociology -or- Human Growth & Dev.	3
	ADN1630	Mental Health Nursing*	4
<b>Total Credit Hours (13)</b>			

Sophomore Year			
Fall Semester			
Sem/Yr	Course #	Course Title	Hrs
	ADN 1505	Med-Surg Nursing II *	5
	ADN 1512	Clinical Pharmacology*	3
	ADN 1610	Nursing of Children*	5
	BIO 2700	Microbiology*	4
<b>Total Credit Hours (17)</b>			

Spring Semester			
	ADN 1480	Contemporary Nursing*	1
	ADN 1460	Maternity Nursing*	4
	ADN 1515	Med-Surg Nursing III*	5
	POS 1180 or HIS 1230 or HIS 1240	American Political Systems^ -or- American History I -or- American History II	3
	HIS 0000	MO H. Ed. Civics Exam	0
<b>Total Credit Hours (13)</b>			
<b>Total Program Hours (Not including prereqs)</b>			<b>56</b>
<b>Total Program Credit Hours</b>			<b>72</b>

\*Course has prerequisite.

^ POS 1130 will also be accepted.

NCLEX-RN Application Submitted: \_\_\_\_\_  
Semester/Year**General Requirements:**

1. An Application for Graduation must be submitted during the first 2 weeks of the spring term. (Sophomore Year).
2. Complete required curriculum with a cumulative GPA of 2.0 (C) or higher.
3. Complete all courses included in the nursing curriculum with a "C" or above.
4. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required -Acknowledgement of Graduation Requirements

Date

Navigator: \_\_\_\_\_ Date: \_\_\_\_\_ GPA \_\_\_\_\_

## MINERAL AREA COLLEGE

NURSING  
ASSOCIATE OF SCIENCE

## ADVANCED PLACEMENT

(Major Code: ANAP) CIP 51.3801

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Program Prerequisites			
Sem/Yr	Course #	Course Title	Hrs
	MAT 1240	Quantitative Reasoning*	3
	ENG 1330	English Comp I*	3
	BIO 2600	Human Anatomy*	5
	BIO 2620	Human Physiology*	5
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (17)</b>			
Practical Nursing Program Credits			
	NUR 1290	Fund of Nursing*	6
	NUR 1300	Therapeutic Nutrition*	3
	NUR 1350	Maternity Nursing*	4
	NUR 1370	Basic Pharmacology*	2
	NUR 1380	Med-Surg Nursing❖	12
	NUR 1410	Applied Pharmacology❖	1
	NUR 1430	Mental Health Nursing*	4
<b>Total Credit Hours (32)</b>			

\*Course has prerequisite.

❖ Not counted for Nursing Credit hours

▶ Required only for MAC PN graduates prior to 1991  
or PN graduates from other schools.

^ POS 1130 will also be accepted.

Summer Semester			
Sem/Yr	Course #	Course Title	Hrs
	ADN 1420	▶ LPN-ADN Bridge *	3

Advanced Placement Courses			
Fall Semester			
Sem/Yr	Course #	Course Title	Hrs
	ADN 1505	Med-Surg Nursing II *	5
	ADN 1512	Clinical Pharmacology*	3
	BIO 2700	Microbiology*	4
	ADN 1610	Nursing of Children*	5
<b>Total Credit Hours (17)</b>			
Spring Semester			
	ADN 1480	Contemporary Nursing*	1
	ADN 1515	Med-Surg Nursing III*	5
	POS 1180 or HIS 1230 or HIS 1240	American Political Systems^ -or- American History I -or- American History II	3
	PSY 1130 or SOC 1130 or PSY 1250	General Psychology -or- General Sociology -or- Human Growth & Dev.	3
	HIS 0000	MO H. Ed. Civics Exam	0
<b>Total Credit Hours (12)</b>			
<b>Total Program Hours (Not including prereqs)</b>			<b>64</b>
<b>Total Program Credit Hours</b>			<b>78-81</b>

NCLEX-RN Application Submitted: \_\_\_\_\_  
Semester/Year**General Requirements:**

1. An Application for Graduation must be submitted during the first 2 weeks of the spring term. (Sophomore Year).
2. Complete required curriculum with a cumulative GPA of 2.0 (C) or higher.
3. Complete all courses included in the nursing curriculum with a "C" or above.
4. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required -Acknowledgement of Graduation Requirements \_\_\_\_\_

Date \_\_\_\_\_

Navigator: \_\_\_\_\_ Date: \_\_\_\_\_ GPA \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 1430 Environmental Science (3)
- BIO 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

- + Recommended course for transfer students.
- \* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

**NOTE: See graduation policies on back**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Automotive Collision Technology</b>		
<b>(Major Code: AS - AP) CIP 47.0603</b>		
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 _____
<b>Total Credit Hours</b>		<b>64-70</b>

Advisor: \_\_\_\_\_

**NOTE: See graduation policies on back.**

## Associate of Applied Science - Automotive Collision Technology

Revised 3/1/2024  
Effective Fall 2024

Associate of Applied Science  
Automotive Collision Technology  
Page -2

### GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 - Technical Math I (3)
- TEC1910 - Technical Math II\* (3)
- MAT1185 - Fundamentals of Algebra\* (4)
- MAT1240 - Quantitative Reasoning\* (3)
- MAT1260 - Elementary Statistics\* (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry \* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**NOTE: See graduation policies on back**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Automotive Technology</b>		
<b>(Major Code: AO - AP) CIP 47.0604</b>		
Sem/Yr		Grade
_____	AUT 1080 Introduction to Auto Tech.....	3
_____	AUT 1200 Auto Electrical Systems I.....	3
_____	AUT 1210 Auto Braking Systems Drum.....	3
_____	AUT 1220 Auto Electrical Systems II.....	3
_____	AUT 1240 Auto Electrical Systems III.....	3
_____	AUT 1320 Auto Braking Systems Disc.....	3
_____	AUT 1400 Auto Steering & Suspension.....	3
_____	AUT 1500 Emissions & Fuel Control Systems.....	3
_____	AUT 1600 Auto Heating & Air Conditioning.....	3
_____	AUT 1700 Auto Tire & Wheel Alignment.....	3
_____	AUT 1800 Auto Electronic Test Equipment.....	3
_____	PAW 1060 Preparation for Employment.....	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
<b>Total Credit Hours</b>		<b>64 -70</b>

Advisor: \_\_\_\_\_

**NOTE: See graduation policies on back.**

# Associate of Applied Science - Automotive Technology

Revised 3/1/2024  
Effective Fall 2024

**Associate of Applied Science  
Automotive Technology**  
Page -2

## GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_

Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_

Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_



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 1160 Applied Psychology \* (3)
- PSY 1250 Human Growth & Development (3)
- SOC 1540 Intro to Cultural Anthropology (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**

- MAT 1240 Quantitative Reasoning \* (3)
- MAT 1260 Elementary Statistics \* (3)
- MAT 1270 PreCalc: Algebraic Reasoning +\* (3)

**Science – 1 course**

- BIO 1100 Intro to Bio Science (3)
- BIO 1150 General Biology \* (5)
- BIO 1430 Environmental Science (3)
- BIO 2112 General Botany \* (5)
- BIO 2122 General Zoology\* (5)
- PHS 1040 Consumer Chemistry \* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science \* (5)
- PHS 2420 Earth Science I \* (3)
- PHS 2430 Earth Science II \* (3)

+ Recommended for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Behavioral Health Support</b>		
<b>(Major Code: BH- AP) CIP 51.2212</b>		
Sem/Yr		Grade
_____	BHS 2000 Intro to Behavioral Health Support .....	3 _____
_____	BHS 2010 Legal and Ethical Issues.....	3 _____
_____	BHS 2020 Systems of Care.....	3 _____
_____	BHS 2100 Substance Use Disorders .....	3 _____
_____	BHS 2150 Family and Youth Issues .....	3 _____
_____	BHS 2160 Clinical Encounters I .....	3 _____
_____	BHS 2180 Evidence Based Treatment.....	4 _____
_____	BHS 2170 Clinical Encounters II .....	3 _____
_____	BHS 2140 Practicum I.....	3 _____
_____	BHS 2190 Practicum II.....	3 _____
_____	BHS 2030 Integrated Health .....	3 _____
_____	PSY 1130 General Psychology .....	3 _____
_____	PSY 2000 Abnormal Psychology .....	3 _____
_____	SOC 1130 General Sociology .....	3 _____
Communications (1 written & 1 oral):		
_____	ENG1330 English Composition I * .....	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 _____
<b>Total Credit Hours</b>		<b>62-64</b> _____

Advisor: \_\_\_\_\_

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**

**Behavioral Health Support**

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**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Communications – 1 written & 1 oral**

- ENG 1130 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 1540 Intro to Cultural Anthropology (3)

**History/Political Science – 1 course**

- HIS 1230 American History I (3)
- HIS 1240 American History II (3)
- POS 1180 American Political Systems + (3)

**Science – 1 course**

- BIO 1100 Intro to Bio Science (3)
- BIO 1150 General Biology (5)
- BIO 1430 Environmental Science (3)
- BIO 2112 General Botany (5)
- BIO 2122 General Zoology (5)
- PHS 1040 Consumer Chemistry \* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science (5)
- PHS 2420 Earth Science I (3)
- PHS 2430 Earth Science II (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 15-18  
Major Cr. Hrs..... 49  
Total Cr. Hrs..... 64-76

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Business Management</b>		
<b>(Major Code: MG - AP) CIP 52.0101</b>		
Sem/Yr		Grade
_____	BUS1190 Business Ethics .....	3 _____
_____	BUS2100 Fundamentals of Management .....	3 _____
_____	BUS2330 Marketing. ....	3 _____
_____	BUS2530 Legal Environment of Business .....	3 _____
_____	CIS1030 IT for Business .....	3 _____
_____	BUS2050 Principles of Accounting II .....	3 _____
_____	CIS1730 Office Applications .....	2 _____
_____	OR CIS1750 Micro Applications .....	3 _____
_____	CIS 2200 Micro Spreadsheet Applications.....	3 _____
_____	MGT1590 Personal Finance* .....	3 _____
_____	MGT1710 Human Resource Management .....	3 _____
_____	MGT2200 Business Internship* .....	3 _____
_____	PAW1060 Prep for Employment .....	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 _____
_____	<b>GUI1010 First Year Seminar</b> .....	1 _____
_____	<b>HIS0000 MO Higher Education Civics Exam</b> .....	0 _____
<b>Total Credit Hours</b>		<b>64-67</b> _____

Advisor: \_\_\_\_\_

**NOTE: See graduation policies on back.**

**Business Management**

Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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Signature Required

Acknowledgement of Graduation Policies

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Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Intro to Cultural Anthropology (3)

**History/Political Science – 1 course**

- HIS 1230 American History (3)
- HIS 1240 American History II (3)
- POS 1180 American Political Systems\* + (3)

**Science – 1 course**

- BIO 1100 Intro to Bio Science\* (3)
- BIO 1150 General Biology\* (5)
- BIO 1430 Environmental Science\* (3)
- BIO 2112 General Botany \*(5)
- BIO 2122 General Zoology\* (5)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \*(5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I \*(3)
- PHS 2430 Earth Science II\* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 12-15  
Major Cr. Hrs.....55  
Total Cr. Hrs.....67-70

**NOTE: See graduation policies on back.**

MINERAL AREA COLLEGE		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Business Management – IT Specialist</b>		
(Major Code: MQ - AP) CIP 52.0101		
Sem/Yr		Grade
_____	BUS 2100 Fundamentals of Management .....	3 _____
_____	BUS 2530 Legal Environment of Business.....	3 _____
_____	CIS 1030 Information Technology for Business.....	3 _____
_____	CIS 1620 A+ Computer Repair .....	3 _____
_____	CIS 1670 Fundamentals of Networking .....	3 _____
_____	CIS 1730 Office Applications .....	2 _____
_____	OR CIS 1750 Microcomputer Applications.....	3 _____
_____	CIS 1930 Computer Ethics .....	3 _____
_____	CIS 2200 Micro Spreadsheet Applications .....	3 _____
_____	CIS 2400 Web Page Development.....	3 _____
_____	MGT 1590 Personal Finance* .....	3 _____
_____	MGT 1710 Human Resource Management.....	3 _____
_____	MGT 2200 Business Internship* .....	3 _____
_____	PAW 1060 Prep for Employment.....	1 _____
_____	OST 1400 Business Communications I .....	3 _____
_____	OST 1500 Applied Accounting I .....	3 _____
_____	OST 1520 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 _____
<b>Total Credit Hours</b>		<b>67-70</b> _____

Advisor: \_\_\_\_\_

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Business Management – IT Specialist**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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)
- 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 1620 Human Diversity (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**

- MAT1185 - Fundamentals of College Algebra\* (4)
- 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)

**Science – 1 course**

- BIO 1150 General Biology w/Lab\* (5)
- PHS 1400 Earth Science \* + (5)

**Computer – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)
- CIS 2200 Micro Spreadsheet Applications (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs.....26  
 Major Cr. Hrs.....39  
 Total Cr. Hrs..... 65-66

**NOTE: See graduation policies on back**

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Total Cr. Hrs..... 65-66

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Child Development</b>		
<b>(Major Code: CD-AP) CIP 19.0708</b>		
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 _____
Science:		
_____	_____ .....	5 _____
Computer Literacy:		
_____	_____ .....	2-3 _____
_____	GUI1010 First Year Seminar .....	1 _____
_____	HIS0000 MO Higher Education Civics Exam .....	0 _____

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**

Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_

Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_

Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_



ID #: \_\_\_\_\_ Student: \_\_\_\_\_

**Program Elective- 1 courses**

- FOT 1000 Fiber Optic Fundamentals (4)
- 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 1540 Intro to Cultural Anthropology (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**

- MAT 1185 Fundamentals of Algebra \* (4)
- MAT 1270 PreCalc: Algebraic Reasoning\* (3)
- MAT 1240 Quantitative Reasoning\* (3)
- MAT 1260 Elementary Statistics\* (3)
- MAT 1370 PreCalc: Trig & Gemo Reasoning \* (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 1430 Environmental Science\* (3)
- BIO 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- PHS 1040 Consumer Chemistry \* (3)
- PHS 1200 Introductory Astronomy\* (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 21-27  
Major Cr. Hrs..... 44  
Total Cr. Hrs..... 62-67

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Computer Networking</b>		
<b>(Major Code: CN - AP) CIP 11.0901</b>		
Sem/Yr		Grade
_____	CIS 1030 IT for Business .....	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 _____
_____	PAW1060 Prep for Employment .....	1 _____
_____	CSC 1100 Programming Logic* .....	3 _____
_____	Program Elective .....	3-4 _____
_____	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 _____
<b>Total Credit Hours</b>		<b>62-67</b> _____

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**

**Computer Networking**

Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_

Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_

Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Intro to Cultural Anthropology (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 Mathematics I \* (3)
- TEC 1910 Technical Mathematics II \* (3)
- MAT1185 Fundamentals of Algebra \*(4)
- 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 1430 Environmental Science\* (3)
- BIO 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- PHS 1200 Introductory Astronomy\* (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 18-22  
Major Cr. Hrs.....46  
Total Cr. Hrs..... 65-69

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Computer Networking-Cyber Security Option</b>		
<b>(Major Code: CQ - AP) CIP 11.0901</b>		
Sem/Yr		Grade
_____	CIS 1030 IT For Business.....	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 _____
_____	CSC 1100 Programming Logic.....	3 _____
_____	PAW 1060 Prep for Employment .....	1 _____
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 _____
<b>Total Credit Hours</b>		<b>65-69</b> _____

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Computer Networking-Cyber Security Option**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 - Technical Math I \* (3)
- TEC1910 - Technical Math II \* (3)
- MAT1185 - Fundamentals of Algebra \* (4)
- MAT1240 - Quantitative Reasoning \* (3)
- MAT1260 - Elementary Statistics \* (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning \* (3)
- MAT1370 - Pre-Calc: Trig & Geom Reasoning \* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science \* (5)
- PHS 2420 Earth Science I \* (3)
- PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**NOTE: See graduation policies on back**

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Construction/Building Technology</b>		
<b>(Major Code: CU - AP) CIP 46.0201</b>		
Sem/Yr		Grade
_____	CBT 1020 Construction Carpentry Skills I .....	3 _____
_____	CBT 1100 Blueprint Reading & Layout .....	3 _____
_____	CBT 1160 Materials & Cost Estimation .....	3 _____
_____	CBT 1200 Construction Carpentry Skills II .....	3 _____
_____	CBT 1300 Concrete and Forms .....	3 _____
_____	CBT 1400 Floor/Wall Layout & Framing .....	3 _____
_____	CBT 1500 Roofing Skills .....	3 _____
_____	CBT 1600 Exterior Finishes .....	3 _____
_____	CBT 1700 Interior Finishes .....	3 _____
_____	CBT 1800 Plumbing .....	3 _____
_____	CBT 1900 Fundamental Aspects of Industry .....	3 _____
_____	PAW 1060 Preparation for Employment .....	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 Exam0.....	_____
<b>Total Credit Hours</b>		<b>64 - 70</b>

**Associate of Applied Science  
Construction Building Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Program Electives – 2 courses**

Select from CIS, CRJ, MAT, MFL, PHS, POS, PSY, SOC  
 HLT1762 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)

**History/Political Science – 1 course**

HIS1230 American History I (3)  
 HIS1240 American History II (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 1185 Fundamentals of Algebra\* (4)  
 MAT 1240 Quantitative Reasoning\* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 PreCalc: Trig & Geom Reasoning \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

+ Recommended for transfer students.  
 \* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 21-22  
 Major Cr. Hrs.....39  
 Total Cr. Hrs..... 60-61

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>			
<b>ASSOCIATE OF APPLIED SCIENCE</b>			
<b>Criminal Justice – Correctional Administration</b>			
<b>(Major Code: CM-AP) CIP 43.0107</b>			
Sem/Yr			Grade
_____	CRJ 1010	Criminal Justice Internship .....	3 _____
_____	CRJ 1100	Intro to Criminal Justice .....	3 _____
_____	CRJ 1400	Criminal Law .....	3 _____
_____	CRJ 1500	Criminal Evidence .....	3 _____
_____	CRJ 1520	Criminology.....	3 _____
_____	CRJ 1540	Criminal Procedure .....	3 _____
_____	CRJ 1600	Juvenile Justice System.....	3 _____
_____	CRJ 1800	Intro to Corrections .....	3 _____
_____	CRJ 2320	Administration of Correctional Services ..	3 _____
_____	CRJ 2340	Concepts of Community Corrections .....	3 _____
_____	CRJ 2380	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 _____
	<b>Total Credit Hours</b>		<b>60-61</b>

**ASSOCIATE OF APPLIED SCIENCE**  
**Criminal Justice – Correctional Administration**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_



ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Communications – 2 courses**

CRJ2000	Criminal Justice Report Writing *	(written)
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)

**History/Political Science – 1 courses**

CRJ1520	Criminology (3)
HIS1230	American History I (3)
HIS1240	American History II (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 1185	Fundamentals of Algebra* (4)
MAT 1240	Quantitative Reasoning* (3)
MAT 1260	Elementary Statistics* (3)
MAT 1270	Pre-Calc: Algebraic Reasoning * (3)
MAT 1370	Pre-Calc: Trig & Geom Reasoning* (3)

**Computer Literacy – 1 course**

CIS 1730	Office Applications (2)
CIS 1750	Microcomputer Applications * (3)

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs.....	21-22
Major Cr. Hrs.....	39
Total Cr. Hrs.....	60-61

**NOTE: See graduation policies on back.**

**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 _____
_____	CRJ 1440 Criminal Court Processes & Issues .....	3 _____
_____	CRJ 1500 Criminal Evidence .....	3 _____
_____	CRJ 1540 Criminal Procedures .....	3 _____
_____	CRJ 1600 Juvenile Justice .....	3 _____
_____	CRJ 1800 Introduction to Corrections.....	3 _____
_____	CRJ 2200 Ethics for Legal Professionals.....	3 _____
_____	MGT 1710 Human Resource Mgt.....	3 _____
_____	OST 1500 Applied Accounting I.....	3 _____
_____	OST 1520 Applied Accounting II *.....	3 _____

Communications:

_____	_____.....	3 _____
_____	_____.....	3 _____

Human Development:

_____	_____.....	3 _____
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History/Political Science:

_____	_____.....	3 _____
-------	------------	---------

Math:

_____	_____.....	3 _____
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Science:

_____	CRJ1130 Intro to Forensic Science.....	3 _____
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Computer Literacy:

_____	_____.....	2-3 _____
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_____	GUI1010 First Year Seminar.....	1 _____
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_____	HIS0000 MO Higher Education Civics Exam.....	0 _____
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**Total Credit Hours                      60-61**

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Criminal Justice – Judicial Administration**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Program Electives – 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)

**History/Political Science – 1 course**

HIS1230 American History I (3)  
HIS1240 American History II (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 1185 Fundamentals of Algebra \* (4)  
MAT 1240 Quantitative Reasoning \* (3)  
MAT 1260 Elementary Statistics \* (3)  
MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
MAT 1370 PreCalc: Trig & Geom Reasoning \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
CIS 1750 Microcomputer Applications \* (3)

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

# LEA Students only

Gen Ed Cr. Hrs..... 21-24  
Major Cr. Hrs.....39  
Total Cr. Hrs..... 60-63

**NOTE: See graduation policies on back.**

**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... <b>OR</b> .....	3 _____
_____	CRJ1250 Basic Police Science IV <sup>#</sup>	
_____	CRJ1100 Intro to Criminal Justice .....	3 _____
_____	CRJ1200 Criminal Investigations I .....	3 _____
_____	CRJ1400 Criminal Law * .....	3 _____
_____	CRJ1500 Criminal Evidence .....	3 _____
_____	CRJ1520 Criminology... <b>OR</b> .....	3 _____
_____	CRJ1300 Criminal Investigations II <sup>#</sup>	
_____	CRJ1540 Criminal Justice Procedures... <b>OR</b> .....	3 _____
_____	CRJ1750 Advanced Patrol/Traffic Law <sup>#</sup>	
_____	CRJ1600 Juvenile Justice System.....	3 _____
_____	CRJ1710 Community Policing... <b>OR</b> .....	3 _____
_____	CRJ1700 Patrol and Traffic Law <sup>#</sup>	
_____	CRJ1800 Intro to Corrections .....	3 _____
_____	CRJ1900 Police Administration * .....	3 _____
_____	Program Elective... <b>OR</b> .....	3 _____
_____	CRJ1000 Basic Police Science I <sup>#</sup>	
_____	Program Elective... <b>OR</b> .....	3 _____
_____	CRJ1050 Basic Police Science II <sup>#</sup>	
_____	Communications:	
_____	_____.....	3 _____
_____	_____.....	3 _____
_____	Human Development:	
_____	_____.....	3 _____
_____	History/Political Science:	
_____	_____.....	3 _____
_____	Math:	
_____	_____.....	3-5 _____
_____	Science:	
_____	CRJ1130 Intro to Forensic Science... <b>OR</b> .....	3 _____
_____	CRJ1150 Basic Police Science III <sup>#</sup>	
_____	Computer Literacy:	
_____	_____.....	2-3 _____
_____	GUI1010 First Year Seminar .....	1 _____
_____	HIS0000 MO Higher Education Civics Exam .....	0 _____
<b>Total Credit Hours</b>		<b>60-63</b>

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Criminal Justice-Law Enforcement**  
Page-2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

**NOTE: See graduation policies on back**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Digital Media Technology</b>		
<b>(Major Code: DM - AP) CIP 10.0202</b>		
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 _____
<b>Total Credit Hours</b>		<b>64 - 70</b>

**Associate of Applied Science**  
**Digital Media Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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Signature Required  
Acknowledgement of Graduation Policies

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Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

**NOTE: See graduation policies on back**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Electrical Technology</b>		
<b>(Major Code: EW - AP) CIP 46.0302</b>		
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 _____
<b>Total Credit Hours</b>		<b>61-68</b>

**NOTE: See graduation policies on back.**

**Associate of Applied Science  
Electrical Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigtor:\_\_\_\_\_



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)
- MAT1185 - Fundamentals of Algebra\* (4)
- MAT1240 - Quantitative Reasoning\* (3)
- MAT1260 - Elementary Statistics\* (3)
- MAT1270 - Pre-Calc: Algebraic Reasoning \* (3)
- MAT1370 - Pre-Calc: Trig & Geometric Reasoning\* (3)
- MAT1650 - Analytical Geometry & Calculus I \* (5)

**Science – 1 course**

Any Physical Science (PHS) or Biology (BIO) course (3-5)

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs ..... 17-25  
Major Cr. Hrs ..... 43  
Total Cr. Hrs ..... 60-68

**NOTE: See graduation policies on back**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Electrical/Electronics Technology</b>		
<b>(Major Code: AL AP) CIP 15.0303</b>		
Sem/Yr		Grade
_____	EEE 1550 Electrical Systems.....	3 _____
_____	EEE 1580 Practical Electronics I* .....	3 _____
_____	EEE 1710 National Electric Code* .....	3 _____
_____	EEE 1970 Programmable Logic Controllers .....	3 _____
_____	EEE 2040 Digital Electronics.....	3 _____
_____	PAW 1060 Prep for Employment .....	1 _____
_____	TEC 1040 Technical Writing or	
_____	ENG 1330 English Composition I* .....	3 _____
_____	TEC 1300 Computer Aided Design .....	3 _____
_____	TEC 1425 Elements of Automation .....	3 _____
_____	TEC 1580 Quality Control and Testing .....	3 _____
_____	TEC 1610 Introduction to Engineering Design .....	3 _____
_____	TEC 1630 Principles of Engineering* .....	3 _____
_____	TEC 1780 Blueprint Reading.....	3 _____
_____	TEC 1920 Teamwork Workplace Communication ...	3 _____
_____	TEC 1930 General Industry Safety .....	3 _____
_____	Communications: (1 Course)	..... 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 _____
	<b>Total Credit Hours</b>	<b>60-68</b> _____

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Electrical/Electronics Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Communications-Oral – 1 course**

ENG1440 Public Speaking+\* (3)  
ENG1670 Interpersonal Communications I \* (3)

**Computer Literacy – 1 Course**

Any CIS course (1-3)

**History/Political Science – 1 course**

HIS1230 American History I (3)  
HIS1240 American History II (3)  
POS1180 American Political Systems + (3)

**Mathematics – 2 courses**

TEC1900 Technical Mathematics I ^ (3)  
TEC1910 Technical Mathematics II \* ^ (3)  
MAT1185 Fundamentals of Algebra\*(4)  
MAT1240 Quantitative Reasoning\* (3)  
MAT1260 Elementary Statistics\* (3)  
MAT1270 PreCalc: Algebraic Reasoning\* (3)  
MAT1370 PreCalc: Trig and Geometric Reasoning\* (3)  
MAT1650 Analytical Geometry & Calculus I +\* (5)

**Science – 1 course**

Any Physical Science (PHS) or Biology (BIO) course (3-5)

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs ..... 17-25  
Major Cr. Hrs. .... 43  
Total Cr. Hrs. .... 60-68

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Engineering Technology - Design Drafting</b>		
<b>(Major Code: DB-AP) CIP 15.0101</b>		
Sem/Yr		Grade
_____	EEE1550 Electrical Systems .....	3 _____
_____	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 _____
_____	TEC1780 Blueprint Reading.....	3 _____
_____	TEC1920 Teamwork/Workplace Communication ..	3 _____
_____	TEC1930 General Industry Safety .....	3 _____
_____	TEC2050 Engineering Design & Development* ...	3 _____
Communications-Oral: (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 _____
<b>Total Credit Hours</b>		<b>60-68</b>

**NOTE: See graduation policies on back.**

# Associate of Applied Science - Engineering Technology - Design Drafting

Revised 3/4/2024 lmc  
Effective Fall 2024

**ASSOCIATE OF APPLIED SCIENCE**  
**Engineering Technology - Design and Drafting**  
Page -2

## GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_

Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_

Date

GPA: \_\_\_\_\_

Navigators: \_\_\_\_\_

ID#: \_\_\_\_\_

Student: \_\_\_\_\_

**Communications-Oral – 1 course**

- ENG1440 Public Speaking + (3)
- ENG1670 Interpersonal Communications I (3)

**Computer Literacy – 1 Course**

Any CIS course (1-3)

**History/Political Science – 1 course**

- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

**Mathematics – 2 courses**

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ \* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geometric Reasoning\* (3)
- MAT1650 Analytical Geometry & Calculus I \*(5)

**Science – 1 course**

Any Physical Science (PHS) or Biology (BIO) course (3-5)

^ Recommended for students not planning to transfer.

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

Gen Ed Cr. Hrs..... 17-25  
Major Cr. Hrs..... 46  
Total Cr. Hrs..... 63-68

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Engineering Technology - Manufacturing</b>		
<b>(Major Code: EG- AP) CIP 15.0101</b>		
Sem/Yr		Grade
_____	EEE 1550 Electrical Systems.....	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/Drafting .....	3 _____
_____	TEC 1425 Elements of Automation.....	3 _____
_____	TEC 1560 Mfg. Process & Estimating.....	3 _____
_____	TEC 1580 Quality Control & Testing .....	3 _____
_____	TEC 1610 Introduction to Engineering Design.....	3 _____
_____	TEC 1630 Principles of Engineering* .....	3 _____
_____	TEC 1710 Computer Integrated Mfg* .....	3 _____
_____	TEC 1780 Blueprint Reading .....	3 _____
_____	TEC 1790 Basic Numerical Control .....	3 _____
_____	TEC 1920 Teamwork/Workplace Communication .	3 _____
_____	TEC 1930 General Industry Safety.....	3 _____
_____	TEC 2050 Engineering Design & Devel.* .....	3 _____
_____	Communications-Oral: (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 _____
	<b>Total Credit Hours</b>	<b>63-68</b>

**NOTE: See graduation policies on back.**

**ASSOCIATE OF APPLIED SCIENCE**  
**Engineering Technology - Manufacturing**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

- + Recommended course for transfer students.
- \* Course has prerequisite. See MAC Catalog.

(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	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 (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			
_____	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	_____

**Total Credit Hours 64 - 73**

**NOTE: See graduation policies on back.**

# Associate of Applied Science - Graphic Arts/Printing Technology

Revised 3/21/2024  
Effective Fall 2024

Associate of Applied Science  
Graphic Arts/Printing Technology  
Page -2

## GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_

Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_

Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_



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 & Development (3)
- SOC 1130 General Sociology (3)
- SOC 1540 Intro to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Heating, Air Conditioning, and Refrigeration Technology</b>		
<b>(Major Code: HE - AP) CIP 47.0201</b>		
Sem/Yr		Grade
_____	AHR 1005 Refrigeration System Fund.....	3 _____
_____	AHR 1105 Refrigerant Management.....	3 _____
_____	AHR 1015 Electric for HVAC/R.....	3 _____
_____	AHR 1115 HVAC/R Motors & Controls.....	3 _____
_____	AHR 1205 Heat Pumps and Electric Heat.....	3 _____
_____	AHR 1215 Gas Heating Principles.....	3 _____
_____	AHR 1305 Indoor Air Fundamentals & Sheetmetal.....	3 _____
_____	AHR 1315 Installation of Residential Systems.....	3 _____
_____	AHR 1405 Troubleshooting Residential Systems.....	3 _____
_____	AHR 1320 Commercial Refrigeration Systems.....	3 _____
_____	AHR 1415 Troubleshooting Commercial Ref. Sytms.....	3 _____
_____	PAW 1060 Preparation for Employment.....	1 _____
<b>Required Internship Courses:</b>		
_____	AHR 1700 H, A/C, R Tech Internship I.....	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 _____
_____	<b>GUI1010 First Year Seminar</b> .....	1 _____
_____	<b>HIS0000 MO Higher Education Civics Exam</b> .....	0 _____
<b>Total Credit Hours 61 - 68</b>		

**NOTE: See graduation policies on back**

**NOTE: See graduation policies on back.**

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

ID#: \_\_\_\_\_ Student: \_\_\_\_\_

**Communication-Oral -1 Course**

- ENG1440 Public Speaking + (3)
- ENG1670 Interpersonal Communications I (3)

**History/Political Science – 1 course**

- HIS1230 American History I (3)
- HIS1240 American History II (3)
- POS1180 American Political Systems + (3)

**Computer Literacy – 1 Course**

Any CIS Course (1-3)

**Mathematics Electives – 2 Courses**

- TEC1900 Technical Math I ^ (3)
- TEC1910 Technical Math II ^ \* (3)
- MAT1185 Fundamentals of Algebra\*(4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 PreCalc: Algebraic Reasoning\* (3)
- MAT1370 PreCalc: Trig and Geometric Reasonings\* (3)
- MAT1650 Analytical Geometry & Calculus I +\* (5)

**Science – 1 Course**

Any Physical Science (PHS) or Biology (BIO) course (3-5)

^ Recommended for students not planning to transfer.  
+ Recommended for transfer students.  
\* Course has prerequisite. See MAC Catalog.

Major Cr Hrs.....43  
Gen Ed Cr Hrs..... 17-25  
Total Cr Hrs..... 60-68

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Industrial Maintenance</b>		
<b>(Major Code: IM-AP) CIP 47.0303</b>		
Sem/Yr		Grade
_____	EEE 1550 Electrical Systems .....	3
_____	EEE 1580 Practical Electronics I .....	3
_____	EEE 1710 National Electric Code .....	3
_____	PAW 1060 Prep for Employment.....	1
_____	TEC 1040 Technical Writing OR	
_____	ENG 1330 English Composition I*.....	3
_____	TEC 1300 Computer Aided Design Drafting.....	3
_____	TEC 1580 Quality Control and Testing .....	3
_____	TEC 1610 Introduction to Engineering Design.....	3
_____	TEC 1630 Principles of Engineering* .....	3
_____	TEC 1720 Mechanisms .....	3
_____	TEC 1780 Blueprint Reading .....	3
_____	TEC 1415 Industrial Maintenance Technology .....	3
_____	TEC 1920 Teamwork Workplace Communications.....	3
_____	TEC 1930 General Industry Safety.....	3
_____	TEC 2030 Basic Fluid Power .....	3
_____	History/Political Science: (1 Course)	
_____	.....	3
_____	Communication-Oral: (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
<b>Total Credit Hours</b>		<b>60-68</b>

**ASSOCIATE OF APPLIED SCIENCE  
Industrial Maintenance  
Page -2**

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

---

Signature Required  
Acknowledgement of Graduation Policies

---

Date

GPA: \_\_\_\_\_

Navigator:\_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Machine Tool Technology</b>		
<b>(Major Code: MO- AP) CIP 48.0501</b>		
Sem/Yr		Grade
_____	TEC 1000 Machine Shop I .....	6 _____
_____	TEC 1160 Machine Shop II * .....	6 _____
_____	TEC 1390 Machine Shop III * .....	6 _____
_____	TEC 1430 Machine Shop IV * .....	6 _____
_____	PAW 1060 Preparation for Employment .....	1 _____
<b>Required Technical Courses:</b>		
_____	TEC 1100 Technical Internship* .....	3 _____
_____	TEC 1300 Computer Aided Design/Drafting .....	3 _____
_____	TEC 1530 Three-Dimensional Modeling-CAD/D * .....	3 _____
_____	TEC 1770 Intro to Computer Numerical Control * .....	3 _____
_____	TEC 1790 Basic Computer Numerical Control.....	3 _____
_____	TEC 1800 Adv Computer Numerical Control * .....	3 _____
_____	TEC 1810 Applied Computer Numerical Control * .....	2 _____
Communications: (2 courses – 1 written & 1 oral)		
_____	_____ .....	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 _____
<b>Total Credit Hours</b>		<b>69-75</b>

**NOTE: See graduation policies on back.**

**Associate of Applied Science  
Machine Tool Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**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 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 <b>OR</b>		
HIS1240	American History II <b>OR</b>		
POS1180	American Political Systems.....	3	_____
PHI1420	Intro to Ethics <b>OR</b>		
SOC1130	General Sociology.....	3	_____
ENG1330	Composition I.....	3	_____
MAT1270	Precalculus Algebra <b>OR</b>		
MAT1240	Quantitative Reasoning.....	3	_____
PHS1250	Intro to Chemistry.....	5	_____
GUI1010	First Year Seminar.....	1	_____
<b>Total Pre-Reqs Cr Hrs.....</b>		<b>28</b>	

**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	_____
<b>Total Sem Cr Hrs.....</b>		<b>14</b>	

**Spring: Professional Coursework**

_____	MLT2700 Immunohematology.....	5	_____
_____	MLT2800 Clinical Microbiology.....	4	_____
_____	MLT2900 Parasitology, Mycol & Virol....	1	_____
_____	MLT2930 Clinical Microbiology Pract.....	2	_____
_____	MLT2940 Immunohematology Practicum...	2	_____
<b>Total Sem Cr Hrs.....</b>		<b>14</b>	

**Summer: Professional Coursework**

_____	MLT2200 Clinical Chem & Urinalysis.....	5	_____
_____	MLT2920 Clinical Chem & Urine Pract....	2	_____
_____	HIS0000 MO Higher Ed. Civics Exam.....	0	_____
<b>Total Sem Cr Hrs.....</b>		<b>7</b>	

**Total degree hours.....63**

**Note:** Please see MAC graduation polices on back

**Associate of Applied Science - Medical Laboratory Technician**

Revised 3/8/2024

Effective Fall 2024

**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 owned computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, it is strongly recommended that students have their own computer for use throughout the program.

General education classes may be completed at colleges other than the MHPC partner community colleges. Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.

To successfully complete MLT Professional Coursework, students must achieve a minimum score of 78% or “C” in both the didactic and clinical components.

The MHPC MLT Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job related condition or disability.

The MLT@MACC.edu is a general email that will go to the coordinator and administrative assistant no matter who holds the positions.

For additional information about the MHPC MLT Program please contact the following:

- Email [MLT@MACC.edu](mailto:MLT@MACC.edu)
- Phone 660-263-4100 Ext. 13624
- Website <https://www.macc.edu/programs/programs-degree-programs/>
- MHPC MLT Program Director Cynthia (Cindy) Mckeon [cynthiam@macc.edu](mailto:cynthiam@macc.edu)
- MHPC MLT Operations Coordinator Darinda Mast [darindam@macc.edu](mailto:darindam@macc.edu)
- Administrative Assistant Tanna Whitworth [tannaw@macc.edu](mailto:tannaw@macc.edu)

MHPC MLT Applications will be accepted starting February 1<sup>st</sup> and due May 15<sup>th</sup>. Applications can be found at <https://www.macc.edu/programs/programs-degree-programs/>

**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 navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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Signature Required  
Acknowledgement of Graduation Policies

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Date



**Mineral Area College**  
**Associate of Applied Science**  
**PARAMEDIC TECHNOLOGY**  
(Major Code: PD -AP) CIP 51.0904

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

**Program Prerequisites**

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 II ..... 4	_____
	Total Sem Cr Hrs. .... 16	

**Semester 3**

_____	PAR2043 Princ of Paramedic Tech III... 5	_____
_____	PAR2263 Paramedic Clinical III ..... 3	_____
	Total Sem Cr Hrs. .... 8	

**Semester 4**

_____	PAR2353 Par Field Internship Seminar . 1	_____
_____	PAR2373 Par Field Internship Capstone 4	_____
	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	_____
_____	MAT1240 Quantitative Reasoning* ..... 3	_____
_____	PHS1250 Introductory Chemistry* ..... 5	_____
_____	BIO2540 Human A&P*..... 5	_____
_____	POS1180 American Political Sys <b>OR.</b> 3	_____
	HIS1230 American History I	
	HIS1240 American History II	
_____	PSY1130 General Psychology ..... 3	_____
_____	HIS0000 MO Higher Ed. Civics Exam 0	_____
	<b>23</b>	

Total Gen Ed Cr Hrs. .... **23**  
Paramedic Tech Core Cr Hrs. ■ ..... **44**  
**TOTAL AAS CR HRS ..... 67**

\* Course has prerequisite(s).  
+ Course has restricted enrollment.  
■ Credit purchase may be required for non-MAC graduates.

**NOTE: See graduation policies on back.**

GPA: \_\_\_\_\_

\_\_\_\_\_  
NREMT Registration Completed (Date)

\_\_\_\_\_  
Navigator Signature

\_\_\_\_\_  
Date

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
4. Applicant must make NREMT account.
5. 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 navigator for assistance.
6. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
7. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

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Signature Required  
Acknowledgement of Graduation Policies

---

Date

**Biology – 1 course**

BIO 1150 General Biology ♦ (5)  
Other Biology courses may be accepted with department approval.

**Communications – 2 courses**

ENG 1330 English Composition I \* (3) (written)  
ENG 1440 Public Speaking (3) (oral)  
ENG 1670 Interpersonal Communications I (3) (oral)  
TEC 1040 Technical Writing \* (3) (written)

**Human Development – 1 course**

PSY 1130 General Psychology I (3)  
PSY 1160 Applied Psychology (3)  
PSY 1250 Human Growth and Development (3)  
SOC 1130 General Sociology (3)  
SOC 1230 Social Problems (3)  
SOC 1540 Introduction to Cultural Anthropology (3)  
SOC 1600 Ethnicity and Cultural Differences In America (3)

**History/Political Science – 1 course**

HIS 1230 American History I (3)  
HIS 1240 American History II (3)  
POS 1180 American Political Systems (3)

**Mathematics – 1 course**

TEC 1900 -Technical Math I \* (3)  
MAT1180 - Fundamentals of College Algebra (5)  
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 prereq for Anatomy and Physiology through MAC

Note: Biology – SEMO reflects course at Southeast Missouri University and TRCC relates to course at Three Rivers Community College

(CC) This course is part of the Physical Therapist Assistant program core and available through the Cape Girardeau Career and Technology Center

▲ Course must be completed with a grade of "C" or above prior to acceptance into the PTA technical program component

**NOTE: See graduation policies on back**

**MINERAL AREA COLLEGE  
ASSOCIATE OF APPLIED SCIENCE  
Physical Therapist Assistant  
(Major Code: PT-AP) CIP 51.0806**

Sem/Yr		Grade
<b>Trimester I:</b>		
_____	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 _____
		<b>19 Cr. Hrs.</b>
<b>Trimester II:</b>		
_____	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 _____
		<b>17 Cr. Hrs.</b>
<b>Trimester III:</b>		
_____	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 _____
		<b>14 Cr. Hrs.</b>
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 _____
<b>Total Credit Hours</b>		<b>74 – 79</b>

Navigator: \_\_\_\_\_

**NOTE: See graduation policies on back**

# Associate of Applied Science - Physical Therapist Assistant

Revised 3/22/2024 lme  
Effective Fall 2024

## 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 navigator for assistance.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
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.

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](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

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Signature Required  
Acknowledgement of Graduation Policies

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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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**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

\_\_\_\_\_  
Provost'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 _____
	<b>Total Credit Hours</b>	<b>61 - 68</b>

**NOTE: See graduation policies on back**

**Associate of Applied Science  
Skilled Trades Technology**  
Page -2

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

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 1540 Introduction to Cultural Anthropology (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 – 2 courses**

- TEC1900 Technical Math I (3)
- TEC1910 Technical Math II\* (3)
- MAT1185 Fundamentals of Algebra\* (4)
- MAT1240 Quantitative Reasoning\* (3)
- MAT1260 Elementary Statistics\* (3)
- MAT1270 Pre-Calc: Algebraic Reasoning\* (3)
- MAT1370 Pre-Calc: Trig & Geom Reasoning\* (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 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- BIO 1430 Environmental Science (3)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I \* (5)
- PHS 1400 Earth Science\* (5)
- PHS 2420 Earth Science I\* (3)
- PHS 2430 Earth Science II\* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

**NOTE: See graduation policies on back.**

<b>MINERAL AREA COLLEGE</b>		
<b>ASSOCIATE OF APPLIED SCIENCE</b>		
<b>Welding Technology</b>		
<b>(Major Code: WE - AP) CIP 48.0508</b>		
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 _____
<b>Total Credit Hours</b>		<b>64-71</b>

**NOTE: See graduation policies on back**

# Associate of Applied Science - Welding Technology

Revised 3/4/2024 lme  
Effective Fall 2024

## Associate of Applied Science Welding Technology

Page -2

### GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_



# Career & Technical Certificates

- Automotive Collision Technology\*
- Automotive Technology\*
- Business Management
- Child Development
- Child Development Associate
- Community Health Worker
- Community Paramedic
- Computer Networking
- Construction Building Technology\*
- Digital Media Technology\*
- Law Enforcement Academy -1000 hours
- Electrical Technology\*\*\*\*
- Electrical/Electronics Technology
- Emergency Medical Technician
- Fiber Optic Technician
- Graphic Arts Printing Technology\*
- Heating, AC and Refrigeration Technology\*\*\*\*
- Industrial Hydraulic Mechanic
- Industrial Maintenance
- Law Enforcement Academy - 1000 Hours
- Logistics Technician
- Machine Tool Technology\*
- Practical Nursing - LPN
- Production Technician
- Welding Technology\*
- Welding, Advanced Multi-Process

\* 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 Cape Articulated Credit only. Electrical Technology (Unitec & Cape Articulated Credit only)

## MINERAL AREA COLLEGE

AUTOMOTIVE COLLISION TECHNOLOGY  
CERTIFICATE

(Major Code: AS - CE) CIP 47.0603

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

**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 1250 Human Growth and Development (3)  
 SOC 1130 General Sociology (3)  
 SOC 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning\* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology\* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science\* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

Choose seven (7) courses from the following Auto Collision Technology Courses (21 hours)			
Sem/Yr	Course #	Course Title	Hrs
	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
<b>Communications (3 hours)</b>			
			3
<b>Human Development (3 hours)</b>			
			3
<b>Mathematics (3-5 hours)</b>			
			3-5
<b>Science (3-5 hours)</b>			
			3-5
<b>Computer Literacy (2-3 hours)</b>			
			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating area Career Centers.

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

# MINERAL AREA COLLEGE

## AUTOMOTIVE TECHNOLOGY CERTIFICATE

(Major Code: AO - CE) CIP 47.0604

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1250 Human Growth and Development (3)
- SOC 1130 General Sociology (3)
- PSY 1160 Applied Psychology \* (3)
- SOC 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

- TEC 1900 Technical Math I (3)
- TEC 1910 Technical Math II \* (3)
- MAT 1185 Fundamentals of Algebra \* (4)
- MAT 1240 Quantitative Reasoning \* (3)
- MAT 1260 Elementary Statistics \* (3)
- MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)
- MAT 1370 Pre-Calc: Trig & Geom Reasoning\*(3)
- MAT 1650 Analytical Geometry & Calculus I \* (5)
- MAT 2150 Analytical Geometry & Calculus II \* (5)

**Physical Science – 1 course**

- BIO 1100 Introduction to Biological Science (3)
- BIO 1150 General Biology\* (5)
- BIO 1430 Environmental Science (3)
- BIO 2112 General Botany\* (5)
- BIO 2122 General Zoology\* (5)
- PHS 1040 Consumer Chemistry\* (3)
- PHS 1200 Introductory Astronomy (3)
- PHS 1250 Introductory Chemistry \* (5)
- PHS 1350 General Chemistry I\* (5)
- PHS 1400 Earth Science \* (5)
- PHS 2420 Earth Science I \*(3)
- PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

- CIS 1730 Office Applications (2)
- CIS 1750 Microcomputer Applications \* (3)

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

<b>Choose seven (7) courses from the following Auto Technology Courses (21 hours)</b>			
Sem/Yr	Course #	Course Title	Hrs
	AUT 1080	Intro to Auto Tech	3
	AUT 1200	Auto Elect Systems I	3
	AUT 1210	Auto Braking Syst Drum	3
	AUT 1220	Auto Elect Systems II	3
	AUT 1240	Auto Elect Systems III	3
	AUT 1320	Auto Brad Systems Disc	3
	AUT 1400	Auto Steer & Suspension	3
	AUT 1500	Emission & Fuel Cont Sys	3
	AUT 1600	Auto Heat & Air Con	3
	AUT 1700	Auto Tire & Wheel Align	3
	AUT 1800	Auto Elect Test Equip	3
<b>Communications (3 hours)</b>			
			3
<b>Human Development (3 hours)</b>			
			3
<b>Mathematics (3-5 hours)</b>			
			3-5
<b>Physical Science (3-5 hours)</b>			
			3-5
<b>Computer Literacy (2-3 hours)</b>			
			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

+ Recommended course for transfer students.  
\* Course has prerequisite. See MAC Catalog.

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Requirements  
Acknowledgement of Graduation Requirements

\_\_\_\_\_  
Date

## MINERAL AREA COLLEGE

BUSINESS MANAGEMENT  
CERTIFICATE

(Major Code: MG - CE) CIP 52.0101

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	BUS 2100	Fundamentals of Management	3
	BUS 2050	Principles of Accounting II*	3
	CIS 1730	Office Applications	2
	CIS 2200	Micro Spreadsheet Applications	3
	ENG 1330	English Composition I*	3
	GUI 1010	First Year Seminar	1
	MGT1590	Personal Finance*	3
	MGT1710	Human Resource Management	3
	MGT1800	Business Math	3
	OST 1400	Business Communications I	3
	OST1500	Applied Accounting I	3
	OST1520	Applied Accounting II*	3
	OST 2200	Introduction to Business	3
	PAW 1060	Prep for Employment	1
		<b>Total Credit Hours (37)</b>	

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required

Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

Revised 2/29/2024 lme  
Effective Fall 2024

## MINERAL AREA COLLEGE

CHILD DEVELOPMENT  
CERTIFICATE

(Major Code: CD-CE) CIP 19.0708

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

**Communications – 1 course**ENG 1440 Public Speaking \* (3)  
ENG 1670 Interpersonal Communications I \* (3)**Human Development – 1 course**

SOC 1130 General Sociology + (3)

**Computer Literacy – 1 course**CIS 1750 Microcomputer Applications \* (3)  
CIS 2200 Micro Spreadsheet Applications \* (3)

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

Sem/Year	Course #	Course Title	Hrs
	ECE 1000	Intro to Early Childhood Educ	3
	ECE 1020	Guiding Alternatives/Yng Child	3
	ECE 1040	Early Child Hlth/Safety/Nutr	3
	ECE 2002	Practicum Classroom Exper *	4
	EDU 1300	Child Development	3
	EDU 2400	Infant/Toddler Curr Meth/Mtls *	3
	EDU 2420	Org/Mgt Early Chldhd Prog *	3
	MGT 1710	Human Resource Mgt	3
	PAW 1060	Preparation for Employment	1
<b>Communications (3 hours)</b>			
			3
<b>Human Development (3 hours)</b>			
			3
<b>Computer Literacy (3 hours)</b>			
			3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

**MINERAL AREA COLLEGE**

**CHILD DEVELOPMENT ASSOCIATE (CDA)  
CERTIFICATE**

(Major Code: CD-CR) CIP 19.0706

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	ECE 1000	Intro to Early Childhood Education	3
	ECE 1020	Guiding Alternatives for Young Children	3
	ECE 1040	Early Childhood Health, Safety, Nutrition	3
	ECE 1060	CDA Credential Prep	3
		<b>TOTAL CREDIT HOURS (12)</b>	

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.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar’s Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

3/7/2024 lme  
Effective Fall 2024

**MINERAL AREA COLLEGE**

**COMMUNITY HEALTH WORKER  
CERTIFICATE  
(CH-CR) CIP 51.1504**

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**Required Course**

**Semester/Year**

**Grade**

\_\_\_\_\_ HLT 1050 Community Health Worker...10 credit hours \_\_\_\_\_

GPA: \_\_\_\_\_

Instructor/Navigator signature: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

Revised 3/7/2024  
Effective Fall 2024

**MINERAL AREA COLLEGE**  
**COMMUNITY PARAMEDIC PROGRAM**  
**CERTIFICATE**

(Major Code: PD-CR) CIP 51.0904

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

MO State Paramedic License #: \_\_\_\_\_ NREMT Paramedic Certification #: \_\_\_\_\_

**Required Course**

<u>Semester/Year</u>		<u>Grade</u>
_____	PAR 2600 Community Paramedic Clinical.....6	_____

**Total credit hours: 6**

GPA: \_\_\_\_\_

Instructor/Navigator signature: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date



**MINERAL AREA COLLEGE**

**COMPUTER NETWORKING  
CERTIFICATE**

(Major Code: CN-CE) CIP 11.0901

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**Human Development – 1 course**

- PSY 1130 General Psychology I + (3)
- PSY 1250 Human Growth & Development (3)
- PSY 1160 Applied Psychology \* (3)
- SOC 1130 General Sociology (3)
- SOC 1540 Intro to Cultural Anthropology (3)

**Mathematics – 1 course**

- MAT 1185 Fundamentals of Algebra\* (4)
- MAT 1240 Quantitative Reasoning\* (3)
- MAT 1260 Elementary Statistics\* (3)
- MAT 1270 PreCalc: Alg Reasoning\* (3)
- MAT 1370 PreCalc: Trig & Geom Reasoning\* (3)
- MAT 1650 Analytic Geometry & Calc I\* (5)
- TEC 1900 Technical Mathematics I (3)

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

Sem/Year	Course #	Course Title	Hrs
	CIS 1030	IT For Business	3
	CIS 1620	A+ Computer Repair & Maint	3
	CIS 1670	Fundamentals of Networking	3
	CIS 1680	Fund of Network Security*	3
	CIS 1840	Microsoft Networking Adm *	3
	CIS 1875	CCNA1: Intro to Networks	4
	CIS 1885	CCNA2: Rout, Switch & Wireless	4
	CIS 1930	Computer Ethics	3
	PAW 1060	Prep for Employment	1
<b>Communications (3 hours)</b>			
	ENG 1330	English Composition I *	3
<b>Human Development (3 hours)</b>			
			3
<b>Mathematics (3 hours)</b>			
			3-5
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (37-39)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

Acknowledgement of Graduation Policies

# MINERAL AREA COLLEGE

## CONSTRUCTION/BUILDING TECHNOLOGY CERTIFICATE

(Major Code: CU - CE) CIP 46.0201

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1250 Human Growth and Development (3)  
 PSY 1160 Applied Psychology\* (3)  
 SOC 1130 General Sociology (3)  
 SOC 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning\*(3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

### Choose seven (7) courses from the following Construction/Building Technology Courses (21 hours)

Sem/Yr	Course #	Course Title	Hrs
	CBT 1020	Construction Carpentry Skills	3
	CBT 1100	Blueprint Reading & Layout	3
	CBT 1160	Materials & Cost Estimation	3
	CBT 1200	Construction Carpentry Skills II	3
	CBT 1300	Concrete and Forms	3
	CBT 1400	Floor/Wall Layout & Framing	3
	CBT 1500	Roofing Skills	3
	CBT 1600	Exterior Finishes	3
	CBT 1700	Interior Finishes	3
	CBT 1800	Plumbing	3
	CBT 1900	Fund. Aspects of Industry	3
<b>Communications (3 hours)</b>			3
<b>Human Development (3 hours)</b>			3
<b>Mathematics (3-5 hours)</b>			3-5
<b>Science (3-5 hours)</b>			3-5
<b>Computer Literacy (2-3 hours)</b>			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

## MINERAL AREA COLLEGE

DIGITAL MEDIA TECHNOLOGY  
CERTIFICATE

(Major Code: DM - CE) CIP 10.0202

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning\* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

Choose seven (7) courses from the following Digital Media Technology Courses (21 hours)			
Sem/Yr	Course #	Course Title	Hrs
	RTV 1000	Intro 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 * (CC)	3
	RTV 2040	Post Production II* (CC)	3
<b>Communications (3 hours)</b>			3
<b>Human Development (3 hours)</b>			3
<b>Mathematics (3-5 hours)</b>			3-5
<b>Science (3-5 hours)</b>			3-5
<b>Computer Literacy (2-3 hours)</b>			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating area Career Centers.

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

## MINERAL AREA COLLEGE

ELECTRICAL TECHNOLOGY  
CERTIFICATE

(Major Code: EW - CE) CIP 46.0302

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning \* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Physical Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

**Choose seven (7) courses from the following Electrical Technology Courses (21 hours)**

Sem/Yr	Course #	Course Title	Hrs
	ETT 1030	Intro Elec Tec, Mat & Sup (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	Prog Logic Controls (CC)	3
	TEC 1780	Blueprint Reading (CC)	3

**Communications (3 hours)**

			3
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**Human Development (3 hours)**

			3
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**Mathematics (3-5 hours)**

			3-5
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**Physical Science (3-5 hours)**

			3-5
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**Computer Literacy (2-3 hours)**

			2-3
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**Institutional Requirement**

	GUI 1010	First Year Seminar	1
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**Total Credit Hours (36-41)**

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

**MINERAL AREA COLLEGE**

**ELECTRICAL/ELECTRONICS TECHNOLOGY  
CERTIFICATE**

(Major Code: AL - CE) CIP 15.0303

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	EEE 1550	Electrical Systems	3
	EEE 1580	Practical Electronics I*	3
	EEE 1710	National Electric Code*	3
	EEE 1970	Program Logic Controllers	3
	EEE 2040	Digital Electronics	3
	TEC 1300	Computer Aided Design	3
	TEC 1425	Elements of Automation	3
	TEC 1780	Blueprint Reading	3
	TEC 1920	Teamwork/Workplace Comm.	3
	TEC 1930	General Industry Safety	3
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (31)</b>			

\* Course has prerequisite. See MAC Catalog.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

3/7/2024  
Effective Fall 2024

**MINERAL AREA COLLEGE**  
**EMERGENCY MEDICAL TECHNICIAN (EMT)**  
**CERTIFICATE**  
(EM-CR) CIP 51.0904

Student : \_\_\_\_\_ ID#: \_\_\_\_\_

**Required Course**

<u>Semester/Year</u>		<u>Grade</u>
_____	HLT 1762 Emergency Medical Technician (EMT).....12 cr. hrs.	_____

NREMT Registration completed: \_\_\_\_\_  
(Semester/Year)

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 navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

Navigator: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 3/7/2024  
Effective Fall 2024

MINERAL AREA COLLEGE

**ENGINEERING TECHNOLOGY - DESIGN DRAFTING  
CERTIFICATE**

(Major Code: DB- CE) CIP 15.0101

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Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	TEC 1300	Computer Aided Design/Drafting	3
	TEC 1320	Advanced CADD*	3
	TEC 1340	CAD/D Special Application Prgms*	3
	TEC 1530	3-D Modeling *	3
	TEC 1580	Quality Control & Testing	3
	TEC 1610	Introduction to Engineering Design	3
	TEC 1630	Principles of Engineering	3
	TEC 1710	Computer Integrated Manufacturing	3
	TEC 1730	Problem Analysis	1
	TEC 1780	Blueprint Reading	3
	TEC 2050	Engineering Design & Devel.	3
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (32)</b>			

\* Course has prerequisite. See MAC Catalog.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**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 terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Requirements

\_\_\_\_\_  
Date

# MINERAL AREA COLLEGE

## ENGINEERING TECHNOLOGY - MANUFACTURING CERTIFICATE

(Major Code: EG-CE) CIP 15.0613

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	EEE 1550	Electrical Systems	3
	EEE 1970	Programmable Logic Contr.	3
	TEC 1300	Computer Aided Des/Draft	3
	TEC 1425	Elements of Automation	3
	TEC 1560	Mfg Process & Estimating	3
	TEC 1580	Quality Control & Testing	3
	TEC 1710	Computer Integrated Mfg*	3
	TEC 1790	Basic Numerical Controllers	3
	TEC 1780	Blueprint Reading	3
	TEC 1930	General Industry Safety	3
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (31)</b>			

\* Course has prerequisite. See MAC Catalog.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

### GRADUATION POLICIES:

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date



Revised 6/11/2024  
Effective Fall 2024

**MINERAL AREA COLLEGE**  
**FIBER OPTIC FUNDAMENTALS**  
**CERTIFICATE**

(Major Code: FO-CR) CIP 14.1004

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

**Required Course**

<u>Semester/Year</u>		<u>Grade</u>
_____	FOT 1000 Fiber Optic Fundamentals .....	4 _____

**Total credit hours: 4**

GPA: \_\_\_\_\_

Instructor/Navigator signature: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

## MINERAL AREA COLLEGE

GRAPHIC ARTS/PRINTING TECHNOLOGY  
CERTIFICATE

(Major Code: GR - CE) CIP 10.0305

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

**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 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning \* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Physical Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

Choose seven (7) courses from the following Graphic Arts/Printing Technology Courses (21 hours)			
Sem/Yr	Course #	Course Title	Hrs
	GRA 1100	Intro Graphic Arts/Pring ICC)	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 Photo & 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
<b>Communications (3 hours)</b>			3
<b>Human Development (3 hours)</b>			3
<b>Mathematics (3-5 hours)</b>			3-5
<b>Physical Science (3-5 hours)</b>			3-5
<b>Computer Literacy (2-3 hours)</b>			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating Area Career Centers.

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

**MINERAL AREA COLLEGE**

**HEATING, AIR CONDITIONING, AND  
REFRIGERATION TECHNOLOGY  
CERTIFICATE**

(Major Code: HE-CE) CIP 47.0201

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	AHR 1305	Indoor Air Fundamentals	3
	AHR 1005	Refrigeration System Fund.	3
	AHR 1105	Refrigerant Management	3
	AHR 1215	Gas Heating Principles	3
	AHR 1015	Electric for HVAC/R	3
	AHR 1115	HVAC Motors & Elect Cont Systms	3
	AHR 1205	Heat Pumps and Electric Heat	3
	AHR 1315	Installation of Residential Systms	3
	AHR 1405	Troubleshooting Residential Sytms	3
	PAW 1060	Prep for Employment	1
<b>Total Credit Hours (28)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

**MINERAL AREA COLLEGE**  
**INDUSTRIAL MAINTENANCE**  
**CERTIFICATE**  
(Major Code: IM-CE) CIP 47.0303

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Sem/Year	Course #	Course Title	Hrs
	EEE 1550	Electrical Systems	3
	EEE 1580	Practical Electronics I	3
	EEE 1710	National Electric Code	3
	TEC 1300	Computer Aided Design/Drafting	3
	TEC 1415	Industrial Maintenance Technology	3
	TEC 1580	Quality Control	3
	TEC 1780	Blueprint Reading	3
	TEC 1920	Teamwork/Workplace Comm.	3
	TEC 1930	General Industry Safety	3
	TEC 2030	Basic Fluid Power	3
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (31)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

Effective Spring 2024  
Revised 3.21.2024

**MINERAL AREA COLLEGE**

**ADVANCED LAW ENFORCEMENT ACADEMY  
1000 HOURS**

(Major Code: LH-CE CIP 43.0107)

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Semester 1			
Sem/Yr	Course #	Course Title	Hrs
	CRJ 1000	Basic Police Science I	3
	CRJ 1050	Basic Police Science II	3
	CRJ 1100	Intro to Criminal Justice	3
	CRJ 1200	Criminal Investigations I	3
	CRJ 1400	Criminal Law	3
	CRJ 1500	Criminal Evidence	3
	CRJ 1700	Patrol & Traffic Law	3
	PED 2000	Basic Physical Fitness	1
		<b>Total Hrs.</b>	<b>22</b>
Semester 2			
Sem/Yr	Course #	Course Title	Hrs
	CRJ 1150	Basic Police Science III	3
	CRJ 1250	Basic Police Science IV	3
	CRJ 1300	Criminal Investigation II	3
	CRJ 1600	Juvenile Justice System	3
	CRJ 1750	Adv Patrol & Traffic	3
	CRJ 1800	Intro to Corrections	3
	CRJ 1900	Police Administration	3
	CRJ 2000	Crim Just Report Writing	3
		<b>Total Hrs.</b>	<b>24</b>
<b>TOTAL CREDIT HOURS EARNED</b>			<b>46</b>

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**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 terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Requirements  
Acknowledgement of Graduation Requirements

\_\_\_\_\_  
Date

**MINERAL AREA COLLEGE**  
**LOGISTICS TECHNICIAN**  
**LESS THAN ONE YEAR CERTIFICATE**  
(LT-CR) CIP 52.0203

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Ten hours of college courses are required to prepare the student for the Certified Logistics Technician MSSC (Manufacturing Skills Standard Council) Assessment.

Sem/Year	Course #	Course Title	Hrs
	CIS 1610	IT Fundamentals	3
	TEC 1920	Teamwork/Work Communications	3
	TEC 1930	General Industry Safety	3
	TEC 1950	CLA/CLT Assessment Prep	1
<b>Total Credit Hours (10)</b>			

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

\*A cumulative 2.0 grade point average is required for graduation.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

Revised 3/7/2024 lme  
Effective Fall 2024

# MINERAL AREA COLLEGE

## MACHINE TOOL TECHNOLOGY CERTIFICATE

(Major Code: MO - CE) CIP 48.0501

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom Reasoning \* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I\* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

Sem/Yr	Course #	Course Title	Hrs
	TEC 1000	Machine Shop I (CC)	6
	TEC 1160	Machine Shop II * (CC)	6
	TEC 1300	Computer Aided Des/Draft	3
	TEC 1320	Adv. Comp Aided Des/Draft*	3
	TEC 1790	Basic Computer Numerical Con	3
<b>Communications (3 hours)</b>			
			3
<b>Human Development (3 hours)</b>			
			3
<b>Mathematics (3-5 hours)</b>			
			3-5
<b>Science (3-5 hours)</b>			
			3-5
<b>Computer Literacy (2-3 hours)</b>			
			2-3
<b>Institutional Requirement</b>			
	GUI 1010	First Year Seminar	1
<b>Total Credit Hours (36-41)</b>			

+ Recommended course for transfer students.

\* Course has prerequisite. See MAC Catalog

(CC) These courses are available through participating Career Centers.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

Revised 3/21/2024  
Effective Fall 2024

**MINERAL AREA COLLEGE**  
**PARAMEDIC TECHNOLOGY**  
**CERTIFICATE**  
(Major Code: PD-CE) CIP 51.0904

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**Program Prerequisite**

Must hold EMT Certification: # \_\_\_\_\_

Semester 1				Semester 3			
Sem/Yr	Course #	Course Title	Hrs	Sem/Yr	Course #	Course Title	Hrs
	PAR 2013	Princ of Para Tech I	6		PAR 2043	Princ Para Tech III	5
	PAR 2083	Para Pharmacology	6		PAR 2263	Para Clinical III	3
	PAR 2213	Paramedic Clinical I	3				
	GUI 1010	First Year Seminar	1				
		<b>Total Sem. Hrs</b>	<b>16</b>			<b>Total Sem. Hrs</b>	<b>8</b>
Semester 2				Semester 4			
Sem/Yr	Course #	Course Title	Hrs	Sem/Yr	Course #	Course Title	Hrs
	PAR 2023	Princ Para Tech II	6		PAR 2353	Par Field Intern Sem	1
	PAR 2123	Para Cardiology	6		PAR 2373	Par Fld Intern Cap	4
	PAR 2223	Para Clinical II	4				
		<b>Total Sem. Hrs</b>	<b>16</b>			<b>Total Sem. Hrs</b>	<b>5</b>

TOTAL CREDIT HOURS: **45** (Minus Prerequisite Courses)

Navigator: \_\_\_\_\_

Date: \_\_\_\_\_

The Mineral Area College Paramedic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**PROGRAM REQUIREMENTS:**

1. Program admission is based on a selection process.
2. All courses must be completed with a grade of "C" or above.
3. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
4. Applicant must make NREMT account.
5. 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 navigator for assistance.
6. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Requirements  
Acknowledgement of Graduation Requirements

\_\_\_\_\_  
Date



## MINERAL AREA COLLEGE

PRACTICAL NURSING  
ONE-YEAR CERTIFICATE

(Major Code: PNA-CE or PNB-CE) CIP 51.3901

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

OPTION A (Major Code: PNA-CE)			
Sem/Yr	Course #	Course Title	Hrs
<b>Program Prerequisites</b>			
	MAT 1240	Quantitative Reasoning*	3
	ENG 1330	English Comp I*	3
	BIO 2600	Human Anatomy*	5
<b>Total Credit Hours (11)</b>			
<b>1<sup>st</sup> Trimester</b>			
	NUR 1290	Fund of Nursing*	6
	NUR 1300	Therapeutic Nutrition*	3
	NUR 1310	Personal/Voc Concepts*	1
	NUR 1370	Basic Pharmacology*	2
	GUI 1010	First Year Seminar	1
	PSY1130 or PSY 1250	General Psychology OR Human Growth & Dev	3
<b>Total Credit Hours (16)</b>			
<b>2<sup>nd</sup> Trimester</b>			
	NUR 1320	Geriatric Nursing *	2
	NUR 1350	Maternity Nursing *	4
	NUR 1420	Pediatric Nursing *	3
	NUR 1430	Mental Health Nursing*	4
<b>Total Credit Hours (13)</b>			
<b>3<sup>rd</sup> Trimester</b>			
	NUR 1270	Body Function*	2
	NUR 1380	Med-Surg Nursing*	12
	NUR 1410	Applied Pharmacology*	1
	HLT 2400	Intravenous Therapy*	3
	HIS 0000	Mo H. Ed. Civics Exam	0
<b>Total Credit Hours (18)</b>			
<b>Total Hours (not including program prereqs):</b>			<b>47</b>

OPTION B (Major Code: PNB-CE)			
Sem/Yr	Course #	Course Title	Hrs
<b>Program Prerequisites</b>			
	MAT 1240	Quantitative Reasoning*	3
	ENG 1330	English Comp I*	3
	BIO 2600	Human Anatomy*	5
	BIO 2620	Human Physiology*	5
<b>Total Credit Hours (16)</b>			
<b>1<sup>st</sup> Trimester</b>			
	NUR 1290	Fund of Nursing*	6
	NUR 1300	Therapeutic Nutrition*	3
	NUR 1310	Personal/Voc Concepts*	1
	NUR 1370	Basic Pharmacology*	2
	GU I1010	First Year Seminar	1
	PSY1130 or PSY 1250	General Psychology OR Human Growth & Dev	3
<b>Total Credit Hours (16)</b>			
<b>2<sup>nd</sup> Trimester</b>			
	NUR 1320	Geriatric Nursing *	2
	NUR 1350	Maternity Nursing *	4
	NUR 1420	Pediatric Nursing *	3
	NUR 1430	Mental Health Nursing*	4
<b>Total Credit Hours (13)</b>			
<b>3<sup>rd</sup> Trimester</b>			
	NUR 1380	Med-Surg Nursing*	12
	NUR 1410	Applied Pharmacology*	1
	HLT 2400	Intravenous Therapy*	3
	HIS 0000	Mo H. Ed. Civics Exam	0
<b>Total Credit Hours (16)</b>			
<b>Total Hours (not including program prereqs):</b>			<b>45</b>

\*Course has prerequisite. See MAC Catalog.

NCLEX-PN Application Submitted: \_\_\_\_\_  
Semester/Year**General Requirements:**

1. An Application for Graduation must be submitted during the first 2 weeks of the 3<sup>rd</sup> Trimester. Contact navigator for assistance.
2. Complete required curriculum with a cumulative GPA of 2.0 (C) or higher.
3. Complete all courses included in the nursing curriculum with a "C" or above.
4. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
5. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

Signature Required -Acknowledgement of Graduation Requirements \_\_\_\_\_

Date \_\_\_\_\_

Navigator: \_\_\_\_\_ Date: \_\_\_\_\_ GPA \_\_\_\_\_

# MINERAL AREA COLLEGE

## PRODUCTION TECHNICIAN CERTIFICATE

(Major Code: PR-CR) CIP 150612

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Twelve hours of college courses are required to prepare the student for the Certified Production Technician MSSC (Manufacturing Skills Standard Council) Assessment.

Sem/Year	Course #	Course Title	Hrs
	TEC 1415	Indust Maintenance Technology	3
	TEC 1560	Manufacturing Process	3
	TEC 1580	Quality Control Testing	3
	TEC 1930	Manufacturing Safety	3
<b>Total Credit Hours (12)</b>			

NOTES: Courses are rotated throughout the year in 8-week session formats.

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

### 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 terms and by the end of the first week of the summer term. Contact a navigator for assistance.
2. All applicants are required to complete a graduation interview with the Career Services Office.
3. A minimum institutional and cumulative career GPA of 2.0 is required for graduation.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Requirements  
Acknowledgement of Graduation Requirements

\_\_\_\_\_  
Date

## MINERAL AREA COLLEGE

WELDING TECHNOLOGY  
CERTIFICATE

(Major Code: WE - CE) CIP 48.0508

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

**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 1540 Introduction to Cultural Anthropology (3)

**Mathematics – 1 course**

TEC 1900 Technical Math I (3)  
 TEC 1910 Technical Math II \* (3)  
 MAT 1185 Fundamentals of Algebra \* (4)  
 MAT 1240 Quantitative Reasoning \* (3)  
 MAT 1260 Elementary Statistics \* (3)  
 MAT 1270 Pre-Calc: Algebraic Reasoning \* (3)  
 MAT 1370 Pre-Calc: Trig & Geom. Reasoning \* (3)  
 MAT 1650 Analytical Geometry & Calculus I \* (5)  
 MAT 2150 Analytical Geometry & Calculus II \* (5)

**Science – 1 course**

BIO 1100 Introduction to Biological Science (3)  
 BIO 1150 General Biology \* (5)  
 BIO 1430 Environmental Science (3)  
 BIO 2112 General Botany \* (5)  
 BIO 2122 General Zoology \* (5)  
 PHS 1040 Consumer Chemistry \* (3)  
 PHS 1200 Introductory Astronomy (3)  
 PHS 1250 Introductory Chemistry \* (5)  
 PHS 1350 General Chemistry I \* (5)  
 PHS 1400 Earth Science \* (5)  
 PHS 2420 Earth Science I \* (3)  
 PHS 2430 Earth Science II \* (3)

**Computer Literacy – 1 course**

CIS 1730 Office Applications (2)  
 CIS 1750 Microcomputer Applications \* (3)

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**Choose seven (7) courses from the following Welding Technology Courses (21 hours)**

Sem/Yr	Course #	Course Title	Hrs
	WLD 1020	Orientation to Welding (CC)	3
	WLD 1100	Welding Print Read/Lyt/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 (CC)	3
	WLD 1400	Metallurgy and Heat Treating (CC)	3
	WLD 1510	Other Cutting Processes (CC)	3
	WLD 1610	AWS Sense Program (CC)	3

**Communications (3 hours)**

			3
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**Human Development (3 hours)**

			3
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**Mathematics (3-5 hours)**

			3-5
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**Science (3-5 hours)**

			3-5
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**Computer Literacy (2-3 hours)**

			2-3
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**Institutional Requirement**

	GUI 1010	First Year Seminar	1
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**Total Credit Hours (36-41)**

+ Recommended for transfer students.

\* Course has prerequisite. See MAC Catalog.

(CC) These courses are available through participating area Career Centers.

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
 Signature Required  
 Acknowledgement of Graduation Policies

\_\_\_\_\_  
 Date

**MINERAL AREA COLLEGE**

**ADVANCED MULTI-PROCESS WELDING  
CERTIFICATE**

(Major Code: WA - CE) CIP 48.0508

Student: \_\_\_\_\_ ID #: \_\_\_\_\_

SEM/YEAR	COURSE #	COURSE TITLE	HOURS
	WLD 1025	Aluminum Welding	7
	WLD 1205	Cutting and Fabricating	7
	WLD 1305	Advanced Gas Shield Metal Arc Welding	7
	WLD 1405	Advanced Flux Core Arc Welding	7
	WLD 1555	Advanced Stick Welding I	4
	WLD 1560	Advanced Stick Welding II	3
	WLD 1605	Advanced Gas Tungsten Arc Welding	7
	WLD 1800	Welding Foundations	2
	PAW 1060	Prep for Employment	1
<b>Total Credit Hours (45)</b>			

GPA: \_\_\_\_\_

Navigator: \_\_\_\_\_

**GRADUATION POLICIES:**

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact navigator for assistance.
2. Earn a minimum institutional and cumulative career GPA of 2.0 or higher for graduation.
3. Career and Technical degree candidates (Associate of Applied Science, Associate of Science, and Certificate completers) are required to complete a graduation interview form in the Career Services Office or in MyMAC.
4. Fifteen (15) hours of Mineral Area College credit must be included in the degree.

\_\_\_\_\_  
Signature Required  
Acknowledgement of Graduation Policies

\_\_\_\_\_  
Date

## 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.

► [Click here to Return to Admissions & Records \(p. 20\)](#)

## Catalog Revision History

*5/14/24, Page 55: Updated chart to indicate that Digital Media Technology is offered at Unitec.*

*7/1/24, Page 51: Removed mandatory state proficiency exam or an equivalent passing ACT score requirements.*

*7/1/24, Page 108: Updated certificate name from Fiber Optic Technician to Fiber Optic Fundamentals.*

*7/1/24, Page 111-112: Updated the AAT degree plan.*

*7/1/24, Page 185: Updated the Fiber Optic Fundamentals Degree Plan.*

*7/9/24, Page 44: Added information regarding the maximum course load for each semester.*

*8/13/24, Page 18: Updated the transfer articulation officer to the Registrar and the appeals to the Provost/Vice-President of Academic Affairs.*

*8/13/24, Published "Auto Technology Addendum" which includes the Auto Technology course descriptions, at [www.MineralArea.edu](http://www.MineralArea.edu)*

*10/16/24, Published "Verification of Enrollment" information on p. 197, and added a link to it from p. 20.*